

## Minutes, 13<sup>th</sup> meeting, Board of directors

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### Present:

- Maria Blicher (alternate, Bar department), cph-mb439@cphbusiness.dk
- Lujza Grossmanová (board member, Head of Finance), cph-lg101@cphbusiness.dk
- Bartłomiej Gozdek (board member, future Head of Bar), cph-bg57@cphbusiness.dk
- Sebastian Holmegaard (board member, Head of Business), cph-sh299@cphbusiness.dk
- Bartłomiej Gozdek (board member, future Head of Bar), cph-bg57@cphbusiness.dk
- Sebastian Pilgaard (Chairman), cph-sl216@cphbusiness.dk
- Kirsten Delcomyn Hansen (former Chairman of the board of directors), cph-kh241@cphbusiness.dk
- Søren Meyer (board member, employee representative), sme@cphbusiness.dk
- Helene Borgstrøm (board member, future Head of Communication), cph-hb122@cphbusiness.dk
- Rebecca Siert (management - Bar), cph-rs98@cphbusiness.dk
- Charlotte Dalgaard Petersen (board member, employee representative), cdp@cphbusiness.dk

### Not present:

- Frederik Ladehoff (Head of Bar), cph-fl67@cphbusiness.dk
- Luca d'Alessandro (alternate, Business department), cph-ld104@cphbusiness.dk
- Stine Lund Johansen (Head of Communication), cph-sj185@cphbusiness.dk
- Barbora Kochlicova (board member, Head of HR), cph-bk101@cphbusiness.dk
- Gabriella Ploug (alternate, Communication department), cph-gp44@cphbusiness.dk
- Cristina Chiper (Head of Events), cph-cc136@cphbusiness.dk

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## Minutes

### **1. Approval of the agenda**

- Everyone approved

## 2. Approval of the minutes from the last meeting

- Everyone approved

## 3. Orientation / Chairman

- Guidelines for the departments:
  - Highlight more knowledge to get more active members
- Advisory board:
  - Invitations to the external board members have been set out
  - The Advisory Board also consists of three board members:
    1. The chairman
    2. An employee representative (Charlotte)
    3. An ordinary board member.

The board members were asked if anyone wanted to stand as a candidate for the last position in the Advisory Board.

Candidates from the board: Sebastian Holmegaard, Head of Business.

Next step:

1. The chairman will notify all board members that they can stand as a candidate for the Advisory Board.
2. The candidates will be put to a vote on next board meeting.

## 4. Financial situation / Head of Finance

- Sebastian H. will give Finance a list of names for the Deposit Return (Roskilde Festival)
- Before the festival there needs to be sent out an email to get bank account details from the volunteers in order to pay the deposit back after the festival – Charlotte send out the emails this week.

## 5. Strategy / Chairman

- Sebastian P. presented the sum up of the strategy inputs from the last board meeting.

- Sebastian P. will upload the strategy information to the Active Members' Facebook group in order for them to give input for the strategy.
- Next step:
  - Creation of SMART-goals with hierarchy
  - When a department has made a goal send it to Sebastian P.

## 6. Guidelines for the departments

- Work in progress
- The guidelines will be sent to Charlotte during the summer for feedback. After that it will be sent to each department for feedback.

## 7. Roskilde Festival / Business

- The Camp Day meeting was held
  - The practical work is done
- Sebastian H. will send an email to Roskilde Festival about the amount of volunteers they require. The student organisation has managed to get 30 volunteers, but since the goal was 60 the conclusion is that 60 volunteers are too many.
- After the festival: Make an evaluation of the workflow
  - The evaluation will be presented at the next board meeting
  - Process next time will be much better based on the evaluation

## 8. Study Start Day / Charlotte

- In beginning or middle of August send out the student organisation must send out a newsletter in order to recruit tutors and more active members to help out
- Charlotte will contact graduates about giving a 45 minutes presentation about how to get the most of the studies. If you know any graduates who would be relevant to ask, please notify Charlotte.
- Suggestion: Each active member can help recruiting volunteers for the Study Start Day by spreading the word to his/her own class and every student he/she knows.

- Charlotte will make description for the volunteer job after the Study Start meeting on 22 June in order for people to share on Facebook Groups etc.
  - Note: The description must highlight that the volunteers will not be registered as absent when they attend to Study Start day
- Next step:
  - Get names on the 2-3 active members attending Wednesday 7/9 in Hillerød. Charlotte will recruit.
  - Get names on the active members attending Friday 9/9. Charlotte will inform of the process.

