

## Minutes, 10<sup>th</sup> meeting, Board of directors

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### Present:

- Gabriella Ploug (alternate, Communication department), cph-gp44@cphbusiness.dk
- Bartłomiej Gozdek (board member, future Head of Bar), cph-bg57@cphbusiness.dk
- Lujza Grossmanová (board member, Head of Finance), cph-lg101@cphbusiness.dk
- Sebastian Holmegaard (board member, Head of Business), cph-sh299@cphbusiness.dk
- Luca d'Alessandro (alternate, Business department), cph-ld104@cphbusiness.dk
- Stine Lund Johansen (Head of Communication), cph-sj185@cphbusiness.dk
- Kirsten Delcomyn Hansen (former Chairman of the board of directors), cph-kh241@cphbusiness.dk
- Charlotte Dalgaard Petersen (board member, employee representative), cdp@cphbusiness.dk
- Barbora Kochlicova (board member, Head of HR), cph-bk101@cphbusiness.dk
- Helene Borgstrøm (board member, future Head of Communication), cph-hb122@cphbusiness.dk
- Frederik Ladehoff (Head of Bar), cph-fl67@cphbusiness.dk
- Søren Meyer (board member, employee representative), sme@cphbusiness.dk
- Maria Blicher (alternate, Bar department), cph-mb439@cphbusiness.dk
- Cristina Chiper (Head of Events), [cph-cc136@cphbusiness.dk](mailto:cph-cc136@cphbusiness.dk)

Guest: Frederik Hasle (employee, Cphbusiness International), frha@cphbusiness.dk

### Not present:

- Tanja Green Olander (secretary),
- Sebastian Pilgaard (alternate, Finance department)
- Rebecca Siert (management - Bar), cph-rs98@cphbusiness.dk

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## Minutes

### **1. Approval of the agenda**

- a. Everyone approved

## **2. Approval of the minutes from the last meeting**

- a. Everyone approved

## **3. Roskilde festival / Business**

- a. Information about the participation at Roskilde Festival goes online today
- b. 60 volunteers will work as service guards
- c. The poster for recruiting volunteers is done and will be hung up at Cphbusiness Søerne Friday 13/9 and on the rest of the campuses next week
- d. How to manage the volunteers
  - i. Suggestions:
    - 1. Make contract and clear guidelines
  - ii. Frederik Hasle: Roskilde can ban people if not behaving according to guidelines.
  - iii. Kirsten: Cut armband if they are not living up to rules
  - iv. Frederik Hasle: Missing a whole shift means that you are banned as a volunteer. If a volunteer is late for a shift, they should be given a warning.
  - v. The DKK1,000 will be used as back up in case a volunteer does not take their shift. Then the student will lose the deposit.
  - vi. If there are more than 60 volunteers there will be a waiting list.
- e. Decided:
  - i. The Roskilde team must create a plan for the worst case scenario
  - ii. The Roskilde team must create contracts for each volunteer to sign

## **4. Orientation / Charlotte**

- a. We need to investigate if it is legal for the student organisation to operate businesses.
  - i. It takes a lawyer – Charlotte will check up on this.
- b. We need to decide on an amount limit.
  - i. Suggestion: Finance will suggest an amount based on previous experiences.
  - ii. Vote: Everyone approved

- c. Suggestion: Mix of participants at the board meetings until August to secure a good transition from the present management to the new management:
  - i. Everyone approved.
- d. Evaluation of Actives Members Day:
  - i. Feedback:
    1. Cross departments were good and useful
    2. Relevant and productive workshops e.g. the Roskilde project came out of it.
    3. It is too early to start at 15:00. It would be better to start at 16:00+, in order for more people to participate.
    4. Business suggested for the Active Members Day to take place on a Saturday. Other departments suggested weekdays.
    5. Communication felt that people learned about what they can and cannot do. Guidance prevents double work.
    6. More time for workshops.
    7. Introductions of members are not really relevant, since each department present themselves and their members.
  - ii. Next date – late September/ beginning October:
    1. Charlotte will make a poll with date suggestions both weekdays and weekends on the management group on facebook.
- e. Room 4.01
  - i. System development is needed to make the booking system work – IT is working on it.
  - ii. Please use the office supplies.
  - iii. Kirsten: Please clean up after yourselves

## **5. Advisory Board / Charlotte**

- a. Suggestion: Form a work group that could create the structure, rules etc. for the Advisory Board. The Advisory Board should preferably start up in the fall.

