

# First board meeting - Minutes - 25th of April 2020

## Members present:

Felix Wursthorn  
David De Baeres  
Christopher Grice  
Miriam Mazzeo  
Edith Buhl

## Voting structure:

[For, against, abstain]

### 1. Handover from previous board

- a. Photos and promotion
  - i. Suggestion to contact DTU photo club
- b. T-shirts
  - i. *Sell them at bi-annual, use them as prizes in contests, promote selling T-shirts on the webpage*

### 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 on both emails and social media. The secretary **takes minutes** of board meetings. It is the responsibility of the secretary to keep the “Hand book of DTU Dancing” up to date; see also §9.3.
  1. *Edith*
- ii. **Teacher contact:** The teacher contact is responsible for direct communication between the board and the teachers. It is the responsibility of the teacher contact to keep a file about teaching at DTU Dancing up to date; see also §9.2.
  1. *David*
- 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](mailto:party@danc-ing.dk).
  1. *Miriam and Felix*
- iv. **PR coordinator:** The public relations coordinator is responsible for advertising and maintaining the content of the association’s website and social media accounts. The public relations coordinator responds to questions received at the e-mail address [questions@danc-ing.dk](mailto: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. *Miriam and Edith*
- v. **IT responsible:** 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](mailto:webmaster@danc-ing.dk).

*1. Christopher, Frank is emergency contact*

- 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. David*

### 3. Extraordinary GA

- a. When
  - i. In fall semester, date TBD*
- b. Draft agenda
  - i. Edith will make one*

### 4. Access

- a. Keys
  - i. Done*
- b. Access to google drive
  - i. Ok*
- c. Update website with new members and teachers
  - i. David contacts teachers about description and Christopher will upload. Edith will change Christopher's rights in klubmodul*
- d. Mail forward to private email
  - i. Done*

### 5. Spring semester

- a. Prepare and send questionnaires. Include message about refund and motivation for next semester in email
  - i. Edith*
- b. Remuneration of teachers
  - We will reimburse the teachers for the classes where people where physically present at DTU*
- c. Maintain activity on social media
  - i. Reach out to members and share videos or pictures, Felix and Miriam*

### 6. Fall semester

- a. Promote club
  - i. Rustur
    - 1. David will find teachers*
    - 2. Christopher will contact PF*
  - ii. Intro week
    - 1. David will find teachers*
    - 2. Christopher will contact PF*
- iii. Suggestions to keep members for more than one semester

1. *Current members can bring in new members and get a discount on their member fee or get discount on T-shirts*
  2. *Social dancing, should be better advertised, e.g. on PF, bring your friends*
  3. *Go to kælderbaren after classes or have cake after classes*
  4. *Make kælderbaren events with our music but not for exclusively for members*
- iv. Flyers and posters
1. *Edith*
- b. Class schedule
- i. Which classes will we have?,
    1. *David will contact teachers for next years schedule*
    2. *Zouk?*
      - a. *David will contact Zouk teacher and if he is not available, does he know anybody else who can teach*
    3. *We were contacted by a kizomba teacher, that we need to reach out to*
      - a. *Edith will contact*
  - ii. Ballerup?
    1. *We can do a workshop in Ballerup*
    2. *Edith will investigate the options*
      - a. *Which clubs do they have*
      - b. *Do they have some place we can dance maybe a sportshall*

## **7. 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. *Edith and Miriam*

## **8. Visibility of the board**

- a. A board member present at the first and second class of all the courses to present the club and be a reminder for people to sign up in classes. Remember to tell the teachers so we do not step in on their turf.
  - i. *Have as many board members as possible to show who we are*
  - ii. *Use it to promote extraordinary GA*
  - iii. *We can use SoMe to show us doing board work*

## **9. Budget**

- a. How should we spend our money?
  - i. *Member events, workshops, dance café etc.,*
  - ii. *Attract members and keep current members*
  - iii. *Change remuneration of teachers, change sign up fees*
  - iv. *Dance party in Ballerup, (maybe with a bus)*
  - v. *Commission will look at spending for the following year*
    1. *Recruit more members at the beginning of new semester*

2. *Make suggestions and reasoning to how the money should be spend with regards to the suggestions above and ideas from members, teachers and other interested people*
3. *Present to the board*
4. *Members: Treasurer Miriam, David, Felix,*

#### **10. Workshop**

- a. *Hip Hop workshop, Miriam will try to find a teacher, we had a hip hop workshop at spring semester 2018 and we can try to find the same teacher*
- b. *Kizomba workshop, Edith will contact teacher*

#### **11. Bi-annual**

- a. *When: 7th of November*
- b. *Where: Gedestalden*
- c. *Other parties:*
  - i. *Extraordinary GA with start of semester party*
  - ii. *Ballerup party*

#### **12. Social media**

- a. Facebook
  - i. *Edith will contact Maria to get full access and handover*
- b. Instagram
  - i. *Miriam will contact Ane to get full access and handover*

#### **13. Discharge of previous board members**

- a. Remove previous board members from social media account
  - i. *Edith*
- b. Check up on information and administration rights
  - i. *Edith will correct Christophers access to klubmodul*

#### **14. Next board meeting:**

- a. 27th of June at 10:00

#### **15. AOB and tasks**