

# First board meeting - Agenda - 17th of March 2023

## Members present:

Esther, Peter, Lucie, Andrea, John, Elpida and Jacqueline (online)

chairman of meeting: Esther

## Voting structure:

[For, against, abstain]

### 1. Roles and responsibilities

- a. **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** (must include at least the date of the meeting, the names of the board members present, the names of the minute taker and meeting chairman, the final version of proposals and the vote (for/against/abstained), and minority statements) 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. [Esther]
- b. **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. [Andrea]
- c. **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. [Peter, Andrea]
- d. **PR/SoMe coordinator:** The public relations coordinator is responsible for advertising and maintaining the content of the association’s website and social media accounts. (+ responsible for handling the pictures taken during the events?) [Elpida, Jacqueline]
- e. **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. [Lucie]
- f. **Equipment and location responsible/Sound system responsible:** The sound system responsible maintains the teaching equipment of DTU Dancing, including speakers, microphones and cables. He/She is also in charge of lending equipment for external events and workshops, and of collecting any applicable lending fees. [Johnson]

### 2. 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.[Peter, Esther]
- b. Collection of names, addresses, e-mails addresses and phone numbers of all board members (see 3.b) *done*

### 3. Access

- a. Keys  
*explained, keybox will be shown later*  
*Esther will make a document about the keybox on the drive*
- b. Access to Google Drive *done*
  - i. Update 'Contact info' *done*
- c. Update website with new members of the board and teachers
  - i. Short intro to **klubmodul and emails**. Remember to cc the board when replying emails *done*
- d. (Mail forward to private email)
- e. Facebook groups (Board group, Teacher-Board group) & facebook chat
  - i. *Andrea will make the board group and the Teacher-board group*
  - ii. *Andrea will remove the old teachers which are not part of DTU Dancing*
- f. Facebook access and use
  - i. *Esther will contact Christopher about how to get access*
- g. Instagram
  - i. *password in the DTU drive, otherwise can be also managed with Facebook Meta*

### 4. Set up work for the treasurer

- a. *Meeting set up with the previous treasurer (Christian), Sunday the 19/03/2023, introducing the tasks and procedures of the treasurer.*

### 5. Discharge of previous board members

- a. Remove previous board members from social media account
  - i. *Esther will check up with Christopher about it*
  - ii. *Andrea will remove the teachers from the DTU Dancing Board group*
- b. Check up on information and administration rights
  - i. *Everyone has access (except Jaq, Esther will set up an account with her later)*
  - ii. *Everyone adds a picture to the Drive → Administration → Current board*

### 6. Decision on definition of minor/major expenses

*1500 [7,0,0]*

### 7. The coming year

- a. How do we want to prioritize? Where do we want to spend our money?
  - i. *Summerclasses*
  - ii. *Workshops (?)*
  - iii. *Dance Café*
  - iv. *also promote other dancing events especially during summer, so that the people that are interested have possibility to dance*
  - v. *events in risø, ballerup (?)*
  - vi. *Teacher board event (beginning of the next semester, e.g. first week of the semester), for the next board to set a teacher board event for the new board*
  - vii. *going to the introduction year (reaching out to PF and going to the fair, having dance events in bars)*

## 8. Spring semester

- a. Bi-annual - see point 10
- b. End of semester event → try to promote it better for the teachers
- c. Evaluation - Send out questionnaires
  - i. *Esther will do it*

## 9. Summer classes

*yes or no [5,0,1]*

*june [6,0,0]*

*Andrea reaches out for the teachers*

*2nd week of June - make a poll for the students if they would like join august classes)*

## 10. Bi-annual

- a. Date :14.04.23
- b. Room: Oticon
- c. Theme: Carnival (Brazil)
- d. Workshop: Salsa LA
- e. Entrance fee, bar? *similar to last year, entry fee, free bar [6,0,0]*
- f. Budget:
  - i. *Entrance fee: 30 kr for members, 50 kr for non-members, paid at the door; Peter sets up a mobile pay*
  - ii. *Money box: Peter is in charge*
  - iii. *Cost for bi-annual: 5000DKK expenditure [6,0,0]*
- g. Events during the evening
  - i. *e.g. coolest costume*
- h. Playlist
  - i. *Domink is DJing*

## 11. Next board meeting

**29.04.2023 15:00**

## 12. AOB