

Cphbusiness Søerne, 10 January 2018

## Minutes, 25<sup>th</sup> Board Meeting

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### Present:

- **CD:** Charlotte Dalgaard Petersen (employee rep.) cdp@cphbusiness.dk
- **RP:** Rikke Boye Pedersen (ordinary member) cph-rp98@cphbusiness.dk
- **KT:** Kimie Patricia Trillingsgaard (alternate) cph-kt114@cphbusiness.dk
- **SB:** Samuel Brask Marosi (ordinary member) cph-sm292@cphbusiness.dk
- **AS:** Anine Kjølback Sørensen (ordinary member) cph-as417@cphbusiness.dk
- **LS:** Louise Ferre Sørensen (alternate) cph-ls285@cphbusiness.dk
- **NS:** Nicoline Katharina Sommer Stave (volunteer) cph-ns122@cphbusiness.dk

### Not present:

- **NA:** Niclas Andersen (ordinary member) cph-na127@cphbusiness.dk
  - **SM:** Søren Meyer (employee representative) sme@cphbusiness.dk
  - **KA:** Kristian Akselsen (alternate) cph-ka162@cphbusiness.dk
  - **CR:** Cecilie K. B. Rasmussen (ordinary member) cph-cr200@cphbusiness.dk
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## Minutes

The board meeting started at 17:05

### 1. Approval of the agenda

- Everyone approved

### 2. Choice of minutes taker

- CD volunteered

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

- The board members attending the 24<sup>th</sup> board meeting still need to sign the minutes.

### 4. Board members

- CS has left the student organisation and wish to be voted out. It was out to a vote to vote CS off the board.
  - Vote: Everyone approved

- The 1<sup>st</sup> alternate (KT) will become an ordinary board member.
  - Vote: Everyone approved
- LS will become 1<sup>st</sup> alternate and KA the 2<sup>nd</sup> alternate. Then a 3<sup>rd</sup> alternate is needed. The board will consider relevant candidates for the position.
- Roles in the board:
  - Candidate(s) for chairman: AS
    - Vote: Everyone approved
  - Candidate(s) for vice chairman: SB
    - Vote: Everyone approved
  - Candidate(s) for treasurer: KT
    - Vote: Everyone approved
  - Candidate(s) for secretary: CD
    - Vote: Everyone approved

The board per 10.01.18:

1. Anine Kjølback Sørensen, chairman, ordinary member
2. Samuel Brask Marosi, vice chairman, ordinary member
3. Kimie Patricia Trillingsgaard, treasurer, ordinary member
4. Niclas Andersen, ordinary member
5. Rikke Boye Pedersen, ordinary member
6. Louise Ferre Sørensen, alternate
7. Kristian Akselsen, alternate
8. Charlotte Dalgaard Petersen, secretary, employee representative
9. Søren Meyer, employee representative

## 5. Orientation

- Status on functions:
  - HR: Chairmanship will follow up on if Sophia is still active, and if HR has its tasks under control. Need for a job posting about Communication Manager and SoMe Manager. CD can help if needed.
  - Finance: KT will introduce Michella for the financial management tasks when Michella returns from holiday.
  - Communication: Lack of Communication Manager and SoMe Manager. RB will step in together with CD until the new managers are found.
  - Student political: Chairmanship will follow up on if Mariana is still active.
  - Bar: Kevin Darling (cph-kd102@cphbusiness.dk) is the new Bar Manager.
  - Chairmanship: consists of AS (chairman), SBI (vice chairman) and NA (coordinator).
- Student worker for the student organisation:
  - Input for tasks:
    - Ongoing finance follow-up
    - Marketing materials and communication
    - Assisting with planning of board meetings and collaboration with Cphbusiness
    - Ad hoc – where help is needed

