Minutes for Boost Foundation

11-12-2016 (12:17pm at Delft)

## Call to Order

The 13th monthly meeting of Boost Foundation was held on 11-12-2016 at Delft. It began at 12:17 and was presided over by Ian Upton.

## Attendees

Voting members in attendance included, Ian Upton, Erudini Smits, Remco Scherpenzeel (arrived at 13:15), Osman Akin, Justin Sloove and Roderick Lodewijks.

Guests in attendance included, Adrian Jaramillo, Henk Bethlehem and Noud Lenstra

## Proceedings

Theme

Finalizing 2016

Introduction

Adrian (medical doctor): He wants to have some hands on experience with helping people. He met Ian about one year ago and found an interest in Boost Foundation. He wants to help others as much as he can by giving back to others. He has experience with working for other volunteers/charity organizations and communities that needed help. He enjoyed working for them and learnt a lot. He believes strongly that when you help others you need to help them in a way that they will become sustainable in the long term and not become dependent of the donations itself. (Give them the fishing rod and teach them how to fish and not just the fish itself). He believes that his experience and knowledge will be a good contribution to Boost.

Henk (Lawyer): He helped us at the very beginning with some legal advice and documents. He met Ian a while back through a client and heard about Boost through him. He was always interested in helping others and did various volunteer work. He organized a lot of charity work and fund raisers such as collecting money for a good cause from door-to-door. He was a member of the young bar association. With his knowledge and experience he wants to help others and thinks that he can do this through Boost as well.

Noud (Sales Manager/Leader): He worked at OGD for the last 8 years and loves to work with people. He recently left his job and is in search for a game-changer. He is keen on travelling and would like to help Boost by doing field work. Since he has flexible hours and some free time next year he would like to help with projects and experience new things. He might be able to help us with the commercial aspect of things and advise us how to approach companies. He is also willing to help us with networking and fund raising.

Presentation

We started the meeting with a long introduction of who we are and welcomed Adrian, Henk and Noud. Each of us shared our story of how and why we joined Boost. Then we went through the minutes of last month in detail so that everyone would be up-to-date. We then reflected on what we did in 2016. We commented about what we thought went well in the year and what could improve. The happiness and trust score was given based on the entire year.

Remco arrived and introduced himself to everyone. He just got back from his trip from Sri Lanka yesterday night. He told us a little about his trip. He spent the first week over there doing stuff for Boost and the second one travelling. He helped FutureCare give out 328 packages to children in need of school materials. He learnt that the children who receive the packages know the value of education and are really grateful that FurtureCare gives them this opportunity. He went to 4 different schools, including one potential new school for ‘building a future project’ – Minuwangamuwa. This school was closed for a long time and was recently re-opened. The only thing that was renovated in the building was the roof. The rest of the building is still in really poor condition and needs to be repaired. Remco also spoke about how motivating it was to see pitawella and how they used the money to renovate the building. Remco officially opened the new road and all the other completed projects for that school. It might be a good idea to find a way to monitor the progress of the children (how do we actually improve their lives on a measurable scale). After this Adrian spoke a little about his experience about how he used to work in an organization that did a lot of work for a community. But the community grew dependent on the organization which made it hard for them to become self-sustainable.

Ian then asked everyone to state what they personally wanted to do in 2017. Based on this brainstorm session the ‘beleidsplan 2017’ will be written. Then we went through the 2016 beleidsplan and checked off all our completed goals. We have completed what we set out to do and even exceed some of the goals. We discussed that in the next two weeks we will compile all the thoughts into one document and then vote on whether we all agree with going forward with the policies and goals. Then we spoke about the website and that it might be a good idea to have a Dutch and English version. We might need to find someone who can help with the translation, but we need to look deeper into this topic later. After this we spoke about what exactly needs to be done before the end of this year (within the next two weeks). And then Ian ended the meeting after discussing our options for the OGD Christmas Borrel.

General updates for 2016

*What went well?* Team work and the fact that we got together. Did what we said and said what we did. The energy and it’s a great first year. Happy with the project progress and process. We have a new project in line even before we finish the old project. We learnt a lot from our experiences, especially with trying to get funds and approach other companies. The IT and finance is going well. We made the switch from Google to Microsoft. The fact that we are able to do so much for Boost be sides our normal work is great. We need to keep the momentum going. The fact that we are a start-up and were still able to do an emergency project, get other volunteers engaged in our cause and send people to Sri Lanka.

*What can we improve?* Manage our time and energy in a more equal way, and keep it at a pace that is effective. Take care of ourselves. Improve the structure, maybe pre-plan when we take breaks or holidays. Need to find a balance. Personal structure for everyone, back-log for ideas so that we can use them later on. Need a framework for selecting NGO’s and projects.

*Other comments?* Henk spoke about how we can maybe get new likes on Facebook and gave us motivation that in the beginning it might seem like a little but that it will grow at one point. From a certain point we will get the likes automatically.

