Weekly Meeting Minutes 30/11/2016

Attended: Ian, Justin, Remco, Osman, Roderick,and Erudini

Guest: Ramani

Meeting commenced at 17:46 (30/11/2016)

**Project Update:**

1. Sharing Knowledge project: No updates.
2. Building a future project: They are working on the toilets at the moment. Remco will go to Pitawella school tomorrow. He will go there to check on what work has been completed. He will officially open the road and other infrastructure that we completed. He will take pictures of everything that has been finalized. He will also go to see the new school, Minuwangamuwa.
3. Equal chances project: Ramani and Sameera finished packing all the materials. Remco and his friends will help them distribute all 328 packages of which 80 are sponsored through Boost Foundation. Yesterday they handed out 160 and are planning to give out the rest tomorrow.
4. Schoolbag Project: Ramani mentioned that there are two schools that urgently need schoolbags, therefore she already ordered the bags and will pay by credit meaning that she will pay the factory (where she ordered the bags from) later on. (Once we collect the schoolbag money). She will hand out these bags tomorrow with Remco.

**Meeting Process:**

* For today’s meeting Remco and Ramani joined us from Sri Lanka. We spoke a little about Remco’s stay there and how they are doing in general. Then spoke about how Remco could take really good pictures tomorrow of the kids and the school.
* Then went through the action list/point.
* Spoke about what we need to prepare for the ‘beliedsplan’. We can present our strategy and ideas for the next monthly meeting. But maybe we can share our policies for 2017 with Ian before the monthly (deadline is the 3rd), this way he already has a rough idea of what to expect at the monthly.
* Then we spoke about the progress of each action point and updated it.
* Roderick mentioned that we are waiting for the European funding information, (we sent them an email and are awaiting a reply).
* Ian then talked about the 13K that a colleague of his wanted to donate (Gather the funding himself by doing a project). He mentioned that his colleague will be able to have more time for Boost now due to changes in his work environment. Ian also explained this to Ramani since he might be the one getting involved with the minuwangamuwa project.
* This was followed by a small conversation about Google AdWords. We looked at our gmail account to see if we received any email from them. It just happened to be that we did receive an important email and Ian will respond to that inquiring about the grant that we requested.
* Osman has been working on the website. He finished the equal chances page and put up the available vacancy for project manager. We went through the website and agreed that Osman did a great job with it. The only idea that he mentioned was to maybe add information about the funding, (How much we received until now and how much we still need to collect).
* We then spoke about the ‘Donate a like’ campaign. Osman was thinking of doing a live stream, where he asks people to donate a like. We can all re-ask our friends on facebook to like the page or to share it further. At the moment we have 760 likes and the goal is to have 1000 at the end of the year.
* Spoke about inviting Henk once again to the next monthly.
* Then we spoke about the vacancy page on the website. Osman will make a post that we can all share tomorrow to find a new project manager. Also a linkedIn post will be made. Please share it.
* We would also like to find someone to help with the IT.
* Then we spoke about another email that we received. It was from an Australian NGO that was looking for funds for a renovation of a school (Building) in Tasmania. We need to look further into what type of organization it is and if they fit with our values and goals. If so then we can continue to move forward with them. (they need to go through the selection process)
* Then Remco spoke about his experience. He is enjoying it as much as possible. They visited 2 schools yesterday, kinigama and another one. Amazing 3 days until now. They handed out 160 packages and will give out the rest tomorrow. Tomorrow they will go out to visit schools again and then 2 days they plan to work on administration. We gave Ramani a new laptop. Remco will teach her how to use it and will help her make a system for her administration. Maybe Justin or Ian can also help with this.
* Ramani got the last payment (€4000) but she only got the bank statement last week which she will give to Justin.
* She had to buy some bags, so she got some of them on credit and once we give her the money she will be able to pay them. (at the moment we have collected €625 with the schoolbag project).
* Tomorrow we will get all the details about each of the kids we support (80 kids). Maybe we need to think of a way to communicate this to the outside world. There was a discussion about whether to take pictures of individual kids or in a group.

**Announcements:**

* Rowan will come at some point to the next monthly meeting to make professional pictures of us.
* The next monthly meeting will be held on the second week of December (11/12/2016) at 13:00.
* Re-ask friends on FB to like our page.
* Share the posts about our vacancies.

**Progress on action points:**

Look at the action list for all new actions and the progress of current actions.

Meeting ended at 18:31