

# Board Meeting # 1

Meeting chair	Magali Arboleda Rodallega
Minutes taker	Mikkel Wolfhagen
Date & time	10 April 2026, start 5:30 pm, end : 7:28pm
Location	DTU campus Lyngby
Members present	Sai Renuka Chandrasekaran Mikkel Frier Wolfhagen Magali Arboleda Rodallega Cora Benkler Nikole Pedersen Marialena Arfani Dominik Ciborowski
Guests	Frank Schilder
Voting structure	[For, against, abstain]

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## Agenda

1. Introduction round
2. Election of trusted positions
  - a. Secretary
  - b. Assistant treasurer
  - c. Teacher contact
  - d. Public relations coordinator
  - e. Party coordinator
  - f. IT-Administrator
  - g. Sound system responsible.
3. Election of DTU sport representative
4. Budget
  - a. Major expenses
    - i. Teaching budget
    - ii. Bi-annual budget
      1. detail to be provided
    - iii. Membership fees
    - iv. Socials budget
      1. End of semester party
      2. Social budget.
    - v. Savings to association final reserve

- vi. Savings for equipment replacement
  - b. Minor expenses (up to 1500 DKK)
    - i. Workshop remuneration for internal teacher
    - ii. Workshop remuneration for external teacher
    - iii. Snacks and refreshments at board meetings
    - iv. Expenses for general assembly.
    - v. teaching equipment
  - 5. Biannual Party
    - a. Decoration committee
    - b. Drinks and bartenders
    - c. Volunteers
  - 6. Board 25-26 handover
    - a. treasury
    - b. keys
    - c. accesses (drive/Klubmodul)
  - 7. By-laws revision and Extraordinary General Assembly.
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## Minutes

- 1) Introduction round
- 2) Election of trusted positions
  - a) Secretary, Mikkel
  - b) Assistant treasurer, (Magali)
  - c) Teacher contact, Cora  
Teacher contact is also membership enforcer
  - d) Public relations coordinator, Marialena
  - e) Party coordinator, Marialena, Sai
  - f) IT-Administrator, Dominik
  - g) Sound system responsible, Dominik
  - h) Election of DTU sport representative, Mikkel
- 3) Budget

All discussion besides biannual budget have been reported to an ulterior board meeting.

  - a) Major expenses
    - i) Teaching budget
    - ii) Bi-annual budget

## (1) Biannual budget approved [7,0,0]

expense/ income	quantity	price	total in DKK
Biannual - Photographer	1	1500	1500
Biannual - Bartender #1	2	300	600
Biannual - DJ	1	750	750
Biannual - Entrance Fee - Members	150	-20	-3000
Biannual - Entrance Fee - Non-members	50	-70	-3500
Biannual - Workshop Remuneration-teacher	1	500	500
Biannual - Workshop remuneration- TA	1	250	250
Biannual - Gift #1	0	100	0
Biannual - Best costume gift #2	2	300	600
Biannual - Can recognizer gift #2	2	100	200
Biannual - Decorations	1	2000	2000
Biannual - Drinks	1	12000	12000
Biannual - Snack	1	3000	3000
Biannual - volunteers food	1	3000	3000
total			17900

- iii) Membership fees
- iv) Socials budget
  - (1) End of semester party
  - (2) Social budget.
- v) Savings to association final reserve
- vi) Savings for equipment replacement
- b) Minor expenses (up to 1500 DKK)
  - i) Workshop remuneration for internal teacher
  - ii) Workshop remuneration for external teacher
  - iii) Snacks and refreshments at board meetings
  - iv) Expenses for general assembly.
  - v) teaching equipment
- 4) Biannual Party
  - a) Decoration committee
  - b) Drinks and bartenders: Magali and Mikkel
  - c) gifts : 2 for costume (300 dkk, each) + 2 for drink (can) recogniser (100 dkk, each)
  - d) Volunteers : Dominik and Cora
- 5) Board 25-26 handover
  - a) treasury
  - b) keys handover
    - Mikkel will ask for reactivation and 3 new cards
    - Ask for access to the kitchen
  - c) accesses (drive/Klubmodul)
- 6) By-laws revision and Extraordinary General Assembly
  - a) We plan to have extraordinary GA to update statutes to reflect what we actually do
  - b) Clean up statutes
  - c) Find old minutes
  - d) Expenses in Klubmodul does not match format of bylaws, we should change format
  - e) Extraordinary GA in Fall 2026
- 7) Any other business

- a) Discuss max group size
- b) trust person Marialena and Mikkel will figure something out

ADD PEOPLE TO RELEVANT GROUPS

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## Supporting documentation

Trusted position (see bylaws §5)

### §5 Trusted positions

1. The board can elect board members, or others where specified, into trusted positions. The outcome of these elections must be published to all members without unnecessary delay. It is recommended to elect at least a secretary.
2. **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.
3. **Assistant treasurer** The treasurer and the assistant treasurer will work on the accounting together. The assistant treasurer has at all times access to all accounting data.
4. **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.
5. **Public relations 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](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).
6. **Cashier** The board can elect one or more cashiers, who will be responsible for the sign-up and collection of fees of members who pay their fees in cash. The cashiers are not required to be members of the board, for example, they could be previous board members or teachers.
7. **Party coordinator** 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).

8. **IT administrator** The IT administrator is responsible for maintaining the association's IT infrastructure and web-site. 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). At least one IT administrator must be a member of the board.
9. **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.