

First board meeting - Minutes - 16th of March 2019

Members present:

Maria Gimenez Ribera
Nikolaj Kofoed Mandsberg
Matias Sessarego
Maria Koutsoudaki
Lilian Geese
Ane Pastor Rollan

Guests present:

Christian
Laura

Voting structure:

[For, 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
 1. *Maria (chair) is responsible for uploading the minutes to www.danc-ing.dk after each board meeting.*
- 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.
 1. *Ane Pastor Rollan is volunteering to be the teachers contact*
- 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.
 1. *Maria Koutsoudaki, Lilian Geese, Matias Sessarego (potentially also Constantina Ioannou)*
- iv. **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).
 1. *Public announcements on Facebook including the creation (on Facebook) of official DTU Dancing events. Including branding of the*

DTU Dancing community. Responsible people: Maria Gimenez Ribera & Matias Sessarego.

- v. **IT responsible (Frank):** The IT administrator is responsible for maintaining the association's IT infrastructure and website. 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.
 - 1. *None needed for now.*
- vi. **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.
 - 1. *No one specific assigned. But, we will have our 'teacher contact' let the teachers know that it is their responsibility to write the board if any defects occur.*

2. Accesses, website update, etc.

- a. Keys
 - i. *Keys handed out to:*
 - 1. *Chair and treasurer have received keys for both: 'the room' & 'the cupboard'. Handover forms signed.*
 - 2. *Remaining board members (except for Constantina) have received for 'the cupboard'.*
 - a. *Additional keys have been ordered several months ago but have not yet arrived. Contact Henrik Voigt from DTU Sports to ask about the current state.*
- b. Does everyone have access to the drive?
 - i. *Yes*
- c. Update website
 - i. *Send profile picture to Laura and she will update the webpage with the new board*
- d. Mail - do you receive emails?
 - i. *In general, cc the board when replying emails.*
 - ii. *For consistency, one person should be responsible for replying to emails where people want to unenroll from classes.*
 - 1. *Nikolaj Mandsberg*

3. Order food

- a. *Yummy!*

4. Handover

- a. Start planning biannual

- b. Start planning workshop
- c. Plan team-building event
- d. Banners
 - i. *Only one functional left - an idea may be to buy 1-2 more.*
- e. Intro week
 - i. *If we want to be present at RUS-tur (last week of August), we need to contact KABS before OPTUR (Easter)*
 - 1. *Prior to contacting KABS; make sure we have teachers willing to do this. Teacher contact will contact teachers to ask about it.*
 - 2. *Typically done for free (with expenses for teachers paid, such as gasoline) - acts as PR for the club*
- f. Look into finding a new bank
 - i. *(Currently: Bank Nordic) At the moment we pay quite a bit to maintain the account, so we will consider changing.*
- g. Get more keys

5. DTU Sport

- a. (§2 stk. 3): Unless 1 representative for DTU Sport, according to DTU Sport's statutes, is elected at a general assembly, the association's board elects two board members as these representatives, one of which must be the chairman who is a born member of the representatives.
 - i. Representatives: Maria Gimenez Ribera & Lilian Geese
 - ii. Contact DTU sport with updated names of board members (and the two representatives)

6. Check Up on Essentials:

- a. Teachers
 - i. *Check for Zumba schedule (Ane)*
 - ii. *Salsa cannot be taught on Tuesdays next semester (fall 2019)*
- b. Timetables
 - i. *Call in a meeting about potential reschedule of the salsa teaching (salsa teacher and the other affected teachers)*
- c. Equipment
 - i. *Currently 3 working speakers and 3 aux cables*
- d. Dance spaces
 - i. *The floor is not very suitable for dancing - many years the board has attempted to mitigate this. This year it will be different!_^ :)*
 - 1. *Look at the construction schedule to see if new buildings are planned at DTU Lyngby campus. Contacting the responsible for the construction at a very early state is crucial if we want to have a say in the choice of floor.*

7. Visibility of the board

- a. A board member presentation for all classes. (every beginning of semester)
 - i. *Matias Sessarego is present every single day! :O*
 - ii. *Board members who are taking a class can make a presentation for that class*

- b. Reminder for people to sign up in classes.
 - i. *Matias Sessarego is present every single day*
 - ii. *Board members who are taking a class can remind the people in that class*

8. Zouk workshop

Maria (Chair) Will be there to arrange the snacks, drinks, and pay the teachers)

- a. 6th of April
- b. Rooms (etheren) booked
- c. 500 DKK payment for teacher
- d. Budget
 - i. *Snacks and drinks: 500 DKK*
 - 1. *Vote: [6,0,0]*

9. Bi-annual

- a. 27th of April
 - i. *Theme should be easy to understand and realize for the participants*
- b. Rooms (etheren) is booked
- c. Organizer?
 - i. *Lillian: Create facebook group for volunteers; write in the different dance groups: 'whoever would like to volunteer, join this group - without any volunteers -> no party.*
 - ii. *??Maria Koutsoudaki, Lilian Geese, Matias Sessarego (potentially also Constantina Ioannou)*
- d. Budget
 - i. *Workshop, food, cleaning, bartenders, decoration,*
 - 1. *Vote [.,]*

