Weekly Meeting Minutes 20/04/2016

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

Guest: Ramani Smits

Meeting commenced at 19:00 (20/04/2016)

**Project Update:**

1. Sharing Knowledge project: Previously known as ‘project teaching aboard’. The response from Ramani (the CEO of FutureCare and partnering NGO), stated that the local schools were very happy with Sjoerd the first volunteer that we send and has spoken to Ian about the exact dates that the school will be able to accommodate the next volunteer. Ian and Ramani also spoke about what kind of person would be most suitable for this project and a report has been made. (this will also improve the selection process)
2. Building a future project: The initial contracts that need to be assorted and assigned for this project have been sent to Sri Lanka with Ian and will be signed and discussed further this coming week. Ian will also go personally to see the Pitatwella primary school and meet the principle.
3. Equal chances project: (sponsoring 22 kids) Roderick is constructing the project plan.

**Financial Update:**

* The first donation from OGD has been transferred.
* Remco has found a potential donator, Tijmen who is interested in helping Boost. He is willing to donate (€500 roughly) and introduce us to other donators once we show them a concrete project plan (next project) and in return allow them to associate the project with their website and marketing. Roderick (for projects) and Osman (for communication) with Remco will have to plan and coordinate this carefully in the future.
* Justin finalized the contract with our accountant.
* Ian made Boost Foundation vouchers- this means that when people are unable to get a receipt (payment bill) then they are able to fill in the voucher which will be equivalent to the receipt.

**IT Update:**

Justin has been evaluating and looking at the Twinfield and CiviCRM (stiffy) system.

**Communication Update:**

* Osman finished the communications strategy and is awaiting the board members votes at the next meeting.
* He also contacted Laura to make an appointment with her so that they can work together on the website. Salome will also contact Wietse about ideas for the website launch.
* Osman also contacted Sjoerd and is awaiting his report and pictures so that we can write a small piece about his experience on our social media.
* OGD would like a press release about the pitawella primary school (Ian will have to gather information for this)
* There was also the concern that using a gmail account did not seem professional and that we will switch to having our own email account.

**Boost Update:**

* Ian spoke to Ramani and is making all necessary documents for the partnership with FutureCare. They also spoke about the governance and financial planning of the pitawella project.
* Ian also spoke to Henk Bethlehem (our lawyer) about the disclaimer and to Willem de Jager (our insurance contact) about possible insurance for volunteers and other alternatives.

**Announcements:**

Next Wednesday (27/04/2016) is Kingsday and therefore the weekly meeting has been moved forward to Tuesday (26/04/2016) at 19:00.

For all those members going on holiday, we wish you a great vacation.

**Progress on action points:**

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