

# First board meeting - Agenda - 14th of March 2024

## Members present:

[Online] - Lucie, Parisa, Andrea, Dominik, Elpida, Johnson, Maria

Minutes taker: Johnson

## Voting structure:

[For, against, abstain]

The goal of the first board meeting is to introduce the board, the calendar, the different roles and tasks, get contact info and relevant access for everyone

### 1. Introduction Round

(Skipped, happened during the GA)

### 2. From Statutes & By-laws:

Club, how it functions, members' affiliation to DTU,

- During first meeting: should vote on what is minor expense, should elect a DTU Sports representant (in addition to the Chair, should speak Danish → we should contact DTU Sports otherwise) - *Section 14*
- Introduce the different roles - *Section 9*
- Documents to send to DTU Sports before mid April + meeting (date?) → Head&Treasurer send an email summary of the financial status at each board meeting, not more than one month old
- The board should have savings to go for one season without receiving membership fees - *Section 10*

### 3. Calendar (from GA to next GA)

- Bi-annual (Friday 19th of April 2024)
- Teacher-board event
- Workshop(s) → when
- Socials with Ethern & Hegnel: frequency to be decided
- Fall season preparation: Dansesal shared, so the schedule has to come up soon so we can discuss with DTU Yoga (and Body Training??) Especially if we want to use it at the same time...
- June classes? August classes?
- Intro week + new season
- Fall teacher-board event
- Socials with DTU bars
- Fall bi-annual (between end of October and mid-November)
- Closing of 2024 accountings
- January 2025 classes
- Intro week + new season
- General assembly

### 4. Tools

- Drive —> everyone should have access by now; I have not removed Esther and Peter yet
- KlubModul —> who needs which rights? (Tackle that point after discussing the different roles)
- webmail —> give access to everyone (?) + transfer the specific email addresses
- Facebook: group (everyone should be in the Teacher-Board), admin of DTU Dancing page
- Instagram: admin of page

*//Will be taken and discussed in person on the next board meeting*

## 5. Board Functioning

Different roles & tasks —> should it be more rotating? - Section  
 trusted person in each class? Coming with benefits? (E.g. invited to Teacher-board event and free  
 bi-annual, other ideas? - Section 9

## 6. Pending Tasks

- Tee-shirts (not a priority)
- Talcum powder for Salsa dancing in Bar area
- Ramp for the doors are on the way to deliver (to ease the moving of the mirrors from our storage room to the classrooms and back)
- Door stoppers (Special ones)
- Ethern wants to have meeting with the board
- Need to setup meeting with DTU Yoga for room sharing
- Equipements to buy: Iphone-Aux cable, other aux cables, Wireless Mics Røde, Bluetooth adapter and Bluetooth Mixer

## 7. Bi-annual

*//Final confirmation from CAS will be received on Wednesday - Andrea*

## 8. Next Board Meeting

*//First week of April 2024*

## 9. Roles and responsibilities

❖ **Secretary:** The secretary is responsible for official communication with the members, for example, **publication of minutes** and other official documents, and responding to requests on both emails and social media. The secretary **takes minutes** (must include at least the date of the meeting, the names of the board members present, the names of the minute taker and meeting chairman, the final version of proposals and the vote (for/against/abstained), and minority statements) of board meetings. It is the responsibility of the secretary to keep the “Hand book of DTU Dancing” up to date; see also §9.3.

- *Suggestion: no designated secretary; Rotating Secretary*
- *board members take turns taking minutes during the BM and publishing them on the website (check that these people have the necessary rights on KlubModul) Rotating Minutes Taker*
- *emails & SoMe: shared responsibility; either shared or taking turns throughout the weeks? Emails -> Andrea SoMe-> Elpida*
- *remember to put the board in CC when sending an email*
- *use the markers and use the different folders once the email feed has been processed*

