

Ordinary board meeting - Agenda - 27th of April 2018

Present:

Christian

Laura

David

Federico

Constantina

Jorge

Selgin

Vote structure (in favor, against, abstain)

1. 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.

- Constantina and Federico

- 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 and David

- 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

2. Equipment

- a. Mirror
- b. Speaker - check if it works (the one with the tape on)

3. Dance Café

- a. 6th of May
- b. Do we still want it? Obviously xD

Friday the 1st of June

Glass salen - Selgin books glass salen

Federico and Constantina will be responsible

4. Survey

Constantina will look into it by Sunday

Otherwise the old ones will be sent out.

Laura will send them out when they are ready

5. Advertisement in the future

Email, Facebook, personal communication, have a cake meeting with information about the event.

6. Next season

- a. Book the Rooms; 210 - 042/048, etheren, spanish stairs 17:00-22:00 - Monday-Thursday - Selgin
- b. Breakdance; Laura writes and check when he can teach.
- c. Belly dancing; Christian: Gets an intermediate class Tuesday after. Maybe Wednesday??
- d. Hip hop; Christian will call her and check if she is up for next semester. will Wednesday fit her
- e. Biannual; Kedelhallen, Islandsbryggen, glass salen, non stop bachata place, (3rd of November), Have it in the city, glass salen - check different locations if they are free and what they cost.
Federico and Selgin
- f. Opening and closing party: 5th of october opening, 31st november, 1st of december

7. Teacher/board team building event

Laura will look into Bakken - cost and stuff (18th or 19th of August)

8. Annual ball status

- a. All tickets have been sold
- b. Frank will manage the music
- c. Selgin will arrange some animation

9. DTU Sport

- a. Promotion group
- b. Email

Kære klubber.

Nogen af jer er allerede overgået til Klubmodul. Vi påtænker at holde et temamøde om Klubmodul inden årets udgang, men dette vil Henrik antageligt fortælle lidt om på repræsentantskabsmødet på næste torsdag.

Bestyrelsen har på møde den 22. marts besluttet at afsætte en sum penge til at hjælpe jer med at få oprettet kontoplan og få sat jer i gang med at bruge regnskabsmodulet i Klubmodul. Det vil køre over flere gange (2018 og 2019), så vi tager det efterhånden som I kommer på.

Denne mail henvender sig altså til de klubber, der allerede ER på Klubmodul og bruger betalingsmodulet.

Jeg vil prøve at få det lagt sen eftermiddag, men da vi hyre en bogholder ind fra Fyn, kan jeg ikke love det bliver udenfor almindelig arbejds/stud-tid. I skal (forventeligt) afsætte 3 timer til at få oprettet kontoplanen med hende. Det kommer til at ligge i perioden juni-september.

Dette er en enestående måde at få hjælp til at komme i gang – hvem er interesseret?

S.U. inden 10. maj (2018)

10. June course

Maria - Belly dancing
Jorge - Tango Argentine
Could be break dance
Who are the teacher, when?

Constantina write it

11. AOB

Rustur - contact DTU Sport - Laura