

# Board's Handbook

WORK IN PROGRESS Guides, goals and tasks for board members in Cafe Analog

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# Introduction to the handbook

Dear Board member or curious barista,

This book is an extensive overview of the tasks in Analog that lies within the board. It describes how the board works, what we use to work, and guides for all the important tasks the board handles. Unfortunately, not all pages can be public knowledge. The Analog Board likes to keep its penguin process close to its chest. We hope you understand.

These pages can only describe how the board has functioned in the past. As a new board member, you have the influence to create or change workflows. It is entirely up to the board that you are a part of to make up its workflows. Don't like Slack? Find something else you like.

# How to get elected

You can become a member of the Board by successfully running for election at the General Assembly. You will make a short motivational speech about why you would like to join the board. Then, a referendum among all participants will elect the new members of the Board.

It is not uncommon to see more people running for election than there are positions in the board. Don't let this deter you! This is only a positive, as it means that many people want to impact the organisation positively. Please note that it is not disclosed how many votes a candidate received.

The entire Board is up for re-election every semester.

# The board

# What does the Board do?

The Board has the overall responsibility of the organisation. Within the Board falls the responsibility of finances, operations and people management among many other things. The Board does a wide range of tasks, big and small. Usually these are tasks are delegated, like the treasurer who is elected, or the operations manager given to a Board member.

## People Management

The Board oversees the well-being of the baristas. For example, they are in charge of taking applications and choosing the penguins each semester. The Board is also in charge of maintaining various management roles, for example Kitchen Managers, or seeing that a shiftplan is made.

## Finances

The Board is in charge of how the organisations spends its money. They have to lay out their choices at the General Assembly. Read more about how Analog's finances are managed in the Finances handbook.

## Food Administration & Daily operations

The Board is in charge of health and safety regulations being followed. This includes documenting various tasks, and having clear procedures of how we work. Having a well functioning kitchen and storage manager team is paramount. The operations manager oversees the day-to-day management of the café. Upkeep of machines, cleaning procedures, and communication with baristas are the main tasks of this Board member.

## General Assembly

It is the Board's responsibility to plan and execute the semesterly General Assembly. This means publishing agendas, bringing eventual bylaw changes, conducting and organising food.

## Other tasks

The Board deals with many other tasks related to Analog.



The board

# Chairperson - as described by Laura Augustinus (chair F21-S22-F22)

Hi all baristas,

I thought it might be a good idea for me to present what I do as chairperson for Analog, in case you are curious or thinking about running.

As chairperson, I handle a lot of the admin stuff, politics and HR in the organisation.

In general admin consists of:

- > emails - reading, handling, responding, etc. - not just analog's email but also analog-related mail to my own mail
- > contact with FM at all times (Emil also has a lot of contact with FM)

I coordinate admin in the board

- > i send out board meeting agenda where i put on the first few points and then the rest add to it.
- I make sure someone is ordering food. I host and direct the meeting.
- > make sure we follow our policies and remain as unbiased as possible
- > make sure we are nuanced in our discussions
- > I maintain the overview of: is the café booked here? do we loan it out here? under which circumstances? Who will be contact person? etc.

I also have tasks outside of Analog:

- Analog's chair sits as a part of SAF - student activity fund - where i read applications and (mostly) accept applications for money. The other members are scroll bar and student council chairs. SAF was funded by us a while back.
- Coordinate with student council or other student organisations if needed

In combination with the vice-chair and the rest of the board, we handle the tasks of:

- opening and closing Analog (getting machines serviced before we open, order everything so we are fully stocked, coordinate with FM and CCL and other people, etc.) -> this is managed by Emil / operations primarily, but i of course help where and when i can.
- Penguins Process - getting new members (with the entire board) - incl. preparing, announcing, reviewing applications, board meeting to decide, emails to accept or reject, onboarding new penguins, courses, etc.)
- planning and hosting semester cleaning
- planning and hosting kick off - shared task
- GA (sending emails out, organising food and content, booking student council to help, host, evaluation, etc.)
- contact with FM at all times (we would like help, they need our help, questions both ways, coordination, rule following, etc.)
- Ana's Logs - writing and sending out

Overall, the Vice and Chair make sure to align on the direction of the café strategy and vision-wise. We also talk about issues with each other before anything else happens. It's really nice to have another head to think with - am i nuts, or am i sensible, you know?

