Welcome and introductions

- Carlos, Bella, Lennard, Sehar, Bikram, Anders, Karel present from board
- Dani not present, announced in advance

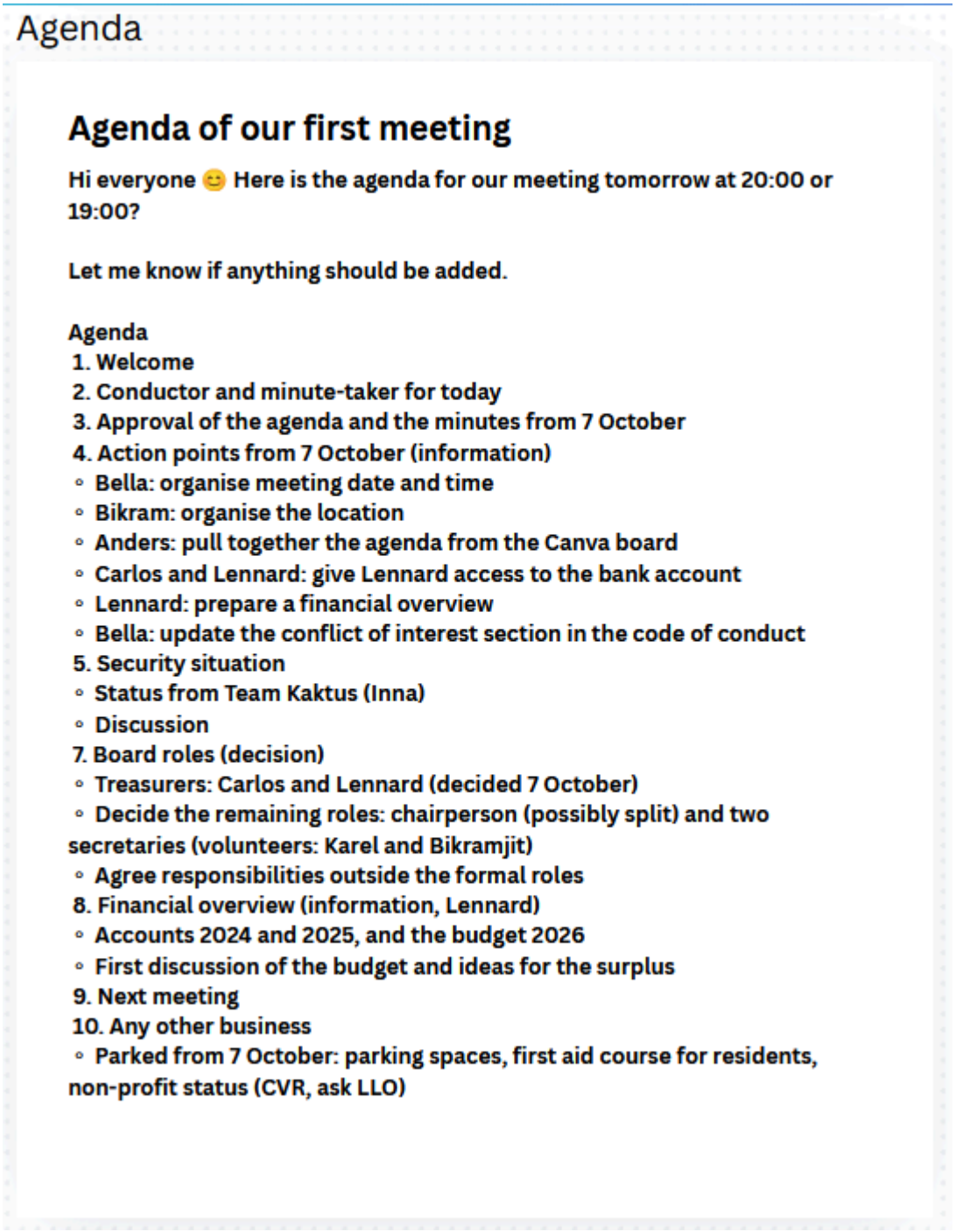
Meeting chair (conductor) and minute-taker for today

Conductor: Bella
Minute-taker: Lennard

Approval of the agenda

- Agenda approved Unanimously

Agenda



Agenda of our first meeting

Hi everyone 😊 Here is the agenda for our meeting tomorrow at 20:00 or 19:00?

Let me know if anything should be added.

