

Cphbusiness Sørerne, 14th of December, 2016

Minutes, 19th Board Meeting

Present:

- **MB** - Maria Blicher (Alternate, Bar department) cph-mb439@cphbusiness.dk
- **SP** - Sebastian Pilgaard (Chairman) cph-sl216@cphbusiness.dk
- **FZ** - Frederik Zahl Ladehoff cph-fl67@cphbusiness.dk
- **CC** - Cristina Chiper (Board member) cph-cc136@cphbusiness.dk
- **TC** - Thomas Christensen (Vice chairman) cph-tc109@cphbusiness.dk
- **LB** - Lennart Børger (Alternate), cph-lb193@cphbusiness.dk
- **SH** - Sebastian Holmegaard, (Board member) cph-sh299@cphbusiness.dk
- **VK** - Viktoria Kanyik (Head of HR) cph-vk64@cphbusiness.dk
- **RP** - Rikke Boye Pedersen (Head of Event) cph-rp98@cphbusiness.dk

Not present:

- **LD**: Luca d'Alessandro (alternate) cph-ld104@cphbusiness.dk
 - **BG**: Bartlomiej Gozdek (Head of Bar) cph-bg57@cphbusiness.dk
 - **HB**: Helene Bergstrøm (Head of Communication) cph-hb122@cphbusiness.dk
 - **LG**: Lujza Grossmanová (Head of Finance), cph-lg101@cphbusiness.dk
 - **GP**: Gabriella Ploug (2nd Head of Communication) cph-gb44@cphbusiness.dk
 - **CD**: Charlotte Petersen (employee representative) cdp@cphbusiness.dk
 - **SM**: Søren Meyer (employee representative), sme@cphbusiness.dk
 - **BK**: Barbora Kochlicova (Retired, Head of HR) cph-bk101@cphbusiness.dk
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Minutes

The board meeting started at 17:10

1: Approval of the agenda /All

- Everyone approved

2: Approval of the minutes from the last meeting /All

- Everyone approved

3: Orientation /Chairman

SP:

- Finishing formalities in the beginning of January, after that we can start to do politics.
- Approx. 30,000 students in the political organization if all academies join in.
- Responsible: Sebastian and Leo

TC:

- Status on the new initiative on Friday bars: Heaps – we have got 75 people signed up, and 77 drinks handed in, until now we have earned 2600 DKK. We should keep signing up people.
- Rea making an internship initiative for international students, practically: open the business department. It should be put up for vote.
- Studenterbolaget binding contract 5 years. Carlsberg can offer cheaper products. It should be looked through. Better to wait to see what happens with the case with KEA and Studenterbolaget. Next step is to talk to Anders from Studenterbolaget to renegotiate the contract if possible.

4: The meeting calendar /Chairman

From this point forward, the board of directors will follow a meeting calendar which has been handed out on today's meeting. The meeting calendar is covering the next years meetings.

- **VK:** It is possible for departments to have their meeting from 16:00-17:00 and then afterwards there will be board meeting.
- **SP:** Meetings will instead of being held 16:00-18:00 now be held from 17.00 - 19.00 every first Wednesday of each month.
- **SP:** It is expected that everybody report back which days that they are not able to attend. It is expected that everybody attend every time.

5: Communication Department /Chairman

SP: We should have voted for Nicole (New head of communication) to be a part of the board, but she has not been able to attend this meeting. But we will vote on this matter at the next board meeting.

6: Event department / Chairman

- Rikke Boye Pedersen to be in the board- all-present voted
- Rikke was approved as member of the board 7 for and 0 against.

7: Winter start event /Chairman

10th of February, Event department is in charge

Venue-capacity 500 people

- **LB:** I can maybe provide a venue for this event at Parken Stadion.

Parken stadium proposed as venue. Leo will figure out if it is possible.
Deadline 18/12-2016.

8: The financial situation /Chairman

The chairman has the access to the bank account. Lujza Is no longer in charge of Finance department.

The balance: 56,526 DKK and we expect that to be the result of the year.

When a new event or project is to be presented, there should be a budget for it.

- There will only be given money if there are a budget.

To get money for a specific thing in a budget, you must send an email to head of finance stating the budget to which the amount belongs.

The project leaders will have access to the link to the budgets in google docs.

9: Bar Department /Head of Bar

The bar department ask if it is possible for them to buy cheap phones which can be used for iZettle units in the Friday bar. The department argues that at this point it is the bar personnel which provide phones and it is not nice to have your own personal phone in the bar where it is possible for it to get damage.

- **All:** The board is open for the idea and request that there will be searched for a cheap but functioning solution.
- **FZ:** Frederik will Search prices for the phones for the bar department.
- **All:** The board has voted on the matter of: if it is allowed for the head of bar & head of finance (Sebastian Pilgaard) to find a suitable solution on which phones to buy, and then afterwards buy them.
- **All:** Everyone Approved

LB suggest to find an extra key for the Cphbusiness students room in the basement on Sørerne campus, which should be placed in the Cphbusiness students office

- **LB:** It makes sense instead of calling Maria or Frederik from Bar department, every time we need something from the basement.
- **FZ** will try to get an extra key.

Maria & Frederik asked permission to throw out some old speakers and red carpet which is on city campus and Sørerne campus.

- **LB:** We should check if they function. I can check them out and see if they work.
- **FZ:** It is fine, we do not mind.
- **SP:** If they don't work we will throw them out.
- **SH:** It would be cheaper to buy a new red carpet then sending the old one to a dry cleaner.
- **LB:** Yes, it is also very cheap to by online.

