

Minutes, 20th 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
- **VK** - Viktoria Kanyik (Head of HR) cph-vk64@cphbusiness.dk
- **RP** - Rikke Boye Pedersen (Head of Event) cph-rp98@cphbusiness.dk

Not present:

- **TC** - Thomas Christensen (Vice chairman) cph-tc109@cphbusiness.dk
 - **BG**: Bartlomiej Gozdek (Head of Bar) cph-bg57@cphbusiness.dk
 - **CD**: Charlotte Petersen (employee representative) cdp@cphbusiness.dk
 - **SM**: Søren Meyer (employee representative), sme@cphbusiness.dk
 - **NG** – Nicole Gade (Head of Communication) nngnielsen@hotmail.com
 - **LB** - Lennart Børger (Alternate), cph-lb193@cphbusiness.dk
 - **NG** – Nicole Gade (Head of Communication) nngnielsen@hotmail.com
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Minutes

The board meeting started at

1: Approval of the agenda /All

- Everyone approved

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

- Everyone approved

3: Orientation /Chairman

Sebastian steps as a Chairman. Prepare the transition to the new chairman. Charlotte will take over the board meetings.

4: Event department / Head of Event

evaluation of the movie night, aprox. 14 people outside the organization. We will continue do to the movie nights. Cristina Chiper will make a text for the movie night and Charlotte will help us to promote the Events on Facebook. Winter study start has an impressive sing ups.

5: HR department /Head of HR

6: List of inventory for our office / Chairman – Head of HR

7: The financial situation /Chairman

Everything is being paid. The sound box is back. The budget is updated on the google doc. Aprox. 81.000 DKK on the accounts. The finance are on track, possibility to make an annual report.

8: Bar Department /Head of Bar

First Bar meeting took place. Help is needed on the 17th of the February. Security is taken care of. Planday is up an running.

Phones for the bar department.

Rules on putting up the posters-> Freddy will do the rules.

There is key for every campus.

Heaps very good progress. Heaps will promote on Friday 17th. Competition organized and sponsored by Heaps.

Studenterbolaget good communication, talking contracts, more benefits from Studenterbolaget. Possibly more discounts depending on the order.

9. Boards members

An overview of the board members.

The plan of the board meetings will be followed, meetings every month.

Next meeting will vote out Nicole, Thomas

10: Other topics

Student Discounts moved to moodle. Decorations of Søerne where the project is?

Active Members Day=> Charlotte will start the planning

11: Next meeting

- 22nd board meeting: 8th of March at Søerne campus, room 0.04 from 17:00-19:00
- 23rd board meeting: 8th of April at Søerne campus, room 0.04 from 17:00-19:00

The board meeting ended at 19.00

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.

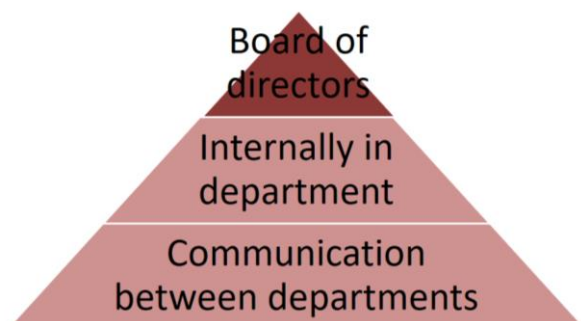
Channels we use for communication:

- 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
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