Agenda
1. Welcome
2. Conductor and minute-taker for today
3. Approval of the agenda and the minutes from 7 October
4. Action points from 7 October (information)
◦ Bella: organise meeting date and time
◦ Bikram: organise the location
◦ Anders: pull together the agenda from the Canva board
◦ Carlos and Lennard: give Lennard access to the bank account
◦ Lennard: prepare a financial overview
◦ Bella: update the conflict of interest section in the code of conduct
5. Security situation
◦ Status from Team Kaktus (Inna)
◦ Discussion
7. Board roles (decision)
◦ Treasurers: Carlos and Lennard (decided 7 October)
◦ Decide the remaining roles: chairperson (possibly split) and two secretaries (volunteers: Karel and Bikramjit)
◦ Agree responsibilities outside the formal roles
8. Financial overview (information, Lennard)
◦ Accounts 2024 and 2025, and the budget 2026
◦ First discussion of the budget and ideas for the surplus
9. Next meeting
10. Any other business
◦ Parked from 7 October: parking spaces, first aid course for residents, non-profit status (CVR, ask LLO)

Security situation

- contract updated, there was an issue that only locksmith was coming, now this has been fixed and real security will come,
- More security will be present in the next month
- Action point: Anders to make an announcement in the Kaktus Life group about the changes the phone number and to tell Team Kaktus if there are any issues

Board Roles

- Danish law (Leje loven) mandates 3 board members, according to Anders/Karel - Add to questions for LLO
- Can move things around of how many actual board members there are, we can create subcommittees below it to expand the number of people involved in KRA
- Used to be a ‘party committee’ funded by the owners with board and Kaktus Life involved - per Carlos
- Potentially can work with Team Kaktus on community events
- Bikram suggested to have awareness about how to live in Kaktus - “House Rules”
- Bella suggested a buddy system - on a volunteer basis
- Can go to board initially, put it on a move-in flyer
- Everyone chimed in with things that they didn’t know when moving in
- Ask LLO to be there at move-in inspections? Or other residents to help in the 2 week period
- Generally - residents can help each other with moving in and out, board can set up something to organise
- Identify issues in apartments for LLO to fight
- Potentially we can look into more deals with (neighbouring) companies: e.g. Maximum, SHC, Ikea
- We can look into changing the website management from simply
- From Carlos - big issue that needs attention for role division is the communication with Team Kaktus
    - The board sinks or swims by the relationship needs to be friendly but also firm/sharp
    - First point of contact will always be Team Kaktus, rather than higher up, but if we approach it right we will often get help from the right people within Inna
    - Set up meeting with Isabella to agree communication with Team Kaktus
- If residents come to us with issues, we must remember to also ask them to create a ticket (this can also be sent to LLO as proof of non-resolvance)
- Add not farting in elevators to code of conduct
- Treasurers to share monthly expense overview during every meeting, once a quarter put a doc up on the website for members to see with financial overview and banking records
- Annual financial overview should be published in Q1
- Primary meeting schedule last week, to be scheduled using crepemeetings

Roles Decision

- Chair to prepare and facilitate internal board meetings and member assemblies - unanimously agreed as Bella
- Secretary to facilitate communication with residents, book rooms, announce dates of board meetings, announce general assembly - unanimously Bikram and Dani (if he wants, otherwise Sehar will be officially named secretary)
- Treasurers in charge of budgeting, tracking finances, tracking and paying invoices, share monthly expense overview during every meeting, quarterly financial reviews put a doc up on the website for members to see with financial overview and banking records - unanimously Carlos and Lennard

- Management of ongoing projects, agenda, and meeting timing - unanimously Anders (Vice-chair)
- Checking emails and website and digital management to Karel
- Meeting minutes to Lennard
- Sehar, Anders, Karel as official general board members

Financial Overview

- Financial overview 2025 approved unanimously
- Current and future financial outlook reviewed, unanimously approved to post to the website
- KRA is yet to receive member contributions from July onwards, and Inna's transfers do not make the period or the number of paying members clear, so no checks can be done
    - Bikram, Lennard, and Carlos to set up a meeting with relevant people from Team Kaktus to make a formal agreement on timeframe to send through contributions and standard receipts

Next Meeting

- Open to new ideas
- Plan for mid-November

Any Other Business

- Kaktus Live administration
    - KRA and Kaktus Life to integrate more
    - Dani and Bikram only active admin left, secretaries to be main admins but rest of board will be given admin rights
    - Anders to post security announcement
- Trash issue causing smells in the storage areas for people at high floors in tower B since beginning, Kaktus will not resolve before end of year
    - Action point: Get everyone to create tickets and contact LLO
- Flyers
    - To be updated with new designs, Bella will propose a design next meeting
    - In the interim, we post new QR codes on

Action Points

- **Anders** to make an announcement in the Kaktus Life group about the changes to the emergency phone number and to tell Team Kaktus if there are any issues
- **Bella** to get all Tower B upper floor residents to create tickets for trash issues
- **Bella** Flyers:
    - To be updated with new designs, Bella will propose a design next meeting
    - In the interim, we post new QR codes on the old flyers
- **Bella** CoC: Finalize and share with others

- **Bikram** to add all KRA board members to Kaktus Life admin team
- **Dani** to accept or reject secretary role
- **Carlos** to get Susanne and himself to sign Financial Overview of 2025
- **Carlos** to check with Arbejdernes Landsbank what are the requirements for the IDs and list of board members to submit
- **Lennard** to collect board member info to send in once clear what is necessary
- **Bikram** to talk to Soren to organise Team Kaktus attendance at next board meeting, as well as set up extra meeting for a financial agreement
- **Lennard** to post up-to-date financial overviews to the website for member viewing