The board trusts Maria & Frederik to use their best judgement to decide on when it is time to throw out things if it is no longer useful or functioning properly. It is only in case of things with a high value where the board must be looped in.

10: Roskilde festival 2017 / Sebastian Holmegaard

Roskilde is keeping all deadlines. Already started promoting in January.

Roskilde festival is going to earn a lot of money for the Cphbusiness students.

Roskilde budget is over with 3,500 DKK. In total 28,500 kr.

Sebastian Holmegaard promises to go down to 26,000 DKK in the budget.

Vivi has been put in charge of the budget for Roskilde, by the Roskilde project group.

- **CC:** Is she trustworthy?
- **SH:** All in the Roskilde project group think she is the right woman for the job.
- **SP:** She will not have anything to do with the organizations bank account, she will be the one in charge of that the group use the right amount of money, and keeping within budget.
- **All:** The board approve on letting Vivi overseeing the Roskilde budget.

11: Evaluation of Semester Party

The promotion of the semester party should already start at the intro bars 1st of February.

- **MB:** We just need a name and a date of the semester party and maybe when to start buying tickets.

The deadline for deciding on date for the semester party is the 11th of January 2017. It will be the project group who decide on the date. The project is placed in the event department, and the head of event (Rikke Pedersen) is the overall responsible of the semester party.

12: Subjects for discussion at Advisory Board

- **SP:** Do the board have any ideas of what to ask the advisory board?
- **TC:** It would be good to ask what the advisory board thinks in regards to: What is the best way to lead volunteers
- **CC:** Would it be possible to ask if they could help us create different lectures or courses for the heads of on how to lead volunteers or in general leader courses.
- **SP** will take the ideas with him to the advisory board.

13: Update on chain of communication /Chairman

New ways to communicate

SP asks the board how they think that the new communication structure should be like. And gives an example (See appendix).

- **CC:** Facebook works fine as a communication platform for the departments and active members.
- **LB:** Man kunne lave en der hedder students så chairman kan følge med på alle grupper så der er et overblik og vi ikke taber information
- **SH:** I think there is to many links in the chain of communication. It would be good if to active members can get together because they got an idea, without the need to go through a long chain of communication.
- **SP:** It would be possible to do something like that, but it is necessary for those people to contact the head of at least department to make sure that they can start working on this project.

The board decides that we must learn the use of google drive to document the work in the Organization

14: Other topics

To ensure people are coming to the shifts at the Friday bar **VK** has written in to the contract of the bartenders that they need to have minimum 2 shifts a month.

- **SP:** We have been to a meeting with the campus leader from city. And we agreed to try recruiting people from city to be in the Friday bar at city, this is to create a sense of the bar being the students of city campuses bar.

At the Friday bar we miss bartenders, therefore it is hard to go further with the planning of the fixed bar at Sørerne.

15: Next meeting

- 21st board meeting: 11th of January at Sørerne campus, room 0.04 from 17:00-19:00
- 22nd board meeting: 8th of February at Sørerne campus, room 0.04 from 17:00-19:00

The board meeting ended at 19:16

Appendix:

Communication

The communication guidelines of Cphbusiness Students have been written to ensure that all material and information is secured for new members to take over.

All communication which takes place within the Cphbusiness Students, must be written or said with respect to the recipient. This means that you are to write or speak in a proper language and not to express yourselves in a condescending tone.

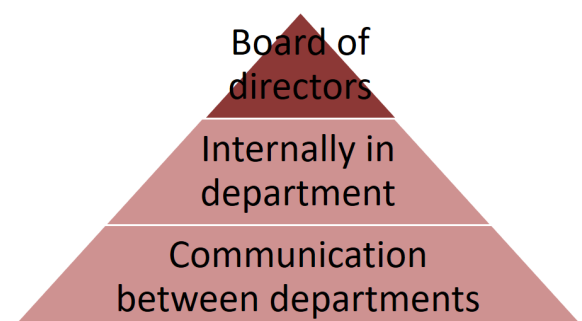
Channels we use for communication:

- Email – For general use by Board of directors and externally.
- Trello – For file sharing & storing.
- Facebook – For communication within the departments and general messages.

External communication:

- All written external communication is send from Emails provided to the by the organization.
 - chairman@cphbusiness.dk
 - event@cphbusiness.dk
 - fridaybar@cphbusiness.dk
 - hr_students@cphbusiness.dk
 - finance@cphbusiness.dk
 - business@cphbusiness.dk
 - communication@cphbusiness.dk
 - students@cphbusiness.dk

Internal communication:



The model above shows 3 levels of communication we have internally in Cphbusiness Students.

Level 1: Board of directors

- All written communication is to be send by Email.
- All documents regarding a specific Email is attached the Email correspondence, and afterwards uploaded to Trello at "board of directors".

Level 2: Internally in the department

- Topics, discussions etc. only regarding the specific department is communicated in the Official Facebook group of the department.
- All documents used or made in the department is uploaded to Trello at "board of the department".

Level 3: Communication between departments

- All written communication between departments is communicated via the Emails provided to the Heads of... by the organization.
 - chairman@cphbusiness.dk
 - event@cphbusiness.dk
 - fridaybar@cphbusiness.dk
 - hr_students@cphbusiness.dk
 - finance@cphbusiness.dk
 - business@cphbusiness.dk
 - communication@cphbusiness.dk
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