Welcome and introductions

- Carlos, Bella, Dani, Lennard, Sehar, Bikram, Anders, Karel present from board
- Two other residents present for short periods near the start, did not contribute significantly to any points so will not be named here

Meeting chair (conductor) and minute-taker for today

Conductor: Bella
Minute-taker: Lennard

Approval of the agenda

- Agenda approved Unanimously

Agenda of our first meeting

1. **Welcome and introductions**
2. **Meeting chair** (conductor) **and minute-taker** for today
   a. Conductor: Bella
   b. Minute-taker: AI and/or Lennard (We only record the meeting for AI minutes if everyone present agrees. Otherwise, minutes are taken by hand.)
3. **Approval of the agenda**
4. **How we work**
   a. Establish a shared understanding and foundation for our work in the form of a code of conduct
   b. How often we meet (§5: as often as the majority finds necessary)
   c. How we communicate with residents: online and on the noticeboard in each entrance hallway (§5)
   d. Other
5. **Board roles** (decision)
   a. Discuss the roles and responsibilities first, then decide who takes them
      i. Articles §5: the board chooses its own roles after the election
      ii. Volunteers so far: Carlos (treasurer, continuing), Karel and Bikramjit (secretaries)
   b. Agree who arranges bank access for the two treasurers. One current treasurer is moving, so we need a new one.
6. **Security situation** (decision on next steps)
   a. Share what we know about incidents and problems reaching the security number
   b. Agree on a call to action asking residents to tell us if the security number doesn't work, or hasn't worked before
   c. Agree how we raise it officially with Inna, so the security company improves or is replaced
7. **Next meeting**
   a. Agree on the date and main topics, e.g. the budget, ideas for the surplus and the board's goals for the year
8. **Any other business**

How we work

Purpose: Establish a shared understanding and foundation for our work in the form of a code of conduct,Bella proposed Code of Conduct based on other Resident Association codes of conduct

- Will go through point by point
- Anders raises that we cannot legally take someone out of the KRA
- B says we are highest authority so if we decide we can remove someone
- Residents can call an extra general assembly to challenge
- Leaving numbers of failures until later
- Adjusted to specify board members and other residents
- General behaviour provisionally accepted
- Added late punishment of bringing cake next time
- More specificity added to the late rules by all involved
- Cake is cake - Sehar, Bella
- Remote meeting software to be decided at that time
- Being under the influence of alcohol is not allowed if this is disruptive
- Bikram proposes to give the power to the conductor to control the conversation by ensuring members do not ramble off topic
- Lennard proposed to move the
- Force majeure in case of lateness, absence, etc can be accepted by board discretion
- Use of personal phones during the meeting should not be disrupted added on initiative of Anders
- Meeting section provisionally accepted
- Team Kaktus is main point of contact - INNA also includes HQ but should not be contacted if not necessary
- Obligations point 3 discussion on what is a waste of money
    - Carlos points out that this is vague and at whose authority or opinion it is a waste
    - Lennard/Anders says it about intention rather than the actual waste
    - Changed to spend wisely
- Any agreed tasks and participate in required activities points added mention of changes of agreements
- Obligations section accepted provisionally
- Conflict of interest will be changed by Bella so that board benefitting as a result of being a resident isn't included
- Board members who have a financial interest in a provider being up for debate of use by the board can charge but this will be considered a CoI and not included in decision making
- CoI section provisionally accepted
- Info to be kept confidential specified to personal and confidential info
- Board meetings were opened such that there are no disagreements that are untransparent to the membership - Carlos
- At Bella's initiative, added point 9 of striving for transparency to obligation section
- Secure place for non-public info (physical): ask Kaktus for a locker in Get Work Done A
- Google drive based on the email to be used for digital file storage

- GDPR compliance to be strived for regardless of CvR status, but will probably be necessary to achieve CvR
- Code of conduct to be printed out and signed during next meeting
- If people are reaching out to us - should we be taking them personally (query from Bikram)
    - Should be recorded and put into general forum or delegated to relevant people
- Point of order at 20:28 - break until 20:35 and then continue until 21:30

How often we meet (§5: as often as the majority finds necessary)

- Bikram proposes two times a month to start - can be adjusted later
- Votes for weekdays 5x Monday, 6x Tuesday, 7x Wednesday, 7x Thursdays
- In general every other Wednesday at 19:30
- In conference room Get Work Done A assuming we have a reservation
    - See if we can get these for free either via Team Kaktus or ourselves within the app - talk to Isabella at later date

How we communicate with residents: online and on the noticeboard in each entrance hallway (§5)

- Skipped until later or next session

Other

Board roles (decision)

Discuss the roles and responsibilities first, then decide who takes
Them *Articles §5: the board chooses its own roles after the election Volunteers so far: Carlos (treasurer, continuing), Karel and Bikramjit (secretaries)*
Agree who arranges bank access for the two treasurers. One current treasurer is moving, so we need a new one.

- Chairperson (forperson) is a big role, maybe split up
- We can have other responsibilities outside the roles (e.g. Carlos was formerly in charge of technical issues within the board)
- Articles specify only role names but not responsibilities
- Articles are weird, this can be something we try to change later
- Main target for today is 2nd treasurer - other roles can be confirmed later
- Exercise on personal strengths and skills
- Carlos and Lennard determined as treasurers, other board members to be determined next meeting

Security situation (decision on next steps)

Share what we know about incidents and problems reaching the security number
Agree on a call to action asking residents to tell us if the security number doesn't work, or hasn't worked before
Agree how we raise it officially with Inna, so the security company improves or is replaced

- Didn’t get to it

Next meeting

Agree on the date and main topics, e.g. the budget, ideas for the surplus and the board's goals for the year

- Action points
    - Bella to organise meeting date/time
    - Bikram to organise location
    - Anders to pull together agenda from Canva board, suggestions from all welcome
    - Carlos/Lennard to organise access of Lennard to bank account etc
    - Lennard to prep nice-looking financial overview

Any other business

- Parking spaces
- First Aid course for residents
- Non-profit status (CvR - talk to LLO?)
- Financials

All parked for later