

Minutes, 43st Board Meeting

Present:

- Nicoline Ravn Grønbech, cph-ng92@cphbusiness.dk
 - Jamie Marie Schmidt, cph-js446@cphbusiness.dk
 - Monika Gailiute, cph-mg318@cphbusiness.dk
 - Angel Manuel Fernandez Alcantara, cph-af123@cphbusiness.dk
 - Michael Solmayor Dagasdas Holm, cph-mh820@cphbusiness.dk
 - Jana Bubáková, cph-jb407@cphbusiness.dk
 - Anna Diemer (employee representative), adi@cphbusiness.dk
 - Charlotte Dalgaard Dela (employee representative), cdp@cphbusiness.dk
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Minutes

The board meeting started at 16:30

1. Approval of the agenda

Approved

2. Choice of minutes taker

Anna Diemer

3. The board's responsibility and tasks

The board works with the strategy and the daily tasks e.g. ensure that the strategy is executed, follows the budget and reaches the goals accordingly to the purpose and objectives of the organisation.

The board is responsible for:

- Developing the strategy of the student organisation
- Setting the goals for the student organisation (Activity plan)
- Allocating the overall budget for the student organisation
- Developing strategic partnerships and collaborations
- Keeping the student organisation updated about the development of Cphbusiness
- Handling student political issues

4. Roles in the board

- Chairman
- Vice chairman
- Treasurer
- Secretary

Chairmanship (Chairman, Vice Chairman, Secretary)

Responsible for:

- Finance: overview of finances and approval of minor budget changes (with treasurer)
- Projects: follow-up on projects and the project goals
- Volunteer welfare, motivation and well-being
- Representing the students of Cphbusiness and the student organisation (preferred student representative(s) in Cphbusiness' board of directors)
- Planning and executing the board meetings, the annual general meetings, information meetings, the volunteer conferences and status meetings for volunteers.
- Database of sponsors and business partners
- Executing the rules of procedures
- Managing the systems (email accounts, Sharepoint etc.)

Treasurer

Responsible for:

- Managing invoices and the volunteer's outlays
- Managing the accounts and budgets
- Approval of minor budget changes.

Constitution of roles:

- Chairman – To be decided at the next meeting
- Vice chairman – To be decided at the next meeting
- Treasurer – Nicoline Ravn Grønbech
- Secretary – To be decided at the next meeting

- Type of board members;
5 ordinary members – To be decided at the next meeting
1 alternate – To be decided at the next meeting

- Two student representatives in the academy's board of directors
- To be decided at the next meeting

Decision: Constitution of Treasurer:

All members of the board voted for Nicoline Ravn Grønbech as treasurer for Cphbusiness Students.

5. The guidelines for the board

Charlotte reviewed following guidelines – there was no further questions.

- **Attend the meetings**

You are expected to attend all meetings (approx. 4 meetings) – if you are not able to attend a meeting then you need to notify the chairman in writing by email.

- **Exclusion**

If you cannot attend 3 board meetings in a row and do not send a valid cancellation to the chairman prior to each meeting, it will be looked upon that you are not taking your membership of the board seriously. Therefore you can be voted off the board. An alternate will replace the excluded board member.

- **Participate actively**

When you attend the meetings, you are expected to participate actively and give your inputs about topics being discussed.

- **Preparations**

It is expected that you do the required preparations for the meetings such as read the agenda and attached documents before the meeting etc.

- **Ambassador role**

As a member of the board you are also an ambassador for the student organisation and Cphbusiness, which means that you should speak positively about the student organisation to your fellow students, be able to advise students to the right contact information if in need, be familiar with the student organisations structure, the responsibilities, communication channels etc.

6. The formalities of the student organisation

The formalities have been sent to all in the board prior to the meeting. At this point, there was no further questions to the formalities.

7. Board meetings 2021

- 44th meeting: 18 January 2021 at 16:00
- 45th meeting: 8 April 2021 at 16:30
- 46th meeting: 6 September 2021 at 16:30
- 47th meeting: 11. November 2021 at 16:30

Charlotte will send a meeting request for the board meetings 2021.

8. Other topics

Meeting with HK

Status on the collaboration with HK:

HK are very interested in continuing their collaboration with the student organisation and would like to meet the new board.

Find a date:

CDP/ADI ask HK if they can participate in the meeting 18 January 2021, discussing the ideas and wishes for cooperation

Development of the student involvement at Cphbusiness:

Survey on its way.

Involvement of students through the student organisation's SoMe platforms

Focus group with the volunteers in the student organisation.

Charlotte told about the wish of Cphbusiness having a stronger cooperation with the student organisation in regard of student related political topics.

Invitation for webinar 3/12 from 14-17.

Would any of you like to participate?

Nordic Council of Ministers has invited to a webinar with the title "How are you? Insta-happy or truly happy?"

CDP and ADI are together with others from Cphbusiness participating in the webinar. All from Cphbusiness Students, who have the time and interest for participating, are more than welcome.

9. Next board meeting

The board will like to meet in December, discussing what they now know about tasks and responsibilities in the student organisation, and based on that knowledge, decide their constitution of

- Chairman
- Vice chairman
- Secretary
- Whom to be the five ordinary members
- Whom to be the alternate
- Whom to be two student representatives in the academy's board of directors

Angel will coordinate the date, time for the meeting, and tell Charlotte and Anna. Hopefully at least one of them can participate in the meeting 😊