I then handle board HR:

- We all have different strengths in the board and it is my responsibility as chair to recognise these traits and make sure to utilise our combined skills.
- as chair it is a great idea to delegate tasks. So much will land on your table, that it is best to almost take no tasks on yourself at the meetings. Something will come both before and after the meeting that you as chair must be the one to handle.
- I'm also the one people go to if they need to cancel, if they have something private that affects their board-work, etc.

I help the operations team:

- keeping an eye on our manager chat, making sure i help out where and when i can
- i try to support the operations team. give guidance and input if needed, otherwise backing them up. they are the pros.

I help the crews:

- i am contact person for most crews and people who want to initiate something. they come to me and ask 'hey what to do, is this possible, may i do this, etc.'

I help and guide baristas:

- lots have questions when they see me. in the café or in the halls. Anytime I am at ITU people have some form of question or input. And that's okay - that is what i am here for.

- fx. when is this event? can we host this? i heard someone say that...? we don't have anymore milk or coffee! can we have another type of cocoa? what do i do with the cloth when it's dirty? how do i steam the milk? this person would like to talk to analog, and that is you!

I am here for all types of inquiries.

i do a lot of HR for baristas:

--> making sure my baristas are doing okay. checking up on people, asking if they are okay and such.

--> when people have a problem with life, on their shift, with other baristas etc. I am the primary one handling it.

In total - I am responsible for a café with 1 mio dkk in revenue a year and 80 employees. In this volunteer job it is extra important for me to make sure people are doing okay - both personally and in the barista-job, because you are all volunteers. If I give you a headache, you don't even get paid to deal with it. I care about everyone and want everyone to feel okay.

...and then there are the extra things - that means things that depends on my own person ambitions, or if something has been requested by baristas (platform)

- kleen hub (i have a monthly meeting and extra messaging in between)
- charity week
- barista suggestion: alternative platform (we ended up with basecamp)
- in general we try to optimise the café as much as possible.

In the board, we all help each other with answering emails, discussing requests, discussing issues in the organisation, discuss operations and barista welfare. We support each other with our individual projects and lift as one. eg. Oskar and cups, Mo and feedback box, Mie and interior initiatives, Jakob and Anders with finance, Niclas with policy writings, and so much more.

All the best,



The board

# Board meetings

The Board has its sessions at Board meetings. At the start of every semester, the newly elected Board gets together, looks at their schedules, and decides when, and how often, they want to conduct Board meetings. These usually begin in the early evening. They are held at ITU. Dinner is on Analog, and we can also buy lots of snacks.

## Agenda

Some time before the meeting, the chairperson puts forward an agenda. There is no set rules to what it should contain - whatever is relevant for Analog at that time is discussed. Initiatives, updates on various projects, discussing incoming requests, or whatever else can be on there. It is tradition to start with a round of personal check-ins, where we talk about how it's going. It's a nice way to start the meetings.

# Important communication & IT systems

The pages in this chapter describe in detail the systems the board use. Perhaps you don't have to use all of them, but it is good to know where you can find what you are looking for.

# Introduction

The pages in this chapter describe in detail the systems the board use. Obtaining a solid understanding of these is a great onboarding step into the Board. Perhaps you don't have to use all of them, but it is good to know where you can find what you are looking for.

- Podio
  - Board
  - Crew; Sponsorkopper, Storage Manager Orders
  - Finance (to be deprecated) men hvad indeholder det?
  - Food Admin
- Cognito Forms
- E-conomic
  - Roger.ai
  - Pleo??
  - Danske Bank District
- NemID Medarbejdersignatur
- Zapier
- Simply.com
  - Emails
  - Hjemmesider
- MailChimp
- Communication Platforms
  - Facebook
  - Instagram
- Board Google Calendar

# Slack

Slack is the main means of communication in the board. At any time, many things are happening simultaneously, and Slack allows for this to be divided into channels. It makes it much easier for things not to be lost in a single thread.

Upon being elected, you will be invited to the Analog Board workspace.

There are channels dedicated to, among others, GA, operations, incoming emails and many more.

