Minutes for Boost Foundation

02-10-2016 (01:25pm at Delft)

## Call to Order

The 11th monthly meeting of Boost Foundation was held on 02-10-2016 at Delft. It began at 13:25 and was presided over by Ian Upton.

## Attendees

Voting members in attendance included, Ian Upton, Erudini Smits, Remco Scherpenzeel, Osman Akin, and Justin Sloove, Roderick Lodewijks and Sara Kaserer.

Guests: Thomas Jansen and Milah van Strijp

## Proceedings

Theme

Finance and Transparency

Presentation

The meeting started off with us going through the last month’s minutes so that everyone was up-to-date with where we are. Then we had a quick round of general updates which consists of us expressing what we think went well in the last month and what can be improved. This was followed by a small presentation given by Justin about finance. The financial report involved the cash flow statement and our current bank balance. He also discussed our options for transferring money and subscriptions. These options compromised of: through teamleader, Mollie payment, through ING, Geef.nl/whydonate and donating directly to us. Justin explain the pros and cons of each option and for which type of payment which system maybe most appropriate. Afterwards he spoke about his plan. He wants to connect teamleader to Twinfield for invoices and connect the Webforms to teamleader for automatic entry of subscription. In total we need roughly € per month for all the finance and ICT running costs. In total he believes that it will take us around 4-5 weeks to figure out teamleader and twinfield and about 8 weeks with the link to the website and all the required forms.

This was followed by a commercial update by Remco who was happy to notify us that we can meet BeenMC sometime this month. Roderick agreed to go with Remco for the meeting. Then Osman gave us a quick update about the communication department. He specified that we needed more likes on FB and therefore it would be handy if Thomas and Milah also asked their friends to like our page. The ‘donate a like’ campaign might need to get a boost so he’s thinking of advertising the page. He also showed us the signature and said he would email it to us so that we can use it as well. It was proposed that we should use linkedIn a little more and for this Remco would like to help since he could use it for commercial purposes.

Ian mentioned that he started a new company (making supplements of CBD oil for cancer patients), and would like to donate a percentage of the company’s profits to Boost Foundation. They also do a lot of research cancer and maybe Boost Foundation can help them with that. Sara also mentioned that from December onwards she will be in Tanzania.

Then we went through all the projects quickly. Sharing knowledge needs to improve the advertisement to incorporate the benefits more. Building a future has a small delay but we received new pictures from Ramani. She also sent us pictures of the children for the equal chances project. These pictures need to go on the website. About the schoolbag project, Thomas and Milah explained that they will gather funds in two ways. One is by asking for big donations from companies or business people they know, and the second is a campaign to ask individuals to buy a schoolbag for a child. The second method will be more on a one-to-one basis. It is important that we stay transparent and therefore need to communicate properly and also state if they get more money than their target goal what will happen to it. Thomas and Milah will give us a list of the things they need to start the fund raising campaign. (pictures, story about boost, presentation, details about where the bags are coming from etc.) We also need to clarify what we can do for Thomas and Milah in turn.

After this we had a brain storming session and then a work session where everyone worked on the tasks that were of high priority (P1). We then concluded the meeting and met Salome for a farewell dinner.

General updates

*What went well?* Contact with BeenMc came through. That everyone attends the meetings. That we had a small holiday was refreshing. Using the task list on Office365 is going great. Thomas handed in his resignation at OGD and will now be able to focus more on his projects and be more public about it. They booked a single ticket to Sri Lanka on the 10th of January. The weekly meetings are consistent and on time. Sharing knowledge project is moving forwards. We are getting money slowly in and that nice, this means also more publicity. Donate a like campaign. Pitawella project. Ian started a company and wants to give like 10% of the profit to boost. Began google AdWords.

*What can we improve?* Project updates, communication with outside and our partners, helping others with their tasks if you are able to, content of the tasks and a date, finances, once we have reports that we get more transparent.

*Other comments?* None.

*Trust score* was an average of 85 (Increased) – (Ro-85, Re-80, J-85, E-80, O-85, T-90, M-90, S-85 and I-85)

*Happy score* was an average of 81.67 (Reduced) – (Ro-85, Re-90, J-60, E-80, O-80, T-90, M-90, S-80 and I-80)

Project updates

We had a brain storm session to see what needs to be done for each project.

1. **Building a Future** – Ian, Remco and Sara

* Update website and Social Media (Osman) (P1)
* Financial statement (Justin) (P1)
* Update OGD- Coconut post(P2)
* 2nd project needs a project manager (P3)

1. **Sharing knowledge** – Erudini and Osman

* Ad about the vacancy needs to be adjusted to state what they gain out of the experience more (P2)
* Websites and universities (P3)
* Malaika Kids (P2)
* Contact German girl and see if she wants to do it through Boost (Eru) (P1)

1. **Equal chances** – Roderick and Sara
   1. **Sponsor a kid**

* Social media (Started the project) (P2)
* Email to whereisRo donators (contacts and financial subscription) (P1)
* Legal stuff (done)
* Plan meeting with Ramani for signing (P2)
* Google AdWords (P2)
* Website page with the pictures of the kids (P1)
* Update Ivo (P2) (Ro)
* BeenMC presentation (plan meeting and finish presentation) (P1) (Remco &Ro),
  1. **School Bags –** Thomas and Milah
* Share list (list of demands) (P1) (Thomas)
* Make task (checklist and dates) (P1) (Sara)
* Connect to CRM and financial system (P1)
* Update of Milah and Thomas joining us on FB (P1) (Osman)
* Webpage (P2)

1. **Jungle plantation and Self-Sustainability\*\*-** Sara

* Brain storm session (Plan date) (P2)
* Meeting with Ramani (P2)
* Discuss when we go to Malaika kids (P2)
* Scope and definition of done (P2)
* Select project manager (Sara is leaving) (P2) (maybe Henk)

Internal Updates

We had a brain storm session to see what needs to be done for internal projects and departments.

**Jaarverslag-** Ian, Eru and Justin, (Ro wants to help)

* Publish before April (First of January) (P3)
* Plan Jaarvergadering (Event) (P3)
* Webpage (P3)
* Announcement (list of contacts) (P3)
* Getting money and sponsors (P2)

**Beleidsplan 2017-** Ian

* Next month brainstorm on this (project) (P2)
* How do we chose projects (website) (P2)
* Continuous improvement (CSI) P2

**Finance:** reporting internal and external (P1) (Ian, Justin), income to cover running costs (plan for it) (P1) (Ian and Justin), Ticket Remco (P2), need invoice (€350 from Remco) (P1) (Justin)

**HR:** Check proceedings and vote on them (Wednesday) (P2), Henk Bethlahem – send package and invite to Boost (P1), add Osman to kvk (2017) (P3), team building idea of Ro (P3)

## Announcements

* Think about volunteer proceedings and vote on it next time
* Update and check task list

## Adjournment

Ian Upton moved that the meeting be adjourned, and this was agreed upon at 18:00.

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| Erudini Smits |  | 04/10/2016 |
| Secretary Boost Foundation |  | Date of Approval |