

10th ordinary board meeting - 27th October 2019

Members present:

Lilian Geese
Edith Buhl
Nikolaj Mandsberg
Maria Gimenez
Miriam Mazzeo
Ane Pastor (Skype)

Miriam, Lilian and Edith got keys for the equipment room

Voting structure:

[For, against, abstain]

1. Bi-annual

Theme: Great Gatsby

Location: Gedestalden

Date: 16.11.2019 at 19 o'clock

- a. Post event on our webpage
 - i. *Done*
- b. Workshop: Jazz, who will teach?
 - i. *Ane will contact possible teacher/Ane*
 - ii. *Other entertainment: Maria will contact Maja for a possible animation from zumba (later in the night - around 9 or 10pm)*
- c. DJ: Did Maria hear back from Frank?
 - i. *Frank will not be able to DJ*
 - ii. *Maria is in contact with a student from DTU, who would be interested*
- d. What about the food?
 - i. *Snacks: the party planning group will decide*
- e. Who will be at the door?
 - i. *One board member or teacher and one volunteer (the same with the bar), Maria will ask people to volunteer on fb*
 1. *Set up volunteer for*
 - a. *Shopping*
 - b. *Decorating*
 - c. *Bartending*
 - d. *Clean up*
- f. Pictures at the party
 - i. *We need consent that the pictures from the party can be used online*
 - ii. *Claudio, who did the videos, can be available for two hours for 700kr with Gorka as an assistant.*

1. *The party planning agrees to go with this option*
- iii. *The board agrees to work on building a long term relationship with Gorka*

2. Equipment room

- a. Status
 - i. *We found an old DVD with photos from a party in 2009 and many CDs with jitterbug music*
 - ii. *There is now a shelf with party stuff*
 - iii. *Old accountings from 2001-2009 and other stuff, Nikolaj will ask Christian (old treasurer) if there is a reason to not throw it out*
 - iv. *We found several access cards to DTU, but do not have any passcodes for them, Maria will investigate*
- b. Electricity to cupboard
 - i. *The speakers can now be charged inside the cupboard*
- c. Fridge
 - i. *We will try to find a fridge for free on e.g. Gratis Ting København on FB*
- d. *We should get a case with shelves so each class can keep leftovers from workshops and such, we will look for a free (cheap) bookcase for no more than 200kr. The quality should be good enough for storage of drinks*

3. Workshop

- a. Only Steeven teaching (payment?)
 - i. *Their will be a TA but we will not pay them*
- b. Snacks:
 - i. How much do we have in our room?
 1. *Enough sodas and beers for the workshop*
 - ii. We will buy chips, chocolate, fruit, carrots, water
 1. *Nikolaj and Edith will buy snack*

4. T-Shirts

- a. Price
 - i. *We pay 50 + design ~ 70kr*
 - ii. *We will charge 70kr on the website*
 - iii. *At events we will sell them cheaper 55-60kr*
- b. When will we get them?
 - i. *Expectedly receiving an order of 20 wednesday 30th of october*
- c. Post it on DTU dancing website (shop)
 - i. *Maria will be in charge of posting on FB*
- d. T-shirts for DTU dancing bachata (around 30 students) group discount?
 - i. *Ane needs 30 T-shirts for the class and get a discount, 50kr per T-shirt*
- e. Can teachers and board members get one for free? Promotion wise would be good also
 - i. *Yes!*

5. Budget DTU dancing

- a. 303 sign-ups per 27/10-2019 (compared to 315 Fall 2018). Fall income 121912 DKK.

6. Website status

- a. Status
 - i. *DTU sports are waiting for the clubs at DTU to agree on how the websites should look for Klubmodule to make the upgrade that fits our needs*
 - ii. *We can contact Kamilla directly to communicate how we want the website to look, Maria will forward mails to the board email for Ane to get in contact with Kamilla*

7. PR

- a. Pictures from photographer?
 - i. *Tango pictures will be re-shoot at no extra cost*
 - ii. *Pictures are on google drive*

8. Next semester recruitment strategy

- a. Schedule for next semester
 - i. *If the teachers have any changes for next semester they should contact the board before November 15th, Ane will make a post*
- b. Promotion
 - i. *Club fair, expectedly in week 4*
 - 1. *Lilian will keep in contact with PF*
 - ii. *Lilian and Miriam is in contact with PF for an event*
- c. Flyer strategy
 - i. *We will hand out flyers in January and the first few weeks of February*
 - ii. *We want the flyers done before January (should be ordered in the beginning of December)*
 - iii. *With our new pictures*
- d. Introduction week for new international students
 - i. *contact : international@adm.dtu.dk (https://www.dtu.dk/english/Education/msc/New_at_DTU/Orientation-programmes)*
 - ii. *Miriam will contact International DTU for promotion in international week*
- e. Biannual for next semester
 - i. *The following should be planned before the end of November*
 - 1. *Location booked at DTU*
 - 2. *Date April (should be before 24th of April)*
 - 3. *We will ask when we can have Oticon*
 - a. *Lilian is in charge*
- f. *We should promote zouk in the bachata class*

9. AOB

- a. We need to change our general terms and conditions to include a general paragraph saying that when people sign up for our party they accept that they will be photographed and we can use the pictures
- b. The terms and conditions on Klub module has been changed so that it is only when people are in the focus in the picture that we can not use it.
- c. The meeting with PF masters
 - i. *PF can help with promoting DTU dancing by posting on FB and putting up posters etc.*
 - ii. *For introduction week PF Masters suggested open night where can have people come and dance maybe with our teachers there too*
- d. Poster in Spanish Stairs and Ethern about Bi-annual
 - i. *Maria will put of posters with date and time and price for non-members*
- e. Next meeting
 - i. *November 17th at 11am*

10. Approval of the minutes by all present board members

- Lilian, Maria, Edith, Miriam, Nikolaj

Tasks

Nikolaj

- Contact Christian about old accounting files
- Buy snacks for Samba workshop

Lilian

- Plan bi-annual
- Book Oticon for next Bi-annual spring 2020
- Contact PF for promotion of the bi-annual party
- Contact PF for the introduction week in January
- Ask teacher/board if they want the CDs or Photo DVD

Miriam

- Contact International DTU for intro week for internationals

Ane:

- Contact teacher for jazz workshop
- Contact teachers about the schedule for next semester
- Contact Kamilla about new website

Maria

- Contact Maja about zumba for bi-annual
- Contact possible DJ for bi-annual
- Contact Henrik to see if access cards can work
- Post selling T-shirts on website
- Put up posters about bi-annual

Edith

- Buy snacks for Samba workshop