Most communication within the board is not urgent. Thus you don't have to stay on top of what's happening all the time, but check in at least once a day. You can also set up slack on your phone, and receive notifications like you would any other messaging app.



# Podio

Podio is a tool we use to log things happening in Analog. It is where we, among others, keep the list of all our current volunteers, where shift reports are logged, and where we store all passwords. Podio is mostly used for food and storage administration.

Find Podio at <https://podio.com>. When elected to the board, a current board member will grant you access.

Podio has *workspaces* which consists of *apps*. On the landing page of each workspace is an activity tab where activity across all apps is shown. There are three workspaces:

- **Analogen Board**

In this workspace you can find a list of current and former volunteers, service agreements, policies, and passwords

- **Analog Food Administration**

This workspace contains everything related to health and safety: Shift reports, temperature readings, and water filters.

- **Analog Operations**

This is used to log how much product we order, and who our suppliers are.

The next headlines will introduce the workspaces in detail.

## Analogen Board

The Analogen Board has the following apps:

- **Applicants** Here you will find the list of every volunteer Analog has had.
- **Agreements**
- **Records**
- **Policy**
- **Codes**

This app contains all the username and passwords for all of Analogs accounts across

services. It is possible to sort by active and deprecated.

# Email

The Board maintains a series of emails related to Analog. We get a rather large amount of requests regarding questions, advertisements and events. When someone sends an email to us, it is forwarded to the Board through ITU emails.

Upon election to the Board, mails sent to Analog will be forwarded to your ITU-email.

The following main mails are in use:

- **analogen@cafeanalog.dk**

Main email account. Emails are forwarded to all Board members.

- **finance@cafeanalog.dk**

The treasurers' email.

- **invoices@cafeanalog.dk**

The treasurers' email for invoices only. Reembursments go here for example.

- **kitchen@cafeanalog.dk**

Email for the kitchen. Used also by kitchen managers.

- **storage@cafeanalog.dk**

Email used by storage manager

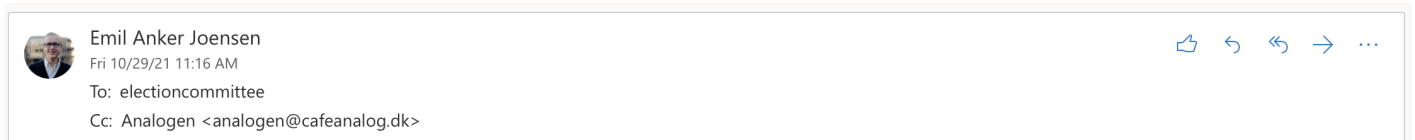
A number of other, less important emails exist. These are mostly automated tasks, bots or for the IO team. Emails are managed through <https://www.simply.com>. Credentials can be found in Podio.

## Replying to emails

Be aware that we never answer directly from Analog's emails. We answer from our own ITU emails. This gives the sender an impression that a real person is at the other end, and you can answer in your mail client of choice.

When a mail is forwarded to you, it is important to answer the sender **with the Analog email as CC**.

An email sent from your own email should look like:



## Managing emails

Within the board there is a Slack channel dedicated to managing emails. Everytime we get an email at [analogen@cafeanalog.dk](mailto:analogen@cafeanalog.dk), a notification is sent in the channel. Then, we can discuss who will answer, and how we will answer the email. Perhaps it is something we need to discuss at a board meeting. This also makes sure no email is answered twice.

## Signature

If you would like to use the Analog signature when sending mails, you can ask a current board member to forward it to you (as it was too difficult to present on this page).

Important communication & IT systems

# Google Drive

The board maintains a Google Drive folder. It contains our bylaws, board meeting agendas, and general documents/presentations. In Drive, you will find a lot of things from the past, but it can be a fun adventure into seeing how Analog operated in the past.

Upon election, you will be invited to the shared Drive.

There are 12 subfolders, containing material related to its title.

# Cognito Forms

Cognito Forms is the tool we use to provide forms for shift reports, received goods, and so on. These will have to be updated according to current operating procedures. This is at least at the beginning of every semester.

Find Cognito Forms at <https://www.cognitoforms.com>. Login is found in Podio.