## 9. Other topics

### 9.a. Active Members Party - evaluation

- Positive feedback in general
  - It was nice with a dinner
  - It was nice we were able to talk and not just party
  - It was great with an Active Members Award
  - The prices were very nice
- Suggestions:
  - Book a smaller room next time to keep the party more gathered.
  - Book an external location. That way everyone can relax and not be bothered with cleaning, alarm setting etc.
  - Choose a date when there are no exams or when international students are not going home to study
  - Choose a specific day etc. first Friday in June and first Friday in December
  - Remind the active members about the Best Active Member Award at the beginning of the semester. It will motivate members to do their best through the semester in order to win the award
  - Make a trophy that is passed from Best Active Member to Best Active member. The trophy should have the names of the previous winners engraved.
  - The party could start sooner on the day with some social activity and then a "family dinner" and an afterparty at a bar afterwards.

### **9.b. Trello workshop - evaluation**

- Good and relevant
- Want it to be continued – to be updated in the future
- Suggestion: The student organisation can host a Trello workshop. There is no need of Trello professionals.
- Suggestion: The Head of each department should be responsible for introducing their own members to Trello.

### **9.d. Active members group Facebook**

- Make a 'summer cleaning' in the group

### **9.e. Diplomas**

- From next semester it will be possible for students to get their volunteer work (in the student organisation or Cphbusiness) registered on their diploma.
- Announce that active members will get their volunteer work in their diploma from Cphbusiness, which will be motivating. That way we might recruit more active members.

### **9.f. PR suggestions**

- Description / presentation about where, how and when we are communicating what.
  - The Communication department will make guidelines
- Use Snapchat at Roskilde Festival
  - Communication will make it possible
- In the future Instagram and Snapchat could be managed by different students on different days In order to get more relevant and varied content.
- Promote Snapchat to students
  - Communication department will work on this
- Create special hashtags for the student organisation on Roskilde Festival
  - Communication department will work on this
- Make a promotion kit
  - Communication department will work on this

- Make a promotion strategy:
  - Communication department is working on this
- Hand out job postings at Friday bars
  - HR will provide the job postings
- Own website for Cphbusiness Students:
  - Website creation group (waiting for meeting) will work on:
    - Pros and Cons
    - Action plan + clear description
      - What needs to be updated and when
      - Who is in charge
    - Establish a collaboration with the Media department, since we need the support from Cphbusiness on this project
  - Inputs:
    - There should be a link from cphbusiness.dk to cphbusinessstudents.dk
- Update project during the summer:
  - Communication will update the information about the student organisation at cphbusiness.dk
  - It is difficult to find information about the student organisation on cphbusiness.dk
    - Can we do something about it?
      - Communication will work on this

### **9.g. Student council vs. Student organisation**

- About the student councils (the original idea):
  - There is a student council for each study programme (PSC – Programme Student Council). Each class has a representative in the council and each council elects a PSC-president.
  - There is a student council for each campus (CSC – Campus Student Council). Each PSC has a representative in the council and each council elects a CSC-president.
  - There is an overall student council for the entire academy (ASC – Academy Student Council). The ASC has a representative in the council

from each CSC and the president of the council is the chairman of the student organisation's board of directors.

- Status on student councils now:
  - Not all campuses have established the student councils
  - Many teachers are under the impression that the student councils and the student organisation is the same.
  - Charlotte is working on uncovering what goes on regarding the student councils on each department.
- We need to:
  - State the difference between the student councils' tasks and purpose and the student organisation's tasks and purpose.
    - We have Gregers' word (the educational director) that social activities belong in the student organisation and evaluations of the physical study environments and study programmes belong in the study councils.
  - Develop a clear workflow description between them
  - Create awareness of the purposes, tasks and the workflow between the two
    - Cphbusiness and the teachers need to know
    - The students need to know
- Goal suggestion: At least one active member in each Campus Student Council
- Next step: Charlotte and Sebastian will look more at this through the summer

## 10. Next meeting

The 14<sup>th</sup> board meeting:

- 17/8 from 16:00 to 18:00 at Cphbusiness Søerne, room 0.03.

The 15th board meeting:

- 31/8 from 16:00 to 18:00 at Cphbusiness Søerne, room 0.03

The board meeting ended at 14.55