- b. Volunteers for the group:
  - i. No one volunteered.
  - ii. It will be a point of the agenda at the next board meeting.

## **6. Board of directors / Kirsten**

- a. Suggestion: There should be a financial orientation at each board meeting.
  - i. Everyone approved
- b. Suggestion: Each project needs to be approved by the Chairman before it is started in order to secure an overview of the student organisation's projects and to avoid double work. The Chairman will decide if it is necessary for the project to be approved by the entire board of directors.
  - i. 13 approved, 1 did not approve.
- c. There needs to be a clear collaboration between the student councils and the student organisation.
  - i. Charlotte will talk to Cphbusiness about how to connect to the student council.
  - ii. Representatives from the Campus Student Council from Lyngby will attend the net board meeting from 17:30-18:00.
- d. There is a lack of focus on the student political tasks. There needs to be a more political focus in the future. There are some unexploited opportunities.
- e. Charlotte will send out the Board of director's guidelines together with the minutes.
- f. The board of directors need to find the last candidates for the board:
  - i. Will the new Head of Events stand as a candidate for the board?
    - 1. Cristina Chiper the Head of Events stands as a candidate.
  - ii. It was put to a vote whether or not Cristina Chiper should be a board member.
    - 1. Everyone approved for Cristina Chiper to be a board member.

- g. The board of directors must constitute itself with a treasurer, a secretary, a chairman and a vice chairman.
  - i. Candidate for Treasurer: Head of Finance, Lujza Grossmanová
    - 1. Everyone approved
  - ii. Candidate for Secretary: Secretary, Tanja Olander
    - 1. Everyone approved
  - iii. The candidates for the chairman and vice chairman must give notice to Charlotte (cdp@cphbusiness.dk) no later than May 20.  
The candidates will be announced at the next meeting.

## **7. Collaboration / Charlotte**

- a. Please read the FOOTPRINT – the background for the student organisation's existence.
- b. Please keep internal discussions within the management group (at Facebook) or privately – Do not discuss sensitive subjects in the Active Members group on Facebook.
- c. Remember to keep knowledge on Trello and use the department's emails.

## **8. Financial situation / Finance**

- a. The amount for catering at meetings applies for the department meeting and not the workshops. The amount is for one monthly meeting a month:
  - i. Everyone approved.
- b. There needs to be guidelines for how often departments should meet as a minimum. Charlotte will look into that.
- c. Suggestion: Maximum amount DKK300 for catering at board meeting
  - i. Everyone approved.
- d. When creating budgets for an event the deadline for cancelling a venue (without needing to pay a cancellation fee) should be added in order for the Finance department to remind the event group of the deadline to avoid the cancellation fee.
- e. The Finance department is considering making a bank account for each Friday Bar.

- i. Charlotte asked the Finance department to look further into this (pros and cons) before creating more bank accounts.
- f. The programme Wave will replace Economics as the student organisation's accounting tool.

## **9. Status from HR / HR**

- a. HR has a new member: Silvia
- b. HR will send out Sebastians' president application for the board to read.
- c. The course about "How to lead and motivate volunteers" will be offered to all active members.
- d. OrangeHRM is not linked to the Cphbusiness website – the IT department have to be contacted.
- e. Adjust Presidency job-add – but talk to Sebastian first.
- f. Panel for interviewing the president candidates:
  - i. Panel candidates:
    1. Charlotte, co-founder of the student organisation
    2. Stine, Head of Communication
    3. Kirsten, the previous Chairman of the board
    4. Sebastian, Head of Business, former and present board member
    5. Frederik, Head of Bar
  - ii. Everyone approved the candidates
  - iii. The job interview with the candidate should be held before the next board meeting the 26<sup>th</sup> of May

## **10. SWOT presentations / everyone**

- a. Because of lack of time it was decided to go through the SWOT presentations at the next board meeting.

## **11. Other topics**

- a. There were no other topics

## **12. Next meeting**

- a. Thursday 26/5 16:00 – 18:00
- b. Wednesday 8/6 16:00 – 18:00

The board meeting ended at 18:05