- Suggestions:
  - It should be a multimedia designer
  - It should be a 1<sup>st</sup> semester student
  - It should not be a volunteer from the student organisation
- Honours: HR must contribute with nominations for the honours by asking all volunteers who they will nominate. Before the end of each semester (May and November), HR must send information to CD about who is graduating of the former and current volunteers, and who is nominated by the volunteers.
- Status on collaboration with HK and CA:
  - Morning welcome is sponsored by HK. CD will contact HK about the logistics.
  - CA would like to contribute to the Friday bars. CD will make sure to inform Kevin.
  - CD will upload the overview document on Trello.
- Status on systems:
  - Webpage: NS has developed a webpage for the student organisation as an exam project and at the moment it is only visible with the direct link. It is created in Wordpress.
  - Sharepoint: CD creates a folder for the student organisation on Sharepoint. There is no storage limit on Sharepoint.
  - Moodle: Ida has worked on putting information on Moodle.
- Status on activities:
  - Intro bars:
    - Kevin is informed about the intro bars, but has not been introduced to the tasks related to the intro bars.
    - CD will upload the intro bar planning document on Trello.
  - Morning welcome events:
    - City and Hillerød has not answered yet. CD will contact them.
    - RB will create the work schedule.
    - CD: Maria, NS and I can help out if needed.
  - Intro presentations and video:
    - The old promotion video will be used at the presentations. A new video is in the making.
    - SB and AS will do the presentations on the campuses.
  - Introduction meeting:
    - 15 February 16:00 to 19:00 at Cphbusiness Søerne, room 0.09
  - 3<sup>rd</sup> Status meeting:
    - 17 January 17:00 to 19:00 at Cphbusiness Søerne.
    - KT is responsible for introducing the volunteers to financial management.
    - SB and AT will make sure a social activity is planned. The activity is not paid by the student organisation.
  - Advisory Board meeting: Content for the next advisory board meeting will be discussed later on.

- Friday bars:
  - Meeting with Studenterbolaget is planned for 16/1. Katharina is responsible for the planning.
- Cphbusiness' open house in February:
  - the video will be used as presentation of the student organisation
  - RB represents the student organisation in Lyngby
  - SB represents the student organisation at Sørerne
- Conference for all volunteers:
  - Suggestion for course:
    - Stress management
- The professional event and the social event:
  - Next step: Find volunteers to plan it
- Meeting with Gregers: the slides was postponed for the next meeting

## 6. Financial situation

- Current balance: +26.868,15 DKK
- Access to Pro Dinero: Cphbusiness (via SME, Study and Career center) has paid for the Dinero Pro access for a year, because it requires a credit card to purchase the access.
- Dagrofa buying card: The card is not connected to a credit card, but gives access to purchase large amounts of groceries e.g. candy. If sponsorships cannot be found for the morning welcome bags, then it could be relevant for get this card.
- iPad: CD will ask Cphbusiness if they will donate an iPad for the student organisation. RB will find prices for iPads/tablets and a waterproof cover.
- Access to Spotify: The Friday bar need a paid Spofity account to avoid commercials.
  - Suggestion: Kevin can create an account for the student organisation and buy access for a year by making an outlay. CD will find out if it is possible for SEM (via Study and Career center) to paid it with the Cphbusiness credit card.
- Flyer for morning teams: The folder in a new layout was approved. CD will get a price for the new layout. It was approved to get the folder printed if the price is reasonable.
- Cabel for camera: The board approved that RB buy a new cable for the cameras in order to transfer the pictures to the computer.
- Bank account access:  
 AT (Anine Kjølbaek Sørensen), SB (Samuel Brask Marosi) and KT (Kimie Patricia Trillingsgaard) must be granted subscription right and access to the bank account due the articles of association, § 7. Subscription right

"The chairman of the board, the vice chairman and the treasurer signs the organisation and can act individually."

- Vote: It was put to a vote that AT (Anine Kjølbæk Sørensen), SB (Samuel Brask Marosi) and KT (Kimie Patricia Trillingsgaard) must be granted subscription right and get access to the bank account.
  - Vote: Everyone approved

## 7. Other topics

- Trello: clean up must be made in structure and members.
- Email accounts: clean up must be made and guidelines on how to work in the email account.
  - Guidelines:
    - If you have not reacted to an email, please mark it with the Flag feature.
    - If you have reacted on the email, please mark it "V" (by clicking on the flag twice).
    - If the email is not for you or doesn't concern you, then please leave the email as unread (without flag or "V"), or forward it to the relevant function/person.

## 10: Next meeting

- The secretary will send out date suggestions

*Meeting ended: 19:00*