- ❖ **Teacher contact:** The teacher contact is responsible for direct communication between the board and the teachers. It is the responsibility of the teacher contact to keep a file about teaching at DTU Dancing up to date; see also §9.2.
  - *Volunteer? Main contact is **Andrea**, rest of the members take in rotation*
  - *Or use “trusted people”/delegates in each class → should probably come with advantages, at least free bi-annual and maybe teacher-board event //This can be considered as Student Contact not as Teacher Contact*
  - *Chit-Chat group will be created for teacher and board*
  
- ❖ **Creative manager + Event manager:** The party coordinator is responsible for forming the organizing committee for the bi-annual parties. The party coordinator also coordinates the organization of extra workshops and dance cafés.
  - *Does not mean you have to do it alone! -> **Andrea***
  
- ❖ **PR/SoMe coordinator:** The public relations coordinator is responsible for advertising and maintaining the content of the association’s website and social media accounts. (+ responsible for handling the pictures taken during the events?)
  - *Create posts and publish stories -> **Elpida***
  
- ❖ **IT responsible:** The IT administrator is responsible for maintaining the association’s IT infrastructure and website. He has administrator access to all IT accounts owned by the association, for example, the web hotel, the domain name service and WordPress. He is also responsible for maintaining and updating the software used by the association, including the web interface at the official communication platform.
  - *What it means: handle things related to KlubModul (know which buttons to click on, no need for coding 😊): create the new season, move people from one team to another, update website content, publish minutes on website, ...) -> **Dominik***
  
- ❖ **Equipment and location responsible/Sound system responsible:** The sound system responsible maintains the teaching equipment of DTU Dancing, including speakers, microphones and cables. He/She is also in charge of lending equipment for external events and workshops, and of collecting any applicable lending fees. -> **Johnson & Dominik**

## 10. DTU Sport

- a. (§2 stk. 3): Unless 1 representative for DTU Sport, according to DTU Sport's statutes, is elected at a general assembly, the association's board elects two board members as these representatives, one of which must be the chairman who is a born member of the representatives.
  - i. *“at least one should speak and write Danish” → write to DTU Sports, say that it is not possible for us and ask what happens then (so that Andrea doesn't have to take the whole responsibility by herself)*  
**Andrea [7-0-0]**
- b. Collection of names, addresses, e-mails addresses and phone numbers of all board members (see 3.b) [GG sheet on the Drive](#)

## 11. Access

- a. Access cards

- i. *Check with Peter and Esther; Esther keeps a card at least until Les Lanciers and Årsfest; access cards to be handed out, check if we have enough, check the functionality; code + future keybox*  
*//Parisa and Maria yet to sign the document and receive the access card*  
*//In future, decided to sign the form in the pdf and store it in the drive*
- b. Access to Google Drive
  - i. Update 'Contact info' [GG sheet on the Drive](#)
- c. Update website with new members of the board and teachers
  - i. Short intro to **klubmodul and emails**. Remember to cc the board when replying emails
- d. (Mail forward to private email)
- e. Facebook groups (Board group, Teacher-Board group) & facebook chat
  - i. *board group and the Teacher-board group*
  - ii. *remove the old teachers which are not part of DTU Dancing*
- f. Facebook access and use
  - i. *how to get access? (Christopher?)*
- g. Instagram
  - i. *password in the DTU drive, otherwise can be also managed with Facebook Meta*

## 12. Set up work for the treasurer

- a. *Set up a meeting with the previous treasurer (Peter), introducing the tasks and procedures of the treasurer (Lucie is the new paying person for the Spotify account).*  
*// Peter did initial knowledge transfer to Johnson*

## 13. Discharge of previous board members

- a. Remove previous board members from social media account → pending, as long as the transition is not finalised
  - i. *Lucie will check with Esther about it*
  - ii. *remove the teachers from the DTU Dancing Board group*
- b. Check up on information and administration rights
  - i. *Everyone has access*
  - ii. *Everyone adds a picture to the Drive → 01.Administration → Current board*  
[Current Board folder](#)

## 14. Decision on definition of minor/major expenses

*1500 dkk - [7-0-0] → for an expense larger than this amount, a voting is required*

## 15. Next board meeting

**date:** *First week of April*

## 16. AOB