

To do Tasks:

<b>Before the conference</b>	Responsible
<p><b>AUPA marketing</b></p> <ol style="list-style-type: none"> <li>1. Making document for AUPA Roll Ups</li> <li>2. Ordering AUPA Roll Ups</li> <li>3. AUPA brochures for General Assembly in March. Recruiting new board members</li> <li>4. Printing the brochure</li> <li>5. For General Assembly in February or March - make sign up page/event/FB event for general assembly</li> </ol>	<p>Tenna, René</p> <p>Mathilde Tenna, René Mathilde Tenna, Mathilde</p>
<p><b>Order Name tags</b> Printing names for name tags Do we need folders for the agenda and brochures?</p>	<p>Mathilde Mathilde</p>
<p><b>Søauditorier</b> ask if it is possible to put chairs if we have +100 people</p>	<p>Mathilde</p>
<p><b>Speakers and facilitators</b></p> <ol style="list-style-type: none"> <li>1. Ordering 50 pens for Sanne workshop</li> <li>2. Picking up gifts of wine bottles</li> </ol>	<p>Viktorija keeps in contact Mathilde</p>
<p><b>Local associations</b></p> <ol style="list-style-type: none"> <li>1. Viktorija will ask local associations if they would like to advertise before/during the conference</li> </ol> <p><b>Heads of Graduate school / Management / Michael – head of Talent Development</b></p> <ol style="list-style-type: none"> <li>2. Next week , after we know #of attendees sending out emails to remind and invite to the conference if they want to attend</li> </ol>	<p>Viktorija</p> <p>Viktorija Cecilie may ask in Health</p>
<p><b>During the conference</b></p> <p><b>Food catering in foyer:</b></p> <ol style="list-style-type: none"> <li>1. Arranging the tables for food and drinks (we have 5 tables)</li> <li>2. Arranging food and drinks on tables for lunch</li> <li>3. Arranging food and drinks on tables for tapas</li> </ol> <p><b>Registration</b></p> <ol style="list-style-type: none"> <li>1. Set up 2 tables in foyer</li> <li>2. Put Nametags on the tables</li> <li>3. Folder with agenda for the conference and brochure about AUPA</li> </ol> <p>Toastmaster for conference – we agreed to have 2 presenters</p>	<p><b>Who can be responsible for the practicalities during the conference?</b></p> <p>Rene? Tenna? Lisa?</p> <p>Viktorija Kasper?</p>

<p><b>After the conference</b></p> <p>Cleaning</p>	<p><b>Who will stay to help with cleaning?</b></p> <p>Viktorija - yes Mathilde Tenna ? Lisa ?</p>
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## AGENDA FOR AUPA'S BOARD MEETING

TIME: 13.00 – 13.45

LOCATION: Skype meeting

Attending: Cecilie Siggard, Viktorija Kulikovskaja, Nis Primdahl, René Rærentsen

ABSENT WITH APOLOGY:

1. Welcome
2. Well-being conference
  - Ordering food
    - i. Send a reminder about the conference
      - A. Mathilde has sent out a reminder about the conference and put the waitlist on hold.
  - Ordering tables for the sandwiches/ + Microphones, projector for the speakers and workshop facilitators
    - i. Arrange tables in foyer (we have 5 tables)
  - Requirements from speakers and workshop facilitators
    - i. Speaker Sonja
      - A. Microphones, projector
    - ii. Workshop 1 Sanne
      - A. 50 pens – Mathilde will order this
      - B. Projector and table for Sanne's papers
      - C. Flat auditorium
    - iii. Workshop 2 Soren
      - A. Projector
      - B. Tiered
    - iv. Speaker 2 Malene
      - A. Microphones, projector
    - v. Workshop 3 Malene
      - A. Projector
      - B. Flat
      - C. Wi-fi – provide guest login til internet
    - vi. Workshop 4 Matt
      - A. Projector
      - B. Tiered
  - AUPA marketing

- i. Ordering AUPA Roll Ups – we need to make a finished document for the roll up.
    - A. René will talk to Tenna about the roll up and brochure.
  - ii. AUPA brochures for General Assembly in March. Recruiting new board members
    - A. February: make sign up page/event/FB event for general assembly
    - B. Send out reminder about GA to all participants of this event
  - iii. Name tags: Table with all nametags as a sort of registration.
    - A. Folder with agenda for the conference
      - a. And AUPA brochure
      - b. This is payed for by AUPA
  - iv. Greeting material package, if any?
- Remuneration and gifts for speakers
  - i. Order for Berit Eika – has this been done? The box of wine will be given to Berit
- Toastmaster (Someone from AUPA should be a toastmaster.)
  - i. Viktorija will give a talk about AUPA and the conference
  - ii. Kasper is asked to be the 2<sup>nd</sup> toast master
  - iii. Presenter during the workshops: Who will do this? We could consider workshop facilitators to present their workshop
- Representation of other associations. We discussed that the possibility for other local associations to bring brochures or any PR material so we create more awareness about all local associations.
- During the conference
  - i. Do we need extra help from Career center, student assistant or someone?
  - ii. Who can coordinate during the conference Tenna, Lisa, Rene???
- Anything else that needs to be done before the conference?
  - i. Film the keynote speech so that we can post something on facebook. Livestream on facebook?

3. Deciding on the date for the next board meeting  
23 January 8 am

Any other business?

- Marketing materials need to be in place (Tenna)
- Mathilde: Printing out agendas
- Viktorija will ask local associations if they would like to advertise before/during the conference
- Who will be responsible for the practicalities during the conference?
- Invite management (if there is space)

Overview of who from AUPA is attending:

- Viktorija
- Tenna

- Cecilie (until 14:00)
- René (not during clean up)
- Kasper
- Simon?
- Mathilde
- Do we need more help?