Currently there are a variety of forms in operation:

- **Shift Reports**

For filling out shift reports. Logic within the form decides which prompts to give.

- **Received Goods** Two versions: For baristas and for storage manager. Used for tracking whenever we get foodstuffs delivered

- **Kitchen Report**

Used to log changes/errors/maintenance in the kitchen

- **Bug Report**

Report bugs with the app

- **Reimbursement Form**

Getting money back from Analog

When updating a form, it is recommended to clone the previous one, and edit/test the new one. Then, the old one can be archived and the new form implemented.

# Zapier

Zapier is a tool for creating workflows between systems. In particular, it converts entries in Cognito Forms into Podio entries. It is also used for a variety of other tasks, like notifying the board of new emails, or automatically sending reimbursement forms to the treasurer.

Find Zapier at <https://zapier.com>. Login can be found in Podio.

Important communication & IT systems

# MailChimp



# Semesterly tasks

An guide on the tasks the board has to complete throughout the semester

# Semester Start tasks

Before Analog can open its doors for the new semester, the board has to complete a series of tasks. These are both administration tasks, as well as tasks around the kitchen/cafe

Find this as a checklist format in <https://asana.com>.

## Administration tasks

- Shift plan
- Activate cleaning from FM
- Send access list to FM
- Set dates for important events (Opening/closing day, Meet 'n' greet, GA)
- Update cleaning tasks according to workload
- Update door code
- Test IT systems
- Update shift report form

## Kitchen/Cafe tasks

- Spring/Autumn cleaning
- Service machiners
  - By CCL
  - By Friskvand
- First coffee order
- First milk order

# Closing Analog for the semester and exam period

Semesterly tasks

# Analog Birthday (April)

# General Assembly (April/November)

## Deadlines

- Senest 3 uger før GA skal alle aktive medlemmer inviteres til GA fx via Facebook eller email inkl den "officielle agenda" - se bylaws
- Indkomne forslag fra medlemmer som skal behandles på GA, skal være jer i hænde senest 10 dage før.
- Senest 7 dage før GA skal en revideret agenda offentliggøres inkl relevante dokumenter fx beslutningsforslag og indkomne forslag

## Voting

..

## Changing bylaws

..

Semesterly tasks

# Meet'N'Greet

# Revision of Egenkontrolprogram (January)

# Important contact persons and agreements



# FM (Facilities Management)

## Important contact persons

- Respect they are busy. A well functioning operations team minimizes and should work to minimize the number of urgent request we push towards them
- Primary contact is through their case management system at [fm@itu.dk](mailto:fm@itu.dk) or [service.itu.dk](mailto:service.itu.dk)
- Michael Bloch, driftsleder. Functional problems in the kitchen, like plumbing, electricity and major wishes for reworking of kitchen layouts
- Tina Rasmussen, contracts. Has contract responsibility of e.g. our cleaning agreement
- Lars Boisen or Peter Enedal. Technical issues of our audio system, projector etc.
- Malene Holm Smed, leder af FM. Større praktiske beslutninger eller kontakt til ITU's ledelse

## Collaboration Agreement with FM

*Samarbejdsaftale mellem FM og Analog. Godkendt af FM og Analog 27. januar 2016, revideret efteråret 2019.*

**Adgang til lokalet:** Analog er et fristed for alle brugere af ITU, studerende, ansatte, gæster og lejere på 5te.

## Husregler

Analog skal hjælpe til med at håndhæve følgende:

- Der må ikke indtages mad (kun snacks) og alkohol i Analog
  - Efter aftale med FM og Fødevarestyrelsen, kan Analog ansøge FM om ved særlige lejligheder, fx Generalforsamlingen og Analogs fødselsdag at have mad i kontrolleret omfang i lokalet
- Der må ikke placeres whiteboards i Analog.
- Der må ikke opsættes opslag på glas-dør partiet.

- Der må ikke placeres cykler op ad vinduerne til Analog.

## Førstehjælp

Førstehjælpskasse leveres og vedligeholdes af FM. Restpladser på førstehjælps kursus tilbydes Analog – 2 gange årligt.

## Medlemmer af Analog

Analog sender liste over sine frivillige til FM midt februar og midt september.

Analog's grafiske ansvarlig får tildelt print-point efter aftale med FM.

