

Date:	May 2nd 2018	Place: MS
	Draft Board Meeting Minutes	
Present	<p>From the Board: Anders Hamming (AH) (Chairman of the Finance and Audit Committee), Cíntia Galbiati Ramos (CGR), Helle Munk Ravnborg (HMR), (Chairwomen), Linette Lotus Danst (LLD), Nadja Manghezi, (NM), Nana Gerstrøm Alsted (NGA), Sine Jensen (SJ) (institutional member), Søren Bøllingtoft Knudsen (SBK) (institutional member) (agenda 6 – 14).</p> <p>Others: Marie Uldall Thomsen (MUT) (Parliamentary Revision), John Hansen (JH) (Parliamentary Revision), Henrik Hagemann (HH) (Parliamentary Revision). David Olafsson (DO) (KPMG) (agenda 2), Joakim Juul Larsen (JL) (KPMG) (agenda 2).</p> <p>From the Secretariat: Tim Whyte (TRW), Kirsten, Devantier (KID) and Malene Wilken (MW) Annette Them (AT) (agenda 2) Benedikte Jeppesen (BEJ) (agenda 4) Helene Bach (HB) (agenda 4 and 5)</p>	
Apologies	Andreas Dybkjær-Andersson (ADA) (Vice Chairman), Lea Simonsen (LS), Maja Louise Sørensen (MLS), Fin Egenfeldt-Nielsen (FEN), David Archer (DA), Iben Merrild (IM) (alternate),	
	Minute –Taker: Malene Wilken The meeting was conducted in Danish	

Agenda	
01.	Welcome and approval of the agenda
02.	Annual Accounts – meeting with the Auditors
03.	Budget 2018 – 2020
04.	Strategy measuring in the PME system
05.	Draft Annual Report 2017
06.	Staff status report 2017
07.	Strategy status report – changed to <i>Planet and People impact 2018</i>
08.	Report on council election 2018
09.	Globalhagen Kitchen
10.	Council meeting 2018
11.	Board evaluation
12.	AAI Update
13.	Information
14.	Any other business

01.	Welcome and approval of the agenda
	HMR opened the meeting, and welcomed the auditors. The agenda was approved with the change, that agenda 7 regarded an annex to the annual account with planet and people impact instead of the planned Strategy Status report, since there are only few amendments to the report that was presented to the board at the meeting in April. Strategy Status reports will regularly be presented to the board at future meetings.
02.	Annual Accounts – meeting with the Auditors
	AH informed the board, that the FAC had reviewed the material presented at the board meeting at their last meeting. Minor adjustments requested by FAC had been made since the meeting, and AH shared the impression of FAC, that the shown results are sound. AH informed that Gunver Bennekou has decided to leave the Council of AADK. The board expressed gratefulness for her work for AADK. The board applauded KID and the staff at AADK involved in making the financial documents in a very understandable way. The financial situation in AADK is sound. The possibilities of investing money instead of having them in fixed property, are being investigated. The auditors from KPMG introduced themselves, and thanked for the good cooperation with the financial staff at the secretariat. JLL went through

