

## Minutes, 22<sup>nd</sup> Board Meeting

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### Present:

- **MA:** Maria Blicher (Alternate, Bar department) cph-mb439@cphbusiness.dk
- **CC:** Cristina Chiper (Board member) cph-cc136@cphbusiness.dk
- **RP:** Rikke Boye Pedersen (Head of Event) cph-rp98@cphbusiness.dk
- **CD:** Charlotte Dalgaard (employee representative) cdp@cphbusiness.dk
- **KC:** Kim Clement (candidate for board) cph-kh310@cphbusiness.dk
- **FZ:** Frederik Zahll Ladehoff (candidate for board) cph-fl67@cphbusiness.dk
- **VO:** Vilhelmine Ozolina (candidate for board) cph-vo97@cphbusiness.dk
- **MB:** Merete Brunander (Advisory Board) meb@cphbusiness.dk
- **HV:** Henriette Volmers-Hansen (Advisory Board) hvh@cphbusiness.dk
- **SH:** Sebastian Holmegaard (Advisory Board) cph-sh299@cphbusiness.dk
- **CL:** Cæcille Skov Laybourn (writing thesis) cph-cl143@cphbusiness.dk

### Not present:

- **BG:** Bartlomiej Gozdek (Head of Bar) cph-bg57@cphbusiness.dk
  - **SM:** Søren Meyer (employee representative), sme@cphbusiness.dk
  - **VK:** Viktoria Kanyik (Head of HR) cph-vk64@cphbusiness.dk
  - **SP:** Sebastian Pilgaard (Head of Finance) cph-sl216@cphbusiness.dk
  - **TC:** Thomas Christensen (Vice chairman) cph-tc109@cphbusiness.dk
  - **LB:** Lennart Børger (Alternate) cph-lb193@cphbusiness.dk
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## Minutes

The board meeting started at 17:05

### 1: Approval of the agenda

- Everyone approved

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

The minutes from the 20<sup>th</sup> and the 21<sup>st</sup> board meeting have not been sent out. SP must send these out as soon as possible.

### 3: Board members

Three active members stood as candidates for the board.

SM, SP and VK had given their mandate to CP.

#### The voting:

KC (the chairman position) → Everyone approved

VO → Everyone approved

FL → Everyone approved

The former Head of Communication has left the board and the student organisation. It was put to a vote to vote her off the board:

#### The voting:

Nickole - to vote off the board → Everyone approved

### 4: Advisory Board meeting

MB and HV introduced themselves.

1<sup>st</sup> meeting of the Advisory Board took place with focus on the challenges in the student organisation including the stressful environment in the organisation.

#### Feedback from MB:

- It is a complicated organisation that you have organised.
- The student organisation needs a much simpler structure with simpler communication paths.
- Suggestion: Have some workshops to learn how to work with projects.
- Recruiting help from outside the student organisation e.g. the lecturers.

#### Feedback from HV:

- It is too complicated to be a part of the student organisation
- Suggestion: Network with the lecturers, engage the lecturers in the projects of the organisation
- Suggestion: Have a reward system

### 5: Strategy draft

Based on the feedback and discussions at the Advisory Board meeting a draft for a strategy has been made by CD and Maria Fauerby from the Advisory Board.

Before the strategy draft was presented, the following was discussed:

- CD: Right now, the student organisation is not able to lift the important task handling student political topics. The student organisation represents all

students of Cphbusiness. The student organisation is the only voice of the student with student representatives in the board of Cphbusiness, but that is not organised good enough.

- CD: Right now, there is an overlap between the student councils and the student organisation. A suggestion for the tasks, responsibilities and workflow between the student councils and the student organisation has just been made and will be sent to the presidency of Cphbusiness. This will make the student organisation's responsibility and relation to the student councils more clear.

The strategy draft was presented (see appendixes)

- Comments for the draft:
  - Structure:
    - RB: The board could manage the finances and each project group could apply for an amount of money. The board would be responsible for approving the applications. That is how the student organisation at CBS handles it.
  - Resources:
    - HV: Each project could have a lecturer involved.
    - RB: It would be good if we could pitch the projects and the help we need to the lecturers.
      - CP: If you have specific projects where you would like lecturers involvement, I would be happy to ask for speaking time at the lecturers' meetings and present the need together with a project representative.
  - Benefits/rewards:
    - HV: Add five exclusive spots in the Cphbusiness Club as an exclusive benefit for particularly dedicated volunteers.
    - SH: Add internally nominations for the Best Volunteer as a reward

It was put to a vote to continue to work on the strategy:

→ Everyone approved

Next step:

- A workgroup will be out together to work further on the new strategy, before the Active Members Day. CD will invite the board to the work group on Facebook.
- The new strategy including structure, activity plan and workflow must be presented at the Active Members Day.

