

DTU Dancing Board Meeting

Date: April 7th 2017

Time: 17:15

Place: DTU Building 208

Note: Constitutional Meeting

Attending Board Members:

- Chairman Lasse Voss Overby
- Laura Aaboe Andersen
- Gandalf Saxe
- Christian Kruse Knudsen
- Jorge Richards
- Selgin Cakal (Deniz)
- Sergey Klyapovskiy

Attending without vote:

- Former Chairwoman Brit Sehested Nissen

Vote format: (for-against-abstain), e.g. 6-1-0

Agenda

1. Finish hand over
 - a. Distribute Positions. The board can elect board members, or others where specified, into trusted positions. The outcome of these elections must be published to all members without unnecessary delay. It is recommended to elect at least a secretary.
 - i. **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
 - ii. **DTU Sport representative:** (§2 stk. 3)
 - iii. **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.
 - iv. **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. The party coordinator responds to e-mails received at the e-mail address party@danc-ing.dk.

- v. **Treasurer assistant:** The treasurer and the assistant treasurer will work on the accounting together. The assistant treasurer has at all times access to all accounting data.
 - vi. **PR 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).
 - vii. **Cashier (*perhaps not needed with new payment system*)** 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.
 - viii. **IT responsible (Frank):** 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.
 - ix. **Equipment and location responsible/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.
- b. All have access to what they need?
 - i. Facebook groups?
 - ii. Site?
 - iii. Drive?
 - iv. Mail
 - 1. Setting up forwarding for positions and the broad general
 - 2. Creating emails
 - c. The State/Location of Handbook of DTU Dancing
 - d. Review Action points performed by previous board

2. Confirmation of statutes with regards to the constitutional meeting

- a. (Statutes §6 Stk. 4 Lit a) 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)
- b. (Statutes §6 Stk. 4 Lit b) The board prepares the material and paperwork that must be sent to DTU Sport as a consequence of decisions taken at a general assembly.

- i. §2 Stk. 7 “DTU Sport skal underrettes om foreningens bestyrelse med navn, adresse telefonnummer og mailadresse.”
 - ii. §2 Stk. 8. “Foreningen skal hvert år give DTU Sport en medlemsliste med navn, alder, adresse, mailadresse og tilknytning til DTU for hvert enkelt medlem.”
- 3. Changes to the “Orders of business”
 - i. Change 500 DKK to “500 DKK excl. transaction fees (dk: ekskl. betalingsgebyrer) (§2.1)
 - ii. Remove jitterbug as one of the “main dances” (Not to be replaced with Swing) (§6.4)
- 4. Upcoming events and Tasks
 - a. Bi-annual [Responsible: [Selgin](#)?]
 - i. State?
 - ii. Should we remove attendance payment? - maby just for paying members?
 - b. Annual Commemoration party
 - i. Our Presence and Precedence ? (Question for old board)
 - ii. **Brit** and **Niels** will teach les lancers and Pernille and Christian will assist if time allows. For the annual ball we will be in charge of the dance floor in the library for two hours 23.00-01.00. We have a playlist containing different music styles suited for different dances.
 - c. Newsletter
 - d. Family Day participation

It is handled - No teachers has responded and therefore is it not relevant.
 - e. Surveys
 - f. Announce new board facebook groups
 - g. Workshops?
 - h. More?

THIS IS WHERE WE ENDED THE MEETING DUE TO TIME CONSTRAINTS

- **SOMEONE** handover keys and will figure out together with Mariona who has the keys + access cards and get an overview over it.
- 5. How to spend our vast amount of money?
 - a. Push to Increase retention
 - i. Parties at start for new dancers
 - ii. Follow swing’s initiative and provide financial aid?
 - iii. More social activities
 - b. Master Classes
 - c. Free Entrance for Bi-annual (See 3.a.ii)
 - d. Another locker
 - e. T-shirt - Design made by Pernille Vosbein Christensen for the last board.
- 6. Proposal: Team Building for new board

7. Schedule Next Meeting
8. Any other business
9. Beers + Throw down on the dancefloor!!

Summary

Distribution of positions:

- Secretary: Gandalf
- DTU Sport representative: Christian
- Teacher's contact: Sergey
- Creative manager + Event manager: Deniz
- Treasurer assistant: Gandalf
- PR coordinator: Laura
- Cashier: Lasse
- Equipment and location responsible/Sound system responsible: Jorge (contact [Lene Kamp Steffensen](#) (email) for room bookings, write in good time, sometime in may/october)

Digital access

- ☐ Lasse should promote Laura as administrator of the DTU Dancing Facebook page.
- ☐ Lasse should grant everybody administrative access to <http://danc-ing.dk>
- ☐ Lasse should create emails for everyone
- Everybody has access to drive
- REMEMBER for all emailing:
 - cc board
 - reply-all

Action points performed by previous board

- New DTU Dancing T-shirts: Laura will look into it. <https://www.banana-moon-clothing.co.uk/>
- Print pictures for the cupboard: Sergey will print pictures for the cupboard including description of the items at each cupboard shelf.
- Contact klub modul about missing drop down menu: Lasse will contact klub modul (missing drop down menu home house (home) icon in upper left corner) Then add statues and minutes
- Christian is responsible: Check if Niels have uploaded the minutes from the general assembly to the website. - tjek
- Annual ball: Brit will teach les lanciers and Pernille and Christian will assist if time allows. For the annual ball we will be in charge of the dance floor in the library for two hours 23.00-01.00. We have a playlist containing different music styles suited for different dances.

- **Laura** will make Facebooks events for the three Lanciers sessions up to the annual ball.
- **Sergey** should update the teachers list.

Confirmation of statutes with regards to constitutional meeting

- **(Statutes §6 Stk. 4 Lit a):** Expense major/minor boundary at 1500 DKK
 - VOTES: 7-0-0
- **(Statutes §6 Stk. 4 Lit b):** **Lasse** should do this: prepare the material and paperwork that must be sent to DTU Sport as a consequence of decisions taken at a general assembly.
 - §2 Stk. 7
 - §2 Stk. 8

Changes to “Orders of business”

- **Correct transaction fees text:** **Lasse** should make sure that the payment says “500 DKK + transaction fees”
 - VOTES: 6-1-0
- **Remove jitterbug as one of the “main dances”:** (Not to be replaced with Swing) (\$6.4) for the reason that we don’t offer Jitterbug anymore. Lasse will do this.
 - VOTES: 6-0-1

Upcoming events and Tasks

- **Bi-annual party**
 - Responsible: **Deniz** + **Sergey**
 - State: In planning phase
 - Remove entry fee for members/teachers/volunteers (still 30 DKK for outsiders)
 - VOTES: 7-0-0
- **Annual ball**
 - Lanciers classes in week leading up to the ball: **Brit** and **Christian**+Pernille might help
 - **Brit** + **Sanchez** is doing the 2-hour music session in the library
 - **Christian** will make sure that Brit is paid
- **Newsletter:** **Laura** has committed to making a bi-annual newsletter that serves as an overview of the overall DTU dancing events relevant for the semester (first newsletter goes out in beginning of E17)
- **Family Day:** is called off. It’s too late
- **Survey:** **Sergey** is responsible for creating a new survey. **Christian** will contact Erik who did some work on it previously and contact Sergey about it. Desirable to send out: sometime between: 23rd-27th of April.
- **New board facebook groups:** **Lasse** will announce these.
- **Gain knowledge of website:** **Christian** and **Gandalf** will meet with Niels and learn stuff about the website.

Remaining items have been moved to next meeting