DTU Dancing Board Meeting

**DATE:** 15 MARCH 2016
**TIME:** 17:30
**PLACE:**  DTU B208

**Attendees**

**Board members present**

* Brit Sehested Nissen (meeting chair) - BN
* Mariona Bertran (minute taker) - MB
* Josefine Korzen - JK
* Christian Kruse Knudsen - CK
* Niels Dyreborg Nielsen - NN
* Agata Skupien - AS
* Erik Gräs - EG

**Others present**

-

**Agenda**

[Action points from last board meeting update](#_hl50ukox529f)

[Election of minute taker](#_88a5qjfo7hzq)

[Welcome](#_lvj5jhkl5x19)

[Trusted positions and delegation of responsibilities](#_rhrqqo64g4)

[Representatives meeting 2nd May](#_q59u5iqt5uy3)

[Contact information update in drive](#_23msl2odk3e2)

[Keys](#_jql1kfbfimzb)

[Payment update](#_ban8knhnbwdr)

[Setting the minor/major expense limit](#_rj3zz6gfui7m)

[Decreasing number of attendees in some classes](#_vg25w4o24reo)

[Webpage renewing or club module](#_9tbo7w5obq2d)

[Website updates to-do list](#_2ly5dcfzucgi)

[Biannual party](#_7m95q0kozjhv)

[Årsfest](#_4cwmdvhx1669)

[Family day in June](#_1xsw9vug70d8)

[Rusbogen](#_6dngrs9bykqi)

[To do decided by the GA](#_wpz9s8e72v0y)

[Other business](#_y0gg7b4qm0cs)

[Next meeting](#_mdikbwgrjgnd)

**Meeting notes**

*Votes on points of decisions are recorded in the format #for / #against / #abstained . The presenter of a point is stated under the headline. The presenter Chairman indicates that this point refers to a general duty of the board.*

# Action points from last board meeting update

Brit

Everybody gave a status. All points not met are added to the new list of actions points.

* No action points from last meeting.

# Election of minute taker

Brit

Responsible for taking minutes and upload them to our webpage.

# Welcome

Brit

* E-mails
* Drive folder

# Trusted positions and delegation of responsibilities

Brit

Delegation of roles/responsibilities

1. **Secretary**. The secretary is responsible for official communication with the members, for example, publication of minutes and other official documents, and responding to requests. The secretary takes minutes of board meetings. It is the responsibility of the secretary to keep a “Hand book of DTU Dancing” up to date; see also §9.3.
2. **Assistant treasurer**. The treasurer and the assistant treasurer will work on the accounting together. The assistant treasurer has at all times access to all accounting data.
3. **Teachers contact.** The teachers contact is responsible for direct communication between the board and the teachers. It is the responsibility of the teachers contact to keep a file about teaching at DTU Dancing up to date; see also §9.2.
4. **Public relations coordinator.** The public relations coordinator is responsible for advertising and maintaining the content of the association’s website. The public relations coordinator responds to questions received at the e-mail address questions@danc-ing.dk. The public relations coordinator is responsible for updating and submitting an article about DTU Dancing for the DTU handbook (deadline is usually early in April).
5. **Cashier.** The board can elect one or more cashiers, who will be responsible for the sign-up and collection of fees of members who pay their fees in cash. The cashiers are not required to be members of the board, for example, they could be previous board members or teachers.
6. **Party coordinator.** 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. The party coordinator responds to e-mails received at the e-mail address party@danc-ing.dk.
7. **IT administrator.** The IT administrator is responsible for maintaining the association’s IT infrastructure and web-site. 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. The IT administrator responds to e-mails received at the e-mail address webmaster@danc-ing.dk. At least one IT administrator must be a member of the board.
8. **Sound system responsible.** The sound system responsible maintains the teaching equipment of DTU DancIng, including speakers, microphones and cables. He is also in charge of lending equipment for external events and workshops, and of collecting any applicable lending fees.

PR also updates website content and facebook groups.

Trusted positions are divided as follows:

* Secretary: MB and AS (assistant)
* Assistant treasurer: CK
* Teachers contact: EG
* PR responsible: NN
* Cashier: CK
* Event coordinator: EG (for the moment)
* IT administrator: Brit
* Equipment responsible: AS (for the moment)
* **CK**: send out an email to all those who hasn’t paid
* **MB**: confirm Frank and Rasmus as IT admin

# Representatives meeting 2nd May

Brit

All clubs in DTU sport have two representatives, where one is the chairman. Therefore we need to choose another representative.

# Contact information update in drive

Mariona

Updating the Excel in Drive with board member’s contact information (<https://docs.google.com/spreadsheets/d/1yTZZTAFqiFLG9skRlRdjQEtfT3TGm0E1EzzYj23USoo/edit#gid=0>).

