Meeting in the International Club 19 February 2009

Agenda

1. Announcements
   - Folk dancing show
   - Talk about “unwritten rules on the job (in Denmark)”
   - Support for IC activities and membership of the Staff Club

2. Follow-ups from our last meeting:
   - Cozy corner (Janne)
   - Meeting house (Janne)
   - Excursion to Aarhus University International Club (Ejner)

3. Planning of coming activities i.e. persons responsible, deadlines, concepts, etc.
   - Campfire building and party
   - Nature walk in Øbakker
   - Excursion to West Jutland
   - Weekend Retreat
   - International Evening (17 April/30 October)?
   - Full day excursion in December

4. Handling of our financial transactions (Justyna and Janne)

5. Any other business

There were present: Janne Hansen, Ejner Serup, Justyna Gorzecka, Ravi Patil, Anton Gårde Thomsen, Astrid Junker Andersen

1. Announcements
   - Folk dancing show suggested by Sonja Li Tind (www.gdv.viborg.dk).
     Entertainment at IC party. Astrid will talk to Sonja.
   - Talk about “unwritten rules on the job (in Denmark)”. Astrid will tell Jan Lassen that we are in.
   - Support for IC activities and membership of the Staff Club. We must have a price for members and not members. Is it possible for relatives not employed in Foulum to be a member of the Staff Club?

2. Follow-ups from our last meeting
   - Cozy corner: An interior decorator is working on the common areas. He/she is informed about our wishes.
   - Meeting house: This is a long term project, but there are plans..
   - Excursion to Aarhus University International Club: No replies yet, Ejner will come back at next meeting.

3. Planning of activities (workgroups)
   - Campfire building and party: Justyna, Anton, Janne
   - Nature walk in Øbakker: Anton and Ejner
   - Excursion to West Jutland: Janne and Ejner
   - Weekend Retreat to Læsø: All of us.
• International Evening (17 April): Astrid, Justyna, Ravi (Kirsten, Birte, Florence?? → Justyna will ask them).
• Full day excursion in December: Ejner

4. Handling of our financial transactions
   • Justyna and Janne have made guidelines
     - A budget must be made for each and every activity in which money is involved well ahead of time.
     - A complete account must be prepared as soon as possible after the activity has taken place.
     - Receipts are required in all cases. The receipts must only be given to the treasurer, who will ensure payment.
     - If the person responsible for the activity does not want to lay out money personally, then that person can get a deposit from Pia Vestergaard and must return the exact same amount after the activity.
     - SAFE will support expenses that are non-variable, such as a bus, a guide, etc. We should find out how much they will support the activity with before we ask the Staff Club for support.
     - If the participant’s department is asked to give financial support, then the department must have a receipt. Non-variable expenses are easiest to handle in this case.
     - PFF prefers to pay per member, so their support for each activity will vary depending on the number of Staff Club participants.
     - With regard to activities supported by the Staff Club, we must check if the participants are members of the Staff Club using updated member lists.
     - With regard to use of DJF’s cars or personal cars, if the trip is short, then the driver’s department can pay. If the trip is long, then the driver should get his/her department to send the bill to IC.
     - IC can look into the possibility of having a petty cash account with the Staff
     - Club to cover small expenses, such as wine gifts to guest lecturers.
     SAFE/DJF is not permitted to pay for wine gifts if the lecturer is one of DJF’s own, but the Staff Club can do so because their account is external to DJF.

5. next meeting: 11 march 2009 at 2 pm