SUMMARY OF BOARD MEETING
13/AUGUST 2019

Present:

Absent:

Observer:

Moderator: Michelle is chosen

Minute taker: Oscar is chosen

Approval of agenda: Agenda approved

Updates

- *Communication:*
    - *Facebook communication plan is walked through with the board.*
    - *The facebook groups will be updated. All old groups will be deleted and a single new one will be made instead.*
    - *Homepage and E-mail. The site is still closed and there has been reached out to the original creator with the intention of creating a common emailsystem.*
    - *Bookingsystem, the board has been presented with a new system that will be implemented following the meeting.*
- *Insurance: The board and RUCbar has met with Peter Lauritzen regarding insurance for SH and RUCbar. The board and RUCbar will look into getting board insurance and the contracts between RUCbar and SH will be redrawn.*
- *Party the 5th of september. A student has asked to book the yellow room for a party with 80 people. The booking is approved and there will be signed a booking contract between SH and the student.*
- *Presentations during tutoring. The board will be presented with a plan for presentations during tutoring. The board will divide the presentations between themselves.*
- *The board will have a meeting with RUCs architect the 14th of august to discuss the group rooms and furniture.*

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Office arrangements
- The board have discussed how to proceed with the problems surrounding the new office arrangements.
- The board will put together a chairman meeting between the organisations in SH to discuss the situation.

Cleaning schedule
- Operations has briefed the board on a new cleaning schedule. It will run for two weeks instead of one.

Contracts (SH-RUC, SH-RUCbar)
- The board is looking into the contracts and will update them accordingly.

Other business
- *Study life exhibition. The board will arrange this event, and take it up on the chairman meeting. The board suggests that the study life exhibition will be in october. communication will go through the Facebook site.*

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