## Hovedrengøring

Analog sørger for hovedrengøring af hele lokalet 2 gange årligt ved semesterstart. FM som sørger for tilsyn heraf.

## Rengøring

Rengøringen af lokalet er i dag efter en aftale 511. Koden betyder at rengøringen kommer i lokalet hver dag og foretager grundig gulvrengøring og inventarrengøring.

Analog skal også deltage i den daglige rengøring, ved oprydning af køkken, opvaskemaskine og indsamling af kopper mv. **hver dag**, samt grundig aftørring af reoler. Det skal sikres at der ikke ligger ledninger hen over gulvet.

Merpris for rengøring af lokale 0B01 (køkkenet) efter kode 551 er kr. 2.478,00 pr. mdr.

Pris på viskestykker er:

- Vask af viskestykke pr. stk. 1,01 kr.
- Leje af viskestykke pr. stk. pr. uge 0,48 kr.

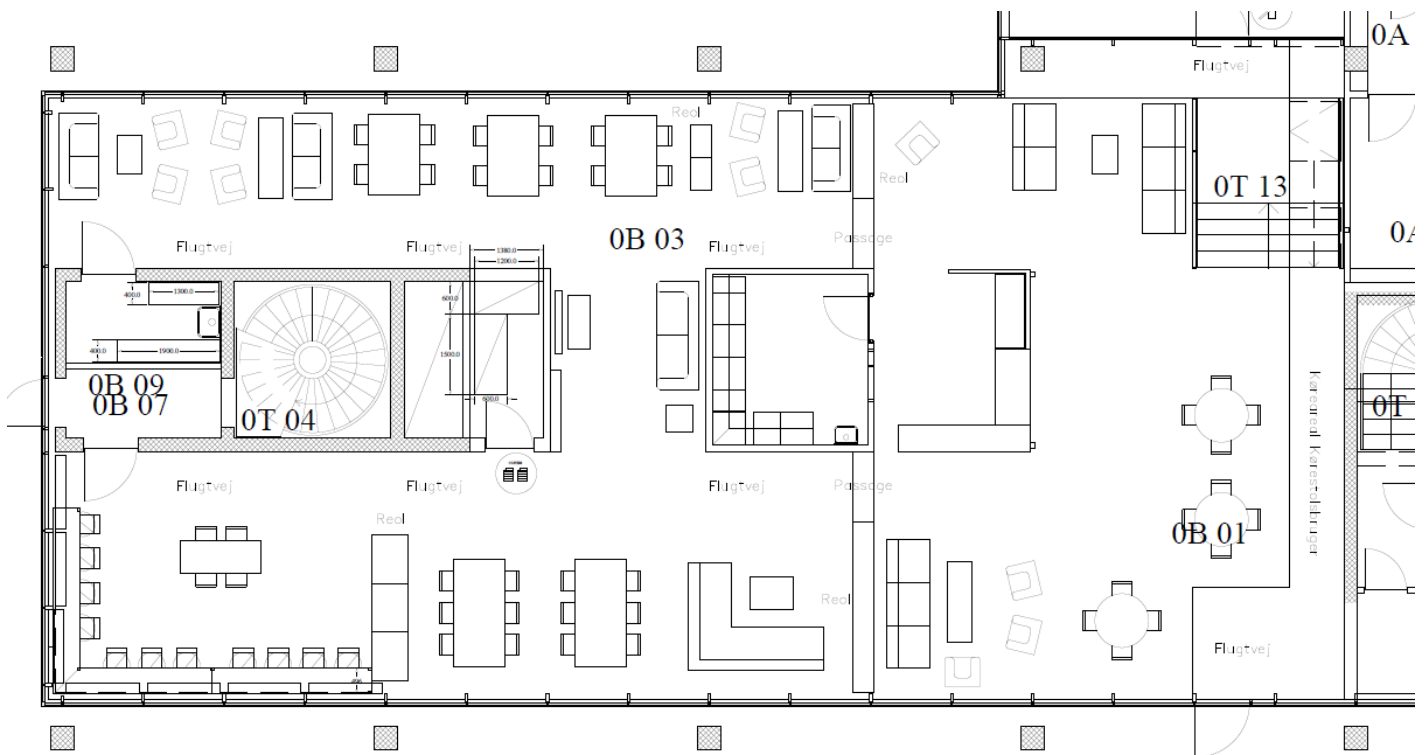
Hvis der skal bruges 15 stk. om ugen skal der lejes dobbelte så mange, så der er en lagerbeholdning på 15 stk. hele tiden.