10. Team-building event

- a. 7th of April - confirmation of attendance by members of the board
- b. Photo shoot at 16.00 in Albertslund
 - i. *The quality of the initially chosen photographer has been considered.*
 - ii. *Possible change of photography to a studio in Frederiksberg*
 - iii. *Ane is taking over from Laura*
 - iv. *Belly dancing photos will be taken on the 9th of April (Maria K will contact David and Zumba instructor about taking these pictures of Belly dancing and Zumba)*
 - 1. *Consider similar solution for the Zumba class (since for non-couple dances it is nicer with the teacher in front and the class in the background)*
 - 2. *maximum of 600 DKK for the photos taken by the DTU photography class. Vote:[4,0,2]*
- c. Budget
 - i. *600 DKK for studio rental, 300 DKK per hour of photo-shoot, 150 DKK per edited picture.*

1. *Photographer payment, estimate: $600+2\cdot 300+8\cdot 150 = 2400$ DKK*
 - ii. *Travel reimbursement suggested (gasoline or public transportation):*
 1. *Vote [6,0,0]*
- d. Ideas for it
- i. *Lunch before the photo-shoot (approx. 15 people). Budget: 5000 DKK*
 - ii. *Maria Koutsoudaki responsible for booking a table (possibly RizRaz)*
 1. *Vote [6,0,0]*

11. How do we spend our money? :D

- a. Competition (during bi-annual party, can offer “rewards” to motivate theme parties)
 - i. *Post a competition on Facebook to figure the best way to spend the money (gift card on, e.g. dance classes, prize for winner)*
- b. Website
 - i. Ane’s pitch on DTU Dancing website:
 1. Teachers descriptions, experience etc
 2. Pictures and videos
 - *Contact klubmodul.dk to change layout of website (<http://www.klubmodul.dk/cms/ShowContentPage.aspx?ContentPageID=280>)*
 - *Spend money to improve website appearance*
 - *Pictures, videos, and content can be changed using current layout without contacting klubmodul.dk*
 - *Add description of teachers on website including experience*
 - *Spend maximum 600 DKK for a photographer to take pictures during dance classes on a Monday and Tuesday.*
 - *Vote [4,0,2]*
- c. Transition from activity to community
 - i. Define a set of values and expectations
 1. *Maria will define a set of values that are to be approved by the board members and afterwards can be posted on DTU Dancing Facebook page + website). Teachers will promote communities and other activities within their dancing group (can use their own DTU Dancing Facebook group page for promoting these activities).*
 - ii. Create a system of projects developed by the members
 1. *Having board members go out to the different classes (notify the teachers before so that they have time to speak) and receive suggestions, comments, ideas, etc. from DTU dancing members to Facebook DTU Dancing*
 - iii. Rewards within the real dancing world (classifications and levels)
 1. *Rewards for best costume at a party (1st, 2nd, 3rd)*
 - iv. Dance Café
 - v. Party themes:
 1. *Suggestion of a 100 dkk pr attending board member and teachers to buy theme costumes*
 - a. *Vote [6,0,0]*
 - *Put it in the teachers agreement*

- Write it out to the teachers

- d. New Dancing Space:
 - i. Booking of yoga and tai chi rooms (if possible)
 - ii. Meeting with DTU-Sports about it
- e. Uniforms (?)
 - i. DTU-Dancing merchandise - Improve DTU dancing t-shirt.
 - 1. *We will give them out to the teachers to promote*
- f. Dancing in the Dark
 - i. Equipment:
 - 1. 30 pairs of white gloves
 - 2. 30 pairs of white socks
 - 3. UV lights - put on sunscreen and sunglasses!
 - 4. White tape
 - 5. Standard class material
 - ii. Space:
 - 1. Dark room
 - 2. Mirrored
 - iii. Possibilities:
 - 1. Find a teacher that wants to take this event
Next semester (intro week)
- g. More advertisement
 - i. Bring PF Foto DTU club into the equation
 - ii. Link to Instagram
 - 1. *Ane Pastor Rollan and Chair creates and administers this*
 - iii. Appeal to DTU employees
 - iv. Ballerup
 - 1. *Posters in Ballerup*
 - v. RUS handbook
- h. Team Building for members
 - i. *Wait - see how "team building for teachers and board members" goes*
- i. Bands playing for the workshop
- j. Other ideas?
 - Silent Disco? - with 6 channels so everybody feels included

12. Facebook

- a. Link to Instagram
 - i. *Ane Pastor Rollan and Chair creates and administers this*

13. Frank

- a. Budget for music
 - i. 1.500 DKK
 - 1. Vote [5,0,1]
- b. He will contact you

14. Discharge of previous board members

- a. Erase previous board members from DTU Dancing Board 2019 Facebook group

- b. Final check up on information and administration rights
- c. Thank you for all the work!

15. Agreement on next Board's meeting:

- a. Date : 6th of April
- b. Time: 09:00
- c. Place: DTU, between 208-210

16. AOB