*Trust score* was an average of 87.5 (Increased) – (Ro-85, Re-95, J-80, E-90, O-85, N-90, H-90 and I-85)

*Happy score* was an average of 89.38 (Increased) – (Ro-95, Re-95, J-85, E-90, O-85, N-90, H-90 and I-85)

Brain storm session: What do you want to achieve in 2017

Henk; Wants to help with the legal stuff. He would like to think about it more and how to formalize it better. Improve his English. Increase his network. He wants to find out what exactly his role in Boost can be and how he can help us. (This is something that we can also help him with). He would like to improve the Boost documentation, branding, and just give the organization more body. His goals are more organization oriented and doesn’t have a lot of specific goals but more general ones.

Noud: Wants to be more involved in Sri Lanka or any other country abroad. Could be for a longer period as he is flexible and free. He definitely wants to work in the field. He wants to also think about his role in Boost (we have to help him with this as well). He would either like to be a second-level volunteer or a member. Maybe first start off as a volunteer and if he likes it then get a board position. He has connections with the Lion’s club and might want to try and get us involved with them. Maybe see them as a potential new partner. Maybe advise us on how we can improve our pitch towards companies. Networking and maybe even finding volunteers to join Boost.

Adrian: He has both personal and professional goals. He wants to just be a Booster. Doesn’t really know what specific role yet but he definitely wants to adapt and get to know us. He wants to learn more and see what he can bring to the table. Networking is a possibility and maybe he can get more volunteers for us. Maybe help a few communities in Ecuador. He was also thinking about maybe looking into helping people by giving them knowledge about health and hygiene. Women’s health is also something really required in third world countries. This is maybe something he can also help with.

Ian: He wants to start another foundation (a branch), set up a legal framework so that we can franchise it. Maybe do something with refugees. He already has like 10 people who want to do it with him. He would like to see what his legal options are and then start. He wants to also have another project in another country. He also wants to leave the position of CEO and hand it over to someone else. He might want to start like a Boost International board. If he does step down as CEO he still wants to be a board member so maybe we need to think of another position.

Osman: He has goals both for the communication department and for Boost itself. He would want more likes on FaceBook, use linkedIn more often, become more efficient with content planning, and stricter updates to donators, (maybe more periodic updates). He also wants to have a monthly donating system, have more NGO’s, also in another country. He was also thinking about doing maybe an environmental project or even doing something for the Netherlands. We have to be mindful of Voluntourism. He wants to communicate more about our transparency, maybe have a question & answer page on the website. Would like more work sessions and link his network to Boost.

Justin: He would like to minimalize the effort put into the finance and IT systems. He could go more into the direction of approaching companies and getting the money in. He wants to make the finance and IT systems more structured and then grow into the commercial side or any other position/job that needs to be fulfilled. Project administration and stuff like that need to be a little more structured so that everything flows better.

Remco: He wants to go at the end of the year to Sri Lanka again and see Minuwangamuwa so that he can see how it has improved or changed. He would like to introduce Lex to us, maybe he can help us a little with the IT stuff. He would like to finish a few projects and see us get connected to another country. Maybe go deeper into the relationship with Malaika kids. He would also like to find an easier and better way to approach companies. (improve our story and pitch). He would like to make our story a little more concrete. Increase our network, and have more members (preferably women to have more of a balance). He also wants to have another team building event so that we get to know each other better.

Roderick: He wants to continue what we have started. He wants to see the project with the 80 kids go well (equal chances). Minuwangamuwa is a priority and would like to see if we can really help them. He also wants to start a serious partnership with Malaika kids and maybe help them with finding young volunteers. He also wants us to start another project abroad.

Erudini: She would like to help out with the website and especially with regards to putting the minutes and any vacancies for volunteers. She would like to have a few new board members and volunteers, especially find someone for the project manager role. She would like to have a more structured system for emails and respond faster to emails, (especially when it comes to donators or partners). Team building is required and of course would like to have new projects in another country and find other partners.

What we need to close:

*Finance:*

* Contact Accountant and complete all the financial books.
* Project finances need to be updated and finished.

*Projects:*

* Get the receipts (bills).
* FutureCare wants to get bookshelves and improve the playground for pitawella (This is not something we need to do but FutureCare and can be done in January even).
* Meet Thomas and Milah and plan their trip to Sri Lanka with a more concrete goal.
* Talk to Noud to see which projects he might be able to push forward.
* Follow up on completed projects.
* The decision about Minuwangamuwa will be taken next year but Remco would like to take the lead on this project. (also need to find a better reporting technique)
* Update Ivo about the projects.
* Agree on a date for the release of the jaarverslag and the beleidsplan. (One in January and the other in March).

*Commercial and communication:*

* Reply to the email BeenMC might send us about making an appointment for a presentation next year.
* Make a plan to maybe approach OGD for some funds.
* All our contacts need to be in the CRM system and maybe update them.
* Find a sponsor for our running costs (This is for next year).
* The new pictures and photos of the kids need to be on the website.
* Google AdWords needs to be finalized.

## Announcements

* We are having a Christmas break after the 21st till the 8th of January.
* Make a presentation for the OGD Christmas Borrel (23rd)
* We will vote on the new beleidsplan later in the weekly meetings.

## Adjournment

Ian Upton moved that the meeting be adjourned, and this was agreed upon at 16:40.

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| Erudini Smits |  | 14/12/2016 |
| Secretary Boost Foundation |  | Date of Approval |