Det foreslås at Analog betaler kr. 2.660,- + moms pr. måned til ITU. Prisen inkluderer at rengøringen leverer klude og rengøringsmidler samt sorte affalds-sække. Aftalen gennemgås

Der vil blive gennemført dagligt tilsyn i Analog af FM.

Af sikkerhedsmæssige årsager er det besluttet, at der ikke må placeres møbler i det markerede område ved liften/flugtvejsdøren. Opmærkning af arealet vil blive foretaget snarest.

Tegningen er sendt til godkendelse hos brandvæsnet og vil efterfølgende blive opsat et synligt sted i Analog.



Der må maks være 150 personer i lokalet.

Important contact persons and agreements

# Copenhagen Coffee Lab

- Kontrakt findes på Podio
- Kontaktpersoner: Allan Nielsen, Casper Salomon
- Daglig kommunikation via Messenger chat

Important contact persons and agreements

# Scrollbar

- Leverer espresso shot til Scrollbar hver torsdag eftermiddag
- Delt KODA aftale med Scrollbar

Important contact persons and agreements

# CupPrint (Sponsorkopper)

Important contact persons and agreements

# AB Catering

In Autumn 2021, Analog signed a contract with AB Catering.

# General Assembly

All about how to plan a General Assembly



# Introduction

This chapter is a complete guide on how to plan, execute and evaluate a General Assembly at Cafe Analog. Some of the information given might be trivial, but it is important to have everything documented.

# Planning

# Practicalities

The General Assembly is held in Analog every April and November. Sofa, chairs and other remedies are moved to the cafe area to accommodate all baristas.

- Snacks
- Food
- Coffee for everyone
- Moving furniture

# Agenda & Important deadlines

# Voting

This page describes the voting and counting process during point 5, election of the Board. It is the conductor's responsibility to follow perform these tasks

Voting will happen in up to 6 rounds. After each round, votes will be tallied and a winner/winners announced. This way, someone who, for example, unsuccessfully ran for the position of Chairperson can run for Vice-Chairperson.

Before the election:

1. Voting will take place directly after the dinner break.
2. Announce that we are now going to vote.
3. Hand out ballot-papers to all volunteers present. Please count how many were give out.

Then, for every round of voting, starting at Chairperson:

1. Announce which position we are voting for
2. Announce those who are running (stated on the slideshow)
3. Ask the room whether more people would like to run.
4. Announce that it is no longer possible to run.
5. Call each candidate to say a few words about themselves and why they are running
6. If there are the same number of candidates as positions, the candidate(s) are elected by default. You will announce as such.
7. Announce that it is now time to vote. They will do so by writing the name(s) of the candidate(s) they prefer on the ballot dedicated to this position(s).
8. Collect the ballots in a bucket. Ask whether anyone has not yet handed in their ballot.
9. Count the votes.

## Counting votes

When it's time to count, it is also the conductor's responsibility to perform these tasks. The conductor may be joined by counting-helpers. These may be members from Analog. The conductor is the impartial counter who will prevent any hypothetical election fraud.

You will take the bucket with the ballots and bring it to a deserted corner of the café.

**It is of utmost importance that we do not disclose how many votes any candidate received.**

A candidate who ran can choose to have *their own* amount of votes be disclosed to them.

# Evaluation

# Learnings from previous General Assemblies

“ §4.11 Incoming suggestions for discussion must be received by the Board no less than 10 days before the General Assembly.

Generalforsamlingen betragtes i foreninger som den højeste beslutningsmyndighed. Rationalet med at afstemninger skal kaldes og varsles på forhånd, er at foreningens medlemmer kan deltage i generalforsamlingen på et oplyst grundlag og udøve deres magt over foreningen. Hvis fx man ikke kan deltage på GA, kan man jo stemme ved fuldmagt. Så går det ikke at der på aftenen bringes noget til afstemning, der er uvarslet. Det ville jo afskære medlemmerne i deres deltagelse.

