

First board meeting - Agenda - 16th of March 2018

Present:

Laura Aaboe Andersen
Christian Kruse Knudsen
David De Baere
Selgin Deniz Cakal
Jorge Richards

Minute taker: Selgin

Vote structure (for, against, abstained)

1. Order food

11, 18, 5

2. Roles and responsibilities

- 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

-LAURA

- ii. **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.

-SELGIN

- iii. **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.

- Working groups (perhaps two people would attend)

- iv. **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. - **Not necessary - job of cashier**
- v. **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).

-LAURA

- vi. **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.
- vii. **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.

-JORGE

- viii. **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.

-JORGE

3. DTU Handbook

-To be handled after more board members joined.

4. Accesses, website update, etc.

- a. Does everyone have access to the drive? **YES.**
 - **Laura** will update website together with Lasse
 - i. **Søren should have access to treasury**
- b. Mail
 - i. Forwarding
 - **To be asked to Lasse. Add David's email to the board and deleting the old members email from the list.**
 - ii. Creating e-mails
 - **We do not need them.**

***** Important: When replying an email from Dancing Website. Remember to CC the board@danc-ing.dk**

5. DTU Sport

- a. (§2 stk. 3)
 - **Christian will do it. 26th of April at 17:00.**

- Laura will email about GA to DTU Sport.

6. Visibility of the board

- a. Can we have a board member present for all classes?

Fixed.

7. Extraordinary General Assembly

- a. Before bi-annual: **It will start before the workshop. Voting manner will be decided according to the number of candidates.**
- b. Volunteers for the board on phone. **One must write a small self description for the voters. Or a video-call during the GA.**

8. Bi-annual

- a. 14th of April
 - **David will take care of it until a new event coordinator is elected.**
- b. Workshop
 - i. Breakdance + hip hop/street theme?
 - **to be decided after first workshop (17 March 2018)**
 - ii. Other ideas?
 - iii. Otherwise - Samba/ Capoeira workshop with Rio theme or -Rythm and percussion workshop

9. DTU Dancing Camera and Music Equipment

- Jorge will check it out.
- Let the teachers know about the speaker chargers.

10. Annual ball status

- Pernille and Christian will teach Lanciers. Teaching will be paid in entrance ticket.
- DTU Dancing will have 10 double ticket for ball + dinner. 275 DKK/person. First board, then teachers and then members as first come first serve manner.
- Deadline to buy the tickets set for ... **Christian.**
- For the music we can ask either **Brit** or **Frank**. Also paid entrance

11. How do we spend our money? :D

- a. Room for dancing - **Directly contact to DTU administration about planning. - Laura.**
- b. Competition. **Brainstorming about possible new projects, ask ideas from the members.**
 - **Promoting at Biannual about it.**
 - **27th of April is the deadline.**
 - **6th of May Sunday Dance café to finalize. Book etheren - Selgin.**
- c. Other ideas?
- d. Offer DTU / DTU sport to be involved in the building of a new floor in a new building - **maybe two floors so we can have two classes with nice floor.**

12. Facebook

Contact the teachers to connect their group to DTU Dancing page. - **Laura.**

13. AOB (any other business)

Budget for workshop 17-03-2018

500 dkk for snacks and soft drinks (5-0-0)

14. Next meeting focusing on GA and Biannual

- Date: 6th of April.