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# Introduction to the Podio Board workspace

- Introduce the different apps and their purpose

Update Passive member list  
and sent out Passive e-mails

Generate access card list to  
FM

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# Policies, Decisions and History

Podio Policies

Decision History

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# Tasks when changing chair and board members

- Bestyrelsesliste til Danske Bank
- NemID Medarbejdersignatur
- Email forwards på Simply.com
- Opdater Facebook admin access
- Opdater Podio Board adgang

Send out a Ana's Log  
newsletter

# Coffee Services

## Within opening hours

This list defines the services Analog can provide outside of the regular menu. This is targeted at organisations wishing to interact with Analog other than buying one cup of coffee.

Service	Description	Price
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A clip card for buying small or large thermos full of coffee. Sold to vendors wanting to give out free coffee in the atrium etc. Unused clips can be refunded. Thus, open tabs are not allowed. There is no discount given compared to buying the coffee at 8 kr per

A large thermo contains 20 cups of coffee. A small thermo contains 13 cups of coffee. A large thermo contains 180 cups of coffee. A small thermo contains 120 cups of coffee. A large thermo contains 13 cups of coffee. A small thermo contains 120 cups of coffee.

Analog  
can  
generate  
codes  
that  
can  
be  
exchanged  
for 100  
espresso-  
based filter  
or espresso-  
based  
App filter code  
codes 17  
1  
drink 100  
filter  
tickets per  
coffee.  
in espresso-  
the based  
app. code  
Customers  
can  
request  
any  
amount  
of  
tickets.

Analog		
sells		
scheduled		
Ara's		
Jugs		
for		
organisations.		
The		
price		
includes		
An		
milk,		
Ara's		
cups,		
Jug 55		
and		
Ara's container		
other		
Jugs 6 per		
small cup		
accessories.		
of		
Customers		
are		
always		
welcome		
to		
purchase		
Ara's		
Jugs		
within		
opening		
hours.		

# Outside opening hours

Outside of Analog’s regular opening hours, the options are limited. It depends on whether or not a barista is available to make coffee.

If there is **not** a barista present (in your organisations or at your event), **Analog is unable to offer its services.**

If there **is** a barista available, Analog can provide the services listed above. At all times, baristas are allowed to open Analog and operate the machines.

There have been cases where a barista was paid to make coffee for an event. Analog does not take a stance on this, as it is indifferent to our ability to provide our services.

# Merch

## How to merch - A guide by Mo Ammar

### Overview:

Traditionally we have ordered merch from sportified.dk. We order the merch and ask for prices by writing an email to them and kindly asking them questions. They can be contacted on [sportified@sportified.com](mailto:sportified@sportified.com).

What we have ordered from them so far is: Totebag, t-shirts, sweatshirts. If you want to buy anything else, then as mentioned above, just write an email to them and they are usually very good at helping.

As far as we know, they can get most brands om clothing. However, the last few times we have ordered from Teejays: <https://www.teejays.com/dk/>

If there is an interest, all invoices can be found in our finance program. Ask the treasurer for help on this

Prices of course vary from order to order depending on order size, world situation etc. Take the history of prices as a reference point, but not as a given - unless they say so.

IMPORTANT TO NOTE: prices are often given without VAT, so if you want the exact price, then remember to add VAT.

If you order any merch, then please follow the format below and add to the lists, so we in the future can keep seeing the development of orders.

History of orders:

### October 2021

Item	Price	Quantity
Sweatshirt w DKK pcs embroidery	210	33



Teeshirt w embroidery	99 DKK	32 pcs
Packing	10 DKK	33 pcs
Shipping	50 DKK	1 pcs
VAT	<b>2619,50</b> <b>DKK</b>	
Total	<b>13097,50</b> <b>DKK</b>	

## November 2021

Item	Price	Quantity
Totebag w print	60 DKK	50 pcs
Stencil for print (Totebag)	200 DKK	1 pcs
VAT	<b>800</b> <b>DKK</b>	
Total	<b>4000</b> <b>DKK</b>	

## March 2022 (Charity week)

Item	Price	Quantity
Totebag w print	60 DKK	50 pcs

Stencil for 200 2 printDKK pcs (teeshirts)		
Teeshirt 100066 34 w DKK pcs print		
Sweatshirt 5429205 10 w DKK pcs print		
Packing	32 34 DKK pcs	
Shipping	100 1 DKK pcs	
VAT	<b>2028,50</b> <b>DKK</b>	
Total	<b>10142,50</b> <b>DKK</b>	

## May 2022

Item	Price	Quantity
Sweatshirt w embroidery	220 6 DKK pcs	
Teeshirt w embroidery	115 8 DKK pcs	
Packing	10 14 DKK pcs	
Shipping	100 1 DKK pcs	

VAT	<b>620</b>	
	<b>DKK</b>	
Total	<b>3100</b>	
	<b>DKK</b>	

Sep 2022

Item	Price	Quantity
Sweatshirt 5429225 w DKK pcs embroidery	27	
Teeshirt 8000115 w DKK pcs embroidery	25	
Packing	10 DKK	27 pcs
Shipping	100 DKK	1 pcs
VAT	<b>2330</b>	
	<b>DKK</b>	
TOTAL	<b>9320</b>	
	<b>DKK</b>	