## 6: Active Members Day

- It was decided that it will start at 16:30 instead of 16:00
- RB: We need to emphasise that it is mandatory for all the active members to participate.
- The programme was approved.
- Ideas for course topic: How to lead volunteers, Time management, How to avoid stress.
- This topic was approved: Time management
- Ideas for future themes for active members: Talent development, First aid course

## 7: Financial situation

Balance: +53.019,31 DKK

All budgets look fine. SP needs to know when the different expenses in the budgets must be paid.

## 8: Status – HR

Vice president

- There is an applicant for the vice president position.
- Thomas is the current vice president, but it is a challenge that he is abroad until June.
- The vice president should be interested in student political topics.
- RB: We should keep Thomas as vice president since he is really good and interested in the student political topics.
- CP: It is possible to choose a new vice president and give Thomas the responsibility for the student political work when he returns.

RB - Suggestion

- It should be a requirement for the Vice President and President that the candidates should have at least one year left of their studies, and they should be committed to the position for a at least year.

## 9: Status – Event

### Semester party

The budget for the semester party was presented:

- iZettle could be used to sell last minute tickets in the door
- We can charge for the wardrobe
- Sponsorships:
  - We have received a sponsorship for 10.000 DKK from HK
  - We work on getting as many sponsors as possible. All active members will be invited to a sponsor brainstorm workshop.
  - FL/MA: Heaps possible be a possible sponsor. should contact them.

- CD: You need to find how many tickets we need to sell to break even. You need a plan B, if the ticket sales is low. And we need to have a deadline for the break even, so we will know when to cancel the party or change location of the party.

### **Active Members Party**

- RB will make a poll on the Active Members' Facebook group to find out which date (preferably in the end of May/start June) most members can attend.
- CD: It is a requirement, that diplomas for the active members leaving the organisation, must be handed out at this event.
- CD: Previously the feedback for the active members party was, that the dinner was appreciated prior to partying.
- CD – suggestion: Make a poll in the Facebook group presenting a programme and asking the members for their preferences for the content of the day.
- SH: Idea to nominate and celebrate the best volunteers with prizes. That was previously a very successful and honourable activity.

### **10: Status – Communication**

- The communication department has been 'cleaned up'. Now it only consists of dedicated active members.

New structure:

- is being implementing during the next period of time. The new structure is project based, which means that each project gets a communication manager.

Photo bank:

- We need a photo bank to storage all the big pictures. There is an active member who wants to collect all the photos from all the years, and make a collection.

Visual identity:

- We have hired a professional graphic designer to develop a visual identity including a design manual to the student organisation. Cphbusiness is paying for that. The graphic designer will deliver templates for posters and flyers, which will reduce the workload significantly.

Google Drive storage:

- Almost all departments use google drive to storage documents and there is a need to get more storage room.
- It was put to a vote if the student organisation should purchase Google Drive storage.  
→ Everyone approved

Own webpage:

- In order to promote the student organisation properly towards the students at Cphbusiness and the external partners and sponsors, we suggest that the student organisation gets its own webpage.

- The current subpages at Cphbusiness.dk are not visible enough. It is very difficult to find general information about the student organisation and cphbusiness.dk cannot provide desired functions as a calendar, photo albums etc. Furthermore, the subpages cannot be adjusted to the visual design of the student organisation.
- It was out to a vote if the student organisation should have its own webpage:  
→ Everyone approved

## 11: Other topics

Viktoria's item about vision will be discussed at the next board meeting.

Storage assets:

- SH: it is a problem that only the Bar department has access to the storage room at Cphbusiness Søerne. Other departments need access as well.
- It was decided that CD will ask the janitors to provide a shelf in the big storage basement for the student organisation. CD will also make sure that the student organisation's keys get access to the basement.

Evaluation of the study start package:

- CD: Before we start planning study start packages for the summer intro, we need to know if the students use the packages. The brochure will still be online.
- CD – suggestion: Active members go around in classes and ask if people have used it.
- CC: My impression is not no one uses it. Everyone takes the pen and candy and throw away the rest.
- Everyone's view and own experiences were that no one use the printed brochure.
- It was decided to no longer produce the study start packages. The brochure will still be online.
- CD will notify HK and the media department at Cphbusiness.
- CD will ask HK if they would like to use to money for the brochures for professional activities for all the students at Cphbusiness instead.

## 12: Next meeting

Topic for next meeting:

- RB – suggestion: To buy access to a picture database (with professional pictures for promotion) in order to avoid violating copyrights.

Next meeting takes place 5 April 2017 from 17:00 – 19:00 at Cphbusiness Søerne

**Meeting Ended: 19:56**