

13. Workshop (and board meeting) - Agenda - 09/03/2025

Members present [Online]: [Andrea, Lucie, Johnson, Elpida, Maria Eleni]

Minutes taker: Andrea

Voting structure: [For, against, abstain]

1. Introduction to the workshop

- a. Presentation and summary of the DTU-Sports Workshop hosted by DGI
- b. Agenda for the day presented
 - Organisational chart
 - year calendar
 - role descriptions
 - task/event descriptions
 - points for board meeting

2. Organisational chart:

- a. Dividing responsibilities to specific roles
 - Chair
 - Treasurer
 - Teacher contact
 - SoMe-responsible
 - Bi-annual- responsible
 - Social Event- responsible
 - Tech-responsible
 - Email-responsible
 - CAS contact
 - Klubmodul- responsible
 - Secretary
- b. Some roles will have the task to find volunteers to form a work/project group to handle
 - SoMe: find 1 person from each dance style or from each level in the beginning of the semester to take some pictures and videos throughout the semester, to send to the SoMe-responsible to post online.
 - Bi-annual: to find volunteers (approximately 3-8) preferably from the different dance styles to plan Bi-annual
 - Social event: to find volunteers (approximately 3-8) preferably from the different dance styles to plan social events throughout the semesters.
- c. Defining the volunteer groups
 - Board: core volunteers, influence on organisational level, time spent is high.
 - chair of work/project groups, and teachers: project volunteers, influence on specific areas, time spent varying -high and low periods.

- Participants in work/project groups: loyal volunteers, influence on the specified project, hours spent will be more in close vicinity to the deadline of the project.
- Ad Hoc volunteers: helping on the day of events, often organised in shifts, no influence, low amount of time needed.

3. Year Calendar

- a. We found all the events both publicly and inside the board to organise on a calendar so it gives an easy overview
 - GA
 - 1st board meeting
 - info sent to DTU-Sport
 - Bi-annual spring
 - sorting/cleaning of storage unit
 - Årsfesten DTU
 - End of semester
 - Remuneration for teachers
 - summer classes: June, August
 - Intro week summer
 - semester start fall: trial week
 - Bi-annual fall
 - sorting/cleaning of storage unit
 - end of semester
 - remuneration for teachers
 - closing financial year
 - winter classes
 - intro week winter
 - semester start spring: trial week
 - GA
- b. additional events without fixed time frames
 - summer socials
 - board event
 - board dinner
 - teacher/board event
 - Workshop(s)
 - Socials
 - DTU-Sport meeting

4. Descriptions:

- a. All the roles mentioned in point 2a will be described using a template from DGI
- b. all the main events/tasks mentioned in point 3 will be described using a template from DGI
- c. written and uploaded by wednesday evening
- d. to be reviewed by another board member before saturday evening

5. GA planning:

- a. Final Agenda sent to members

- b. Guidelines or recommendations for the future board:
 - Students or people who are present at DTU campus in the daily
 - Mix between the dance style, a board with the majority from one dance style should as far as possible be avoided. As a board member you are volunteering for DTU-Dancing not one dance style in particular.
 - Full year commitment, until the next GA
 - It does require hours of work, so some free/spare time is needed.

6. Update AC:

- a. [Andrea] talked to some workers on Friday as they were working on the AC again, they were slightly optimistic regarding fixing it soon. We will be told by either Marianne (project lead) or Thor (DTU Sport) when it is up and running.
- b. there will be an on/off function, 3 levels of the fans, and ability to change temperature +/-3 degrees celsius.

7. Update cleaning:

- a. Cleaning is done in Dansesalen everyday between 5-8 in the morning. The floor is swept each day and washed if needed at least 2 times a week.
- b. Pladsen and Spanish stairs have cleaning 2 times a week.
- c. DTU-Ren can not offer more cleaning.
- d. We have ordered a big scissor mop to make quickly swiping floors before classes easy. The mop is for dry floor only and the clothes can be knocked outside to de-dust. For wet floor the current mop with one-time-use felt cloths can be used.
- e. [Andrea] will prepare post for teachers

8. Levels in classes:

- a. It was reminded that it has previously been discussed, and we will re-inform the teachers.
- b. teachers have the right to tell students if their level is not fit for certain levels of the classes. This is to ensure that all students on all levels can improve their dancing.
- c. [Andrea] will prepare post for the teachers.
- d. if students should have already signed up to the “wrong” level, they can be moved to the correct level by reaching out to the board.

9. Remuneration:

- a. The board have been approached by teacher, or TA's regarding the remuneration and the possibility of covering transport.
- b. We can not cover transport as it is defined as part of the fixed remuneration.
- c. it has been decided to increase the TA remuneration to 250dkk/class equalling to half of the teachers remuneration and 3000 dkk per semester.
- d. It will also be explained to teachers that it is up to them to decide how the money should be split. It is a “teaching envelope”, it does not mean that we consider that one

person A is the teacher and person B is the TA. E.g. If a 50/50 split is wanted the board just needs to know this.

- e. [Andrea] will prepare a post with [Johnson]

10. Pladsen Mirrors:

- a. Along the fire regulations at DTU a solution to leave mirrors on Pladsen for students to use if wanted for own trainings have been found.
- b. It requires proper cordon off, and a handy man have been out to look at it and given an estimated offer.
- c. the price is 2675 dkk excluding tax so approximately 3345 dkk totally including hours and materials.
- d. Vote to move forward with CAS, and DTU-Dancing covering the cost if approved by CAS [5,0,0]
- e. [Andrea] will reach out to CAS

11. Bi-annual:

- a. It was decided that this board will try to finalize theme and fb event for bi-annual to help the next board as time will be limited between the GA and the Bi-annual
- b. DJ [Dominik] is agreed
- c. photographer (Bardi) is booked
- d. Oticon is booked
- e. to be decided is:
 - theme
 - budget
 - grocery list
 - entrance prices