

Ordinary board meeting

Members present:

Maria Gimenez Ribera
Nikolaj Kofoed Mandsberg
Edith Buhl
Ane Pastor

Voting structure:

[For, against, abstain]

- 1. Invite new board members to have the same access as the old ones**
 - a. *Nikolaj will do this.*
- 2. Making minutes transparent**
 - a. *Board meeting comments are written in italics.*
 - b. *The voting structure is per default [For, against, abstain]. When making a vote, the suggestion we are voting for is written on a single bullet point in quotation marks and there can only be one suggestion per bullet point. See point “4.a” for an example.*
 - c. *When we assign tasks to different people in the board, we put them in square brackets at the end of the line, e.g. [Nikolaj]*
- 3. Communication between the members medium**
 - a. *Money matters emails [Nikolaj]*
 - b. *DTU Dancing memberships [Nikolaj]*
 - c. *Emails from teachers (non related to money) [Ane]*
 - d. *Room booking (CAS-service) [Edith]*
 - e. *Responding to Facebook messages from members [MariaK]*
 - f. *Party planner and emails related to this [Miriam]*
 - g. *Assigning people to respond emails [Nikolaj]*
 - h. *Chores and tasks to complete are announced through personal message in Facebook*
- 4. CVR registration of DTU Dancing, medarbejder NEMID & change of bank**
 - a. *“Board members approve change of bank to Danske Bank and to register the organisation with CVR number, and NEMID for employees” [4,0,0]*
 - b. *“Board members approve the club buys a smartphone AND a sim card for the total price of 500 dkk max. for use of Mobilepay and social media” [4,0,0]*
- 5. Responsibilities of the board**
 - a. Assignment and completion of tasks.
 - i. Who makes sure we can play music in the party area?
 1. *The room booker does [Edith]*
 - ii. Check if Silvia should be listed as a TA on the webpage
 1. *[Ane]*
- 6. Schedule Next semester classes and locations**

- a. Same schedule, rooms? [Nikolaj] *YES*
 - i. Call the cas-service people about the availability of 208 and spanish stairs during Fall 2019
 - 1. *Nikolaj already did*
 - ii. Contact affected teachers check if we can use Oticon for teaching (we may need to find a new place eventually)
 - 1. *[Ane]*
 - iii. Book rooms for Fall semester
 - 1. *[Mariachair]*
- b. Zumba
 - 1. *Maria Chair and Lillian discuss future directions for the Zumba class with the Zumba teacher*

7. T-shirts

- a. Status, can we use the DTU logo?
 - i. *Yes, but we have to get the design approved by DTU Sport (Henrik Voigt) [MariaChair]*
- b. Maybe also one with instructors names??Colors of t-shirts? Red and white maybe? (MariaChair and Lillian will check)
 - i. *Three colours to choose between: black (white text), white (black text), red (white text)*
 - ii. *Mariachair makes sample t-shirts*
- c. Design posted on Board Facebook before meeting on the 19th of June by MariaChair and Lillian
- d. Maybe a slogan: Dance with me in different languages?
 - i. *That was the previous logo Sankhya the salsa teacher will send it to me (Ane)*



8. Teachers agreement

- a. New teachers agreement - Deadline 9th of June by Nikolaj
 - i. *We looked at the updated document and made some changes according to Ane's suggestions*
- b. Teachers- board meeting before the semester starts! To get feedback and clarify some things
 - i. *Postponed for next meeting*

9. Survey results - 30th June

- a. *People strongly disliked the decoration, food and location of the Bi-annual party and enjoyed participating in the workshop very much*
- b. *Class reviews are positive*
- c. *The number of respondents is too small (40 out of 200 members).*

10. DTU Website development

- a. "Vote in favour of spending 8000dkk for upgrading the package at Klubmodul"
 - i. *Vote: [3, 0, 1]*
- b. Status : Klubmodul will start working on the website next week.
- c. "Vote for cumulative amount up to DKK 6000 for paying extras (stuff in addition to what is included in the package upgrade). The board member in charge of the website has to agree with Nikolaj before proceeding with each payment."
 - i. *Vote: [4,0,0]*
- d. Teachers descriptions
 - i. *Ane collected most already.*
- e. Re-write the ABOUT section : who can do this?
 - i. *MariaChair and Lillian rewrite*
- f. Old LOGO
 - i. *Nikolaj recovers the high-def logo from the website*

11. Advertising during summer (**POSTPONED TO NEXT MEETING**)

- a. Instagram/facebook posts
- b. Picture with the start date
- c. Announce changes in website
- d. Announce intro week start



12. Pictures from Photoshoot

- a. Notice for the teacher board.
 - i. *Done*
- b. Team-building event before semester starts (late august)
 - i. *Create Facebook poll to set a date for this [Ane]*

13. Preparation for the club fair- next time

- a. T-shirt
 - i. *MariaChair and Lillian update t-shirt design before 19th of June*
- b. Gifts
 - i. *Photobooth hiring by MariaChair and Lillian*
- c. Handouts :
 - i. *MariaChair makes flyers*

14. Board lunch/dinner Teambuilding

- a. *Postpone specifics for next meeting.*

15. DTU sports : ask for training camp (teachers have told me this)

- a. *Ask Ane what this is about and bring it to the meeting with Henrik Voigt on the 19th of June 2019 [Nikolaj]*

16. Next biannual in happy feet studio? Catering, workshops of something new eg. Jazz

- a. Feedback from teachers: do this one in the city and the summer one at DTU. Also less parties but well organised
 - i. *Postponed to next meeting*

17. Next meeting

- a. *DTU Ethern, at 15:00 15th of July 2019*
- b. *We post the food options beforehand*

18. Evaluation of the end of semester party

- a. *Too few attendees, which is very likely due to poor PR and late (after the last lesson of the semester) announcement*

19. Meeting with DTU Sports:

- a. *Request for money for the Club fair from DTU Dancing [Nikolaj]*
- b. *Request for money for training our instructors for DTU Dancing [Nikolaj]*
- c. *Showcase the t-shirts and ask for approval of the correct use of DTU logo [MariaChair]*
- d. *Talk about floors and relocating classes from the Spanish Stairs, the floor in Etheren and in Sports Hall should serve as an example of good floors*

20. AoB

- a. *PR for the club should be discussed on next meeting.*
- b. **Approval of the minutes by all present board members**
 - i. *APPROVED: Nikolaj, Edith, Maria*