Weekly Meeting Minutes 13/01/2016

Attended: Ian, Osman, Roderick, Remco and Erudini

Absent: Salome and Justin

Guest: Sjoerd

Meeting commenced at 19:03 (13/04/2016)

**Project update:**

* ‘Project teaching abroad’: Sjoerd will make a report about his experience and will have an evaluation about the volunteer process. According to Sjoerd he learnt a lot, had good hosts, thought the teachers and principle a few teaching techniques, and improved the English of the children. On the other hand, a few points that we need to keep in mind for the next volunteer are that: the volunteer needs to have some teaching skills, good knowledge of English and able to cope with praise and responsibility. Another idea for a project would be to send volunteers to help improve the teaching technique of the staff which will help the kids in the long term.
* 'Project Pitawella': Ian will initiate the project when he is in Sri Lanka and he will discuss with FuturCare how to monitor the project.

**Financial updates:**

* The money from OGD was received and an invoice has to be sent.
* Roderick will meet the person in charge of the ‘One-percent club’ to discuss fundraising options.

**IT update:**

No updates

**Communication updates:**

* All communication files in the Google Drive were arranged and organized.
* There is progress made on a communication strategy
* A word template is being created so that all documents will follow the same house style
* A facebook action idea -‘Donate a like’ is in its initial stages
* Ian spoke to the marketing department from OGD and asked them how we can help them with PR.

**Internal updates:**

Ian is going to Sri Lanka on Friday and will be away for 3 weeks which means that vice president – Roderick will be in charge.

**Announcements**

Look at the action list during the week and put in your own points if needed.

**​Progress on action points.**

**​**Look at the action-list for the open action points and its progress.

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