

Minutes, 14th meeting, Board of directors

Present:

- Maria Blicher (alternate, Bar department), cph-mb439@cphbusiness.dk
- Bartlomiej Gozdek (board member, Head of Bar), cph-bg57@cphbusiness.dk
- Sebastian Pilgaard (Chairman), cph-sl216@cphbusiness.dk
- Søren Meyer (board member, employee representative), sme@cphbusiness.dk
- Helene Borgstrøm (board member, Head of Communication), cph-hb122@cphbusiness.dk
- Barbora Kochlicova (board member, Head of HR), cph-bk101@cphbusiness.dk
- Gabriella Ploug (alternate, Communication department), cph-gp44@cphbusiness.dk
- Charlotte Dalgaard Petersen (board member, employee representative), cdp@cphbusiness.dk

Not present:

- Luca d'Alessandro (alternate, Business department), cph-ld104@cphbusiness.dk
- Cristina Chiper (Head of Events), cph-cc136@cphbusiness.dk
- Lujza Grossmanová (board member, Head of Finance), cph-lg101@cphbusiness.dk
- Sebastian Holmegaard (board member, Head of Business), cph-sh299@cphbusiness.dk

Minutes

1. Approval of the agenda

- Everyone approved

2. Approval of the minutes from the last meeting

- Everyone approved

3. Orientation / Chairman

3.a. Advisory board

Anders Boserup from Studenterbolaget still needs to accept the invitation.

3.b. Cphbusiness' board of directors

We need a student representative for the board of Cphbusiness.

4. Financial situation

4.a. Study Start Day

We need to make a budget for the Study Start Day.

4.b. Roskilde deposits

- We need an overview of who haven't received their deposits back.
 - Charlotte, Lujza and Sebastian H should set up a meeting to get an overview.
- We haven't received money from Roskilde Festival yet. Sebastian P is working on that.
- Next time: We have to be better at planning and executing the aftermaths of events.

4.c. Meeting Finance and chairman

The Finance department and the chairman will have a meeting to plan the financial aspects of the student organisation.

4.d. Other

Charlotte: What is the status on the money from Cphbusiness? Sebastian P. will follow up on that.

5. SMART goals

5.a. Economy programme

The board has previously decided to use another programme than E-conomics and next step is to implement it.

Charlotte will send the current budget for 2016 to Sebastian P.

5.b. Strategy for the departments

Bar department:

- Will stay focused on the bar department being the faces of the student organisation and being an important part of the promotion of the student organisation.
- Will plan all the Friday bars for the semester ahead in order to secure a good promotion.
- Will have job postings at each Friday bar.
- Will stay focused on recruiting more active members at the Friday bars.

Sebastian: Make it measureable and more concrete how you will promote the student organisation.

6. Guidelines for the departments

The guidelines are uploaded on Trello (at the board 'Board of directors'). Please read them. The guidelines will be valuable for the future active members.

Task for each department for the next meeting:

- Describe the workflow in your department internally in the department and externally with the other departments.
- Suggestions for changes will also be discussed at the next board meeting.

7. Study start packages

7.a. Sorting the study start packages

The study start packages have been delivered at Sørerne. The janitors know where they are (contact jole@cphbusiness.dk).

Sebastian will recruit a responsible person for sorting the study start packages
Charlotte will contact HK to find out how they should be sorted.

Timeline:

- Sorting must be done next week (week 34).
- Deadline: Wednesday 24/8. Coordinate the distribution to the campuses with the janitors (contact Jan at jole@cphbusiness.dk). The janitors distribute things among the campuses on Thursdays.

7.b. Handing out the study start packages

The study start packages will be handed out at the photo sessions where each class get their class photo taken. The Media department is organising the photo sessions.

Barbora will be in charge of recruiting people to hand out the packages.
At least two persons are needed at each photo session.

Current dates and campuses (approx between 9 AM and 4 PM):

- Cphbusiness Lyngby: 30/8 and maybe the 5/9
- Cphbusiness Nørrebro: 1/9
- Cphbusiness Sørerne: 29/8 and 30/8

Sebastian P will help handing out the 30/8 in Lyngby.

Charlotte will get the final overview from Maja in the Media department (mbon@cphbusiness.dk) and send it to Barbora.

8. Study Start Day and Fælles i Fælled / Charlotte

- Fælledparken has approved our request.
- Not everyone in the staff at Cphbusiness is oriented about Cphbusiness Students being in charge of the intro day. Søren and Charlotte are working on that.

- There is a briefing meeting for the volunteers (including the active members) 1 September 16:00 – 18:00 at Cphbusiness Sørerne.
- Sebastian will make the list of the volunteers (full name, email, phone number, campus, study programme). Send info about volunteers to chairman@cphbusiness.dk.
- Barbora will find out which of the active members who can participate.
- Charlotte will make a poll in order to plan Study Start planning meetings before the 9/9.
- We still need info about the available rooms at the campus before we can do the detail planning. Charlotte is waiting for information from the campuses.
- Business Danmark has offered a lounge concept. Charlotte will make sure that it is ok with HK.

To do:

Make a checklist of things we need to bring 9/9

8.a. Study Start Day in Hillerød (7/9)

Maria and Sebastian will manage the event.

Charlotte will also attend the event.

8.b. Promotion

The Communication department has started the promotion of the Study Start Days.

Promotion initiatives:

- Job posting is online (<https://www.cphbusiness.dk/english/students/student-organisation/#makeadifference>)
- Info screens
- Posters
- Events on Facebook
- Promotion video
- Instagram

9. Other topics

9.a The new room for Cphbusiness Students

The room for the student organisation will be on the right side on the ground floor at Sørerne. The room is behind the reception. The room should be ready in the middle of September.

Charlotte will most likely have a desk on the ground floor as well, but on the left side together with the rest of the Study and career department.

Sebastian: We would like to request the logo or the red square on the wall at our room. Søren will work on that.

9.b. Secretary

Sebastian P is working on finding a new secretary

9.c. Semester party

Cæcilie (previous Head of Events) has begun the planning. Sebastian has received the contract and has some things that need to be discussed with the location (KBH Volume) before we sign the contract.

The semester party is planned to take place 4 November. Maria mentioned that it is J-day (release of the Christmas beer).

9.d. Roles for active members

Sebastian suggested having different roles for the active members e.g. project managers.

The boards' task is primarily to keep the overview and think about the strategy. Remember to delegate tasks to the active members – it creates motivation.

9.e. Grant from the ministry

All the student organisations in Denmark will receive grants from the ministry. Cphbusiness Students will receive DKK 38.118,00

9.f. Book sale

Marlena, one of the active members, has suggested to have a book sale physically or online via a Facebook group.

The following was put to a vote: Should the student organisation (Communication department) create a book sale Facebook group?

- Vote: Everyone approved

Next step: The idea about the physically book sale will be placed in the Business department.

10. Next meeting

The 15th board meeting:

- 31/8 from 16:00 to 18:00 at Cphbusiness Lyngby, room ? Sebastian will book a room and give notice.

The 16th board meeting:

- 14/9 from 16:00 to 18:00 at Cphbusiness Søerne, room 0.03

The board meeting ended at 18.00