We all updated our information there.

# Keys

Mariona

Check if we have all the keys, and get the new teachers and new board members a key.

Link to table:

# Payment update

Brit

Missing payment from 29 people.

* **CK**: go to Kizomba class and collect payments

# Decreasing number of attendees in some classes

Brit

What can we do to increase the number of members in classes with few or decreasing number of members? Classes are: Kizomba, Standard and Latin

Ideas: organizing workshops for those classes, put flyers up in student dorms, flashmobs in the cantine or library, club day (DTU sport don’t have the club day anymore), joining the danish students intro week.

* Next meeting we make a committee of 2 people to organize these actions.
* **NN**: send an email to Sebastian Molbech asking if we can participate in the danish students intro week

# Webpage renewing or club module

Brit

DTU sport had bought a new webpage, where we can get our own new webpage, which also can do the treasury :).

Should we renew our own or should we use the club module?

(klubmodul.dk)

* **CN**: look into new payment methods: pros and cons

# Website updates to-do list

Brit

To do list:

* Teachers and TA’s names
* Board members name and pictures

Action points:

* **CK, NN, AS**: send a profile picture
* **MB**: update board members in website
* **CK:** talk to Soren about sending pictures and so on for the website

# Biannual party

Erik

Status.

* Do we have enough volunteers?

Erik has a 9 people committee and needs around 30 volunteers.

* Budget (5000DKK)
* Theme and teacher (For the party committee to decide)

# Årsfest

Brit

Date: 29th April

Erik and Brit is teaching Lanciers Monday and Thursday at 17:15 in Oticon.

# Family day in June

Brit

Should we ask Konrad to teach Salsa? Or should we present other dances?

* **EG**: ask all teachers by email (Family day)

# Rusbogen

Brit

We have to send an article for ‘rusbogen’ before the 4th of April.

* **PR responsible:** write article for rusbogen

# To do decided by the GA

Brit

Delegation of who will perform the activities decided upon at the General Assembly

* **MB**: gather all the updates for the bylaws and bring it for next meeting

# Other business

**Microphones**

Teachers have asked for better microphones.

* **AS**: ask Joakim which mics they use

**Board and teachers dinner**

Do it after next season start.

**Ideas**

Prize for the classes that have everyone paid.

# Next meeting

A doodle poll will be made by Brit, she will put the link in facebook.

* **BN**: make doodle poll for next meeting

**Action items**

Brit

* **BN**: make doodle poll for next meeting

Erik

* **EG**: ask all teachers by email

Christian

* **CK**: send out an email to all those who hasn’t paid
* **CK**: go to Kizomba class and collect payments
* **CK**: look into new payment methods: pros and cons
* **CK:** talk to Soren about sending pictures and so on for the website

Mariona

* **MB**: confirm Frank and Rasmus as IT admin
* **MB**: modify the amount in the english and danish version.
* **MB**: update board members in website
* **MB:** gather all the updates for the bylaws and bring it for next meeting

Niels

* **NN**: send an email to Sebastian Molbech asking if we can participate in the danish students intro week
* **PR responsible:** write article for rusbogen

Agata

* **AS**: ask Joakim which mics they use

All

* **CK, NN, AS**: send a profile picture

DTU Dancing Board Meeting Summary

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**Summary**

**Trusted positions and delegation of responsibilities**

Delegation of roles/responsibilities:

* Secretary: MB and AS (assistant)
* Assistant treasurer: CK
* Teachers contact: EG
* PR responsible: NN
* Cashier: CK
* Event coordinator: EG (for the moment)
* IT administrator: Brit
* Equipment responsible: AS (for the moment)

**Representatives meeting 2nd May**

All clubs in DTU sport have two representatives, where one is the chairman. Therefore we need to choose another representative.

**Proposal: Niels is the second representative for DTU Dancing in DTU Sport.**

**Approved**

**Payment update**

Missing payment from 29 people.

**Setting the minor/major expense limit**

According to the Statutes §6 point 4 lit 1.

*At the constitutional meeting the board decides what expenses are considered to be minor and major during the board’s term. These decisions must be included in §2.1 and §2.2 of the association’s orders of business. numbers should be chosen carefully to avoid unnecessary board meetings (example: replacements of ghettoblaster).*

**Proposal: Set the expense limit to 1500 DKK**

**Approved**

**Biannual party**

Status: Erik is leading the committee with other 9 people committee and needs around 30 volunteers.

Budget 5000DKK.

**Årsfest**

Date: 29th April

Erik and Brit is teaching Lanciers Monday and Thursday at 17:15 in Oticon.