“ §5.3 The Board and substitutes are elected by the General Assembly. Valid candidates must all be members of the organisation.

It is possible to run for election in absentia. This is not stated clearly in the bylaws due them only addressing principal matters. Running in absentia is considered an edge case, and as such should be understood as an implicit possibility in the bylaws.



# Guides

# 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

# Paper Clip Cards

Guides

# Policies, Decisions and History

Podio Policies

Decision History

Guides

# Google Drive

Introduce Document Structure

# Shift planning system



# Update Mailchimp with Active members

# 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, a small open thermos contains 120 cups of coffee. There is no discount given compared to buying the coffee at 8 kr per

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.		
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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 sportyfried@sportyfried.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 embroidery	210 DKK	33 pcs
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 print (teeshirts)	200 DKK	2 pcs
Teeshirt 100066 w print	34 DKK	34 pcs
Sweatshirt 5429205 w print	10 DKK	10 pcs
Packing	32 DKK	34 pcs
Shipping	100 DKK	1 pcs
VAT	<b>2028,50 DKK</b>	
Total	<b>10142,50 DKK</b>	

## May 2022

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

Shipping	100 DKK	1 pcs
VAT	<b>620 DKK</b>	
Total	<b>3100 DKK</b>	

Sep 2022

Item	Price	Quantity
Sweatshirt 5429225 w embroidery	225 DKK	27 pcs
Teeshirt 8000115 w embroidery	115 DKK	25 pcs
Packing	10 DKK	27 pcs
Shipping	100 DKK	1 pcs
VAT	<b>2330 DKK</b>	
TOTAL	<b>9320 DKK</b>	

# Accepting Penguins

# Enable and configure Applications form on Podio

- Edit workflows
- Change Application form -> Add new semester
- Make webform available on for applications
- Remember to deactivate it after Penguin intake

# Important Deadlines and Events

Accepting Penguins

# Acceptance Emails

# Finance



# Insurances for Cafe Analog

---> it is worth noting that luckily we have yet to use the insurance, but it is still a good idea to have in place. Analog has three insurances at Alm Brand Forsikring; two for our baristas and one liability insurance for our customers. This document summarizes the three insurance policies as they are read. See the full policies and coverage details in the policies. They are stored in Podio under Analogen Finance > Service Agreements > Insurance - Alm. Brand or at Alm. Brand's online self-service portal. Customer ID at Alm Brand 9677830918.

# Introduction

Analog has three insurances at **Alm Brand Forsikring**; two for our baristas and one liability insurance for our customers.

This document summarizes the three insurance policies as they are read. See the full policies and coverage details in the policies.

They are stored in Podio under Analogen Finance > Service Agreements > Insurance - Alm. Brand or at Alm. Brand's online self-service portal.

Customer ID at Alm Brand 9677830918

# Insurance description:

## Baristas

## Baristas

### Insurance types

- Arbejdsskadeforsikring (Workplace insurance) - Police no. 146175848
- Kollektiv ulykkesforsikring (Casualty insurance) - Police no.

The Kollektiv ulykkesforsikring has been signed to ensure that activities outside our normal operating hours (Spring cleaning, Christmas decorating etc.) are also covered.

### Excess

General excess: 0 kr. (2019)

### Coverage

The insurances cover a personal injury caused by a sudden accident or within 5 days after the incident while the barista was working for Cafe Analog. Indemnity is assessed according to Arbejdsskadesikringsloven but covers e.g. treatment, rehabilitation, indemnity for permanent injuries etc.

Damage on glasses not older than 3 years is also covered according to the Arbejdsskadesikringsloven.

### Crisis counselling

As part of the insurance, Analog has access to Crisis counselling (psykologisk krisehjælp). A barista and her/his relatives can get Crisis counselling if the need for counselling is directly related to the personal accident.

Contact info for Crisis counselling. Workdays 08:00-17:00 - contact Alm. Brand

Arbejdsskadeafdeling at 3547 8780. After these hours, contact SOS International at 3848 8998 (Mention customer id and police no.).

Crisis counselling for relatives must be approved by Alm Brand before starting the first session.