	<p>the <i>Audit Report</i>, and informed that the auditors had no comments to the accounts. He reminded the board members of their obligation to speak up in case they were aware of fraud. The auditors informed, that they had no reason to suspect any fraud. The auditors commended AADK for being a well-governed organization having sound control procedures. The auditors also applauded the accounts that were approved by the board, and will be presented to the Council at the council meeting in June. Board members were invited to contact the auditors in case they would like extra attention paid to parts of the accounts.</p>
03.	Budget 2018 – 2020
	<p>KID presented the board to the draft 3-year budget that will be presented to the Council prior to the strategic decisions at the meeting in June. KID will apply explanatory details to the budget before it is send to the Council members. The board will suggest a wider willingness to investment to the Council, based on the budget.</p>
04.	Strategy measuring in the PME system
	<p>BEJ presented the board to the reporting in the PME system, based on the three circles and the five <i>how's</i> in the strategy. A <i>Pitch Paper</i> template has been prepared to be used to present ideas for new initiatives e.g. to the board. The board applauded the document and the proposal for a progress reporting structure three times during the year, thereby enabling a good follow up on on-going activities. A way of applying indicators regarding diversity is in the making, and will be applied to the document as soon as possible, as will indicators of environmental footprints like CO2 emission, resource consumption (water, paper, meat etc.). Indicators will be made for Globalhagen Kitchen. HMR thanked for the thorough systematic information, gradually improving our ability for reporting on the work of AADK.</p>
05.	Draft Annual Report 2017
	<p>HB presented the board to the draft annual report 2017, that will be presented to the Council at the meeting in June after HMR and the editorial group have read the final draft report. In order to learn from experiences, a bullet visualizing challenges will be applied to the topics in the final version of report. The Board thanked for the good draft report and provided a number of comments and suggestions for additional aspects to be emphasized in the version of the report that will be presented to the Council. TW encouraged (board) members to share the report and the good results of the work of AADK.</p>
06.	Staff status report 2017
	<p>PV presented the board to the annual staff status report, showing an impressive result with a presence of almost 99%. This is rather impressive, since the implementation of the new strategy and the organizational changes to adapt the strategy has been somewhat exhausting to the staff. Though staff resources have been applied, PV encouraged the board and the SLT to be patient with the plans of opening new entities, in order to make the staff able to keep up the good work without too much exhaustion. In June the annual evaluation including indicators of staff satisfaction will be made. The present evaluation shows a large commitment amongst employees, though prioritizing of tasks is an ongoing challenge. The board applauded the SLT and the staff for their commitment, and the handling of the organizational changes. Furthermore, the board applauded the work done in regards of implementing the strategy and keeping a focus on diversity within the staff.</p>
07.	Planet and people impact 2018
	<p>Due to the short time passed from the past board meeting to the present meeting, the strategy status report had been changed with the presentation of an annex to the accounts, visualizing the planet and people impact. The annex has been made, in order to meet a wish to be able to follow the environmental and social impact of the operations of AADK, following the 7th organizational goal of the former strategy, <i>Together against poverty</i>. AADK will ensure an efficient and professional administration of the organizations work with a globally responsible and green profile. KID presented the board to the annex, that i.e. included challenges of meeting demands of buying cheapest possible flights while keeping emissions of CO2 at a low level. The board applauded measurements presented in the annex, and encouraged the secretariat to keep up the good work, if needed, assisted by experts. The board also encouraged the secretariat to be even more bold, also in trying to challenge the partners to becoming more environment-friendly. The board suggested to include in the report mention of our policies regarding the respect for human rights with i.e. tax, and working conditions, when choosing suppliers (as suggested in AAI Corporate Engagement screening procedures). A working group focusing on this topic will be made from the new board, possibly with assistance from external experts, to strengthen the impact reporting and develop new indicators for next year. An initial draft of this new format will be presented at the board retreat in October for comments. The new reporting system should be finalized in 2018, so it can be used for the coming annual report. Board members were encouraged to send their comments to the annex to KID.</p>

08.	Report on council election 2018
	MAW presented the board to the result of the 2018 election, where 705 members had voted, resulting in 50 new individual council members being elected for the AADK Council. One institutional member was elected as well as two representatives for the staff. Though the number of members voting has risen since last year, the percentage of members voting has remained at the same level.
09.	Globalhagen Kitchen
	During dinner, the staff at Globalhagen Kitchen introduced themselves. Preparing dinner for the board was the debut of Cecilie and Marlene, the two chefs in the kitchen. May 2 nd , they started preparing lunch for the staff, and as soon as possible, the kitchen will open to the public. Globalhagen Kitchen is most likely the only canteen in Denmark serving nothing but vegetarian food. The people involved in Globalhagen Kitchen have ambitious plans, that include internships and job-training for marginalized young people, besides making good healthy vegetarian food. The board applauded the plans, and the skills of the chefs. Council members will get the chance to enjoy the skills of the chefs at the Council meeting in June.
10.	Council meeting 2018
	The suggested plan for the 2018 Council meeting was approved by the board. Invitations and documents for the meeting will be send to the council members within the next couple of weeks. A new AAI representative must be elected for the AADK board, since David Archer has reached the maximum amount of time where he can be a part of the AADK board. The board members thanked DA for his commitment to the board, and gave TW and HMR the mandate to find a good successor.
11.	Board evaluation
	MAW presented the evaluation of the boards work in 2017 - 2018, showing a satisfaction with the cooperation and working conditions of the board. Improvements could be made regarding communication, both internally and from board to members, as well as guides providing board members with guidance regarding the needed thoroughness documents should be read with. The Parliamentary Audit applauded the board for having well prepared and well led meetings. The preferred amount of board members was debated, as was a suggestion to include information regarding current political issues to future board meetings.
12.	AAI Update
	The list of motions for the 2018 General Assembly will be public on May 23 rd . The working group supporting the AADK representatives in AAI will discuss these and prepare the proposed AADK position to be shared electronically with the board.
13.	Information
	The AADK program for <i>Folkemødet</i> will be sent to the board. Andreas Grarup has left the board, and been succeeded by Fin Egenfeldt-Nielsen. It was reemphasized that AADK by-laws state that board members cannot apply for staff positions while on the board. Café Mellemfolk has held kick-off for staff at the café. A total of 50 people showed up, joining the 15 – 20 volunteers that have been working regularly on the opening of the café. The opening party will be held on May 26 th
14.	Any other business
	The Parliamentary Audit has finalized their report to the Council, and will forward it to MW, who will share it with the board, as soon as comments regarding the work with volunteers have been included. The draft for the 2018 – 2019 rolling political plan, the draft report on the rolling political plan 2017 – 2018 and the result of the work of the governance-working group will also be shared with board members, providing them 3 days to comment on it before it is send to the Council members. The same applies for the annual report from the Contact Group.

The meeting closed at 20.10

Enclosures		
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