Weekly Meeting Minutes 01/02/2017

Attended: Osman, Roderick, Henk and Erudini

Absent: Remco, Ian, Justin and Adrian

Meeting commenced at 19:03 (01/02/2017)

**Meeting Process:**

* The meeting was presented by Roderick. He first asked everyone how they were doing.
* Osman was given two months holiday but he said that he would rather still do work for Boost but at a slower pace and take a holiday another time. This means that Osman is still willing to do tasks for Boost and attend the meeting when possible but that he will take less initiative. He also mentioned that for the communications department to be efficient he needs to be aware (up-to-date) about what everyone is doing in Boost so that he can communicate that (needs to have an overview to communicate efficiently).
* Then Roderick went through last week’s minutes. He reminded us that if we had to financially declare anything that we had to do that this week. None of us (who attended the meeting) had any declarations to fill in.
* Henk has been working on his departmental plan and spoke to Ian about what exactly his role in Boost will be. Henk also contacted a person (A lawyer) from the WNF (wereld natuur fonds) and asked them if we could use their legal structure as an example to make ours. Maybe we can use a few of their documents (knowledge) before we create our own, this way we get help from them and the documents will be more professional.
* Then we spoke about the event plan for the annual meeting. Roderick made and sent the invitation using Eventbrite. He sent out about 100 invites. Next week based on how many seats are gone, he plans to send an invite on Facebook. On Sunday (at the monthly meeting) he will delegate the work load for the event among the board members.
* Erudini mentioned that she invited both the potential CIO candidates for Sunday’s meeting so that they can introduce themselves.
* Isabel Sol, applied for the position of overall project manager. She will be attending the meeting on the 1st of March and introduce herself to us then.
* Then Osman spoke about the assistant communication vacancy. He would prefer to have someone he knows. In order to find a volunteer he wants to try live streaming. This will be an interactive method that will help him find someone from his network. If this method works out well then we can do it for other things as well. Another idea that he mentioned was to find an intern for his work (Immature) and also integrate him/her into doing a few things for Boost.
* Roderick then went through the action list. He stated that he made a bucket for the annual meeting but will elaborate on that this Sunday.

**Announcements:**

* Sunday’s meeting will begin at 14:00.
* Please have a small presentation about your department plan.

**Progress on action points:**

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

Meeting ended at 19:27