## Filing an insurance claim

A Work-related injury must be reported as soon as possible but **not later than 9 days** after the incident happened according to Danish law.

Filing an insurance claim for Analog's workplace insurance is done online at

[https://indberet.virk.dk/myndigheder/stat/AES/Anmeldelse\\_af\\_arbejdsulykke](https://indberet.virk.dk/myndigheder/stat/AES/Anmeldelse_af_arbejdsulykke). A NemID

Medarbejdersignatur (as a minimum, the Treasurer will have this) is needed in order to file a claim.

An insurance claim on a barista's glasses is filed online at <http://almbrand.dk/anmeldskade>.

# Insurance Description:

## Customers

## Customers

### **Insurance types**

These come as a combined package:

- Erhvervsansvarsforsikring (Company liability)
- Produktansvar (Product liability)
- Fareafværgelse (Danger prevention)

Police no. 146175813

### **Excess**

General excess; 1.961 kr. (2019)

Product liability insurance excess; 5.229 kr. (2019)

### **Coverage**

In short, the Erhvervsansvarsforsikring and Produktansvarsforsikring cover damage that Analog (Baristas, Equipment, Coffee, Tea etc.) has caused on a customer or a customer's item while Analog interacting (udøvelse af virksomheden) with the customer.

The insurance does not cover damage on Analog's own items.

# Filing an insurance claim

Filing an insurance claim for Analog's customer-related insurances are done online at <http://almbrand.dk/anmeldskade> .

A NemID Medarbejdersignatur (At least the treasurer will have this) is needed in order to file a claim.

# More details, contact information

See the full policies and coverage details in the policies. They are stored in Podio under Analogen Board > Agreements > Insurance - Alm. Brand or at Alm. Brand's online self-service portal. Podio is only accessible for the board of Analog.

Alm. Brand's customer support can be reached through email: [servicecenter.erhverv@almbrand.dk](mailto:servicecenter.erhverv@almbrand.dk) or phone: 35 47 47 47.

# Internal e-mail accounts

## Board

analog @ cafeanalog.dk

analogen @ cafeanalog.dk (forwards to analog @ cafeanalog.dk)

finance @ cafeanalog.dk

## Managers

kitchen @ cafeanalog.dk

storage @ cafeanalog.dk

sponsorus @ cafeanalog.dk

pr @ cafeanalog.dk

Food Admin account, for Podio

review @ cafeanalog.dk

Podio automation

bot @ cafeanalog.dk

## Analog IO

io @ cafeanalog.dk

admin @analogio.dk

catchall @analogio.dk

coffeecard @analogio.dk

crash @ analogio.dk

feedback @ analogio.dk

google @ analogio.dk

shiftplanning @ analogio.dk



support @ analogio.dk

#### Server emails

noreply @ cafeanalog.dk

vault-noreply @ cafeanalog.dk

ianalog @ cafeanalog.dk

# Email requests: Answer templates

# Borrowing the room

Dear \_\_\_\_\_

You are very welcome to borrow Analog for your event.

We have a few ground rules that we expect you to follow:

1. You should clean up after yourself.
2. If any furniture is moved around, please move them back to their original position.
3. It is not allowed to consume food into the cafe, only smaller snacks are allowed.
4. Alcoholic beverages are not allowed in the cafe.
5. The cafe remains open for everyone at ITU. Students might sit in the cafe to study (talk with them about maybe sitting in the back of the cafe if necessary).

Please observe that we close the cafe at 16:00 (14:00 on Fridays). If you want coffee, it is your own responsibility to find a barista who will help you, or you can bring your own.

**Kind regards,**

Analog Board

# Request for sponsorship from Analog

Dear \_\_\_\_\_

We really value you taking the time to reach out! In Analog we receive many requests for sponsorships and funding. We are therefore collaborating with the Student Activity Fund (SAF) committee. Together with Student Council and Scroll Bar, we manage a pool of money you can apply for. This makes sure all funding for organisations across ITU are treated to the same standards by one committee.

You can find your way to SAF here:

<https://studentcouncil.dk/viktorshamalstudentcouncildk>

If you have any questions, please feel free to respond to this email and we will get back to you asap. If not - then see you there!

Kind regards,

Analog Board