Minutes for Boost Foundation

08-01-2017 (02:20pm at Delft)

## Call to Order

The 14th monthly meeting of Boost Foundation was held on 08-01-2017 at Delft. It began at 14:20 and was presided over by Ian Upton.

## Attendees

Voting members in attendance included, Ian Upton, Erudini Smits, Osman Akin, Justin Sloove, Roderick Lodewijks and Henk Bethlehem.

Members not in attendance include, Remco Scherpenzeel, Adrian Jaramillo, and Noud Lenstra

## Proceedings

Theme

Roadmap 2017

Presentation

Ian began the meeting by overlooking the last month’s minutes. We all agreed upon its content and it was approved. We then spoke about the OGD Christmas Borrel where we planned to have a presentation. There was a last moment decision at the Borrel to not got through with the presentation. Justin and Remco gauged that it wasn’t the right time and place (since most of the people were spread out and there was no specific stand). Ian then mentioned that it’s always difficult to ask people for money but that we should take chances and try. What we learnt from this, is that next time we should prepare better, and try and go through with what we say we would do.

We then went through an evaluation of December. The general updates are mentioned below. Since Henk was the treasurer in his previous organization (Club), maybe he can help Justin with the finances and help find easier methods to record them. Ian also mentioned that a friend of his donated €1600 on the 24th of December which is how we will be able to close the finances for the schoolbag project. We also received €500 from a donator which found us through the website.

We then moved on to talk about the Boost Policy for 2017 (Beleidesplan 2017). We took 20 minutes to read the hard copy that was given to us. We then went through each section thoroughly – discussed, questioned and other ideas were given. Ian asked us whether we agreed with each point that was in it and whether anything needed improvements if not agreed upon. This also included a detailed discussion about the expected budget for 2017 (Expected Balance sheet for 2017). Once everything was agreed upon, we broke up into groups.

Ian and Henk went to finalize the changes made to the policy (beleidesplan) and the rest of us were planning on calling in Adrain. Unfortunately we were unable to get in contact with Adrian. Justin then showed us the finances for each project and asked us how we use Office 365 and if he could help us with anything. Osman and Erudini wrote and sent an email to another organization which reached out to us for financial help but because it does not match our core values in Boost Foundation we had to decline them.

Then, Ian and Henk returned with the finalized document. The policy – beleidesplan was signed and completed. We then went onto structuring our organizational chart. Below are the possible suggestions for each person and their position as board member. Please think about it and let Ian know whether you agree with it or not. The meeting was then cut short and the other points that Ian wanted to discuss will be spoken about at the next meeting.

Projects Adrain Jaramilo

Legal – Henk Bethlehem

Finance – Justin Sloove

IT (???)

Commercial Remco Scherpenzeel

Events Roderick Lodewijks

Communications Osman Akin

CEO – Ian Upton

Potential organization chart:

Secretary & HR – Erudini Smits

General updates for 2016

*What went well?* Receiving donations for the schoolbag project so that we can close that, getting sponsors’ from our website, the Christmas card and communications, having a Christmas break to re-energize, getting new board members, the time and effort we put into boost even when we have a busy personal life, the fact that henk is now connected properly to the office 365 and business skype, and the finances for the projects are received.

*What can we improve?* Henk would like to get a clear idea of what he can do in Boost, we need to make decisions more as one, our basic hygiene (coming on time), having pre-planned fixed holidays for boost (follow the Dutch school holidays), follow up on things we have prepared for, listen to each other, have a more financial overview of the projects, try to avoid any religious affiliations, more critical about the situations when we have a presentation and ways to get our message out there (have a more concrete way to approach companies- need to improve it), Better communications, updates need to be weekly ( monitoring for the finance and the projects), we need a rhythm for each department.

*Other comments?* The work groups are going to be important this year and they will help us get more structured. Henk proposed the idea of organizing a concert this year (80-500 people) as a fund raiser and awareness event – need to find artists or some companies. This idea will be further discussed at another meeting.

*Trust score* was an average of 82 (Reduced) – (Ro-90, J-85, E-80, O-85, H-82 and I-70)

*Happy score* was an average of 84.17 (Reduced) – (Ro-90, J-75, E-80, O-80, H-90 and I-90)

## Announcements

* Read the beleidesplan once again.
* Think about the organization chart and whether you agree with the position you are in.

## Adjournment

Ian Upton moved that the meeting be adjourned, and this was agreed upon at 18:26.

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| Erudini Smits |  | 11/01/2017 |
| Secretary Boost Foundation |  | Date of Approval |