Weekly Meeting Minutes 03/05/2017

Attended: Ian, Remco, Osman, Gert-Jan, Henk, Justin, Adrian and Erudini

Absent: Marc and Roderick

Meeting commenced at 19:03 (03/05/2017)

**Projects update:**

*Sharing knowledge:*No update.

*Green Future:* Justin came back from Ecuador. He is preparing a presentation to update everyone at the monthly meeting.

*Art works:* AAAFresh123 is making the designs for the shoes.

*Equal Chances:*Roderick updated the equal chances page on the website.

*Building a Future:* Roderick spoke to Ramani about the Yatala water project. She explained that FutureCare will be able to do minuwangamuwa and Yatala at the same time if that is required.

**Meeting Process:**

* Gert-Jan began this week’s meeting with a round of good news about what everyone did for Boost.
* Roderick mentioned in writing that he fixed the texts required for the equal chances page on the website for each child. He finalized the project plan for Yatala after talking to Ramani about it. He will receive later this week a scan with her signature on it. That same document he will bring on Sunday so that Justin can sign it for the financial agreement. Ramani mentioned FutureCare’s capacity – which is that they will be able to perform the Yatala and Minuwangamuwa project simultaneously if needed.
* Erudini wrote the minutes and sent everyone a form that they need to fill in so that she can write their role descriptions.
* Osman made a plan for Google Adwords and will present this plan at the monthly meeting.
* Henk emailed another company to ask them if we can get in contact with them so that we can learn from their legal structure. (Similar to the email he sent to the WWF)
* Adrian worked on translating videos that Patricio made. He will show them at the monthly meeting.
* Justin came back from the scouting phase but will tell us all about it at the monthly meeting. He met Ian during the week to prepare the presentation. He also updated some of the finances and translated a few documents for Patricio.
* Ian mentioned that he was happy with his current environment and sees a lot of doors open for him to get the opportunity to talk about Boost more. He is also happy with the project plan and is excited to get into the phase to collect money.
* Osman reminded us that we got an email from a couple that lives in Den Haag who would like to set up a meeting with us to introduce themselves and see if we might be able to help each other. This is a retired couple that have connections with Sri Lanka and have done projects before. Erudini said she would reply to their email and set up a meeting with them. Remco agreed to join her.
* Gert-Jan then moved on to discussing what the agenda points would be for this monthly meeting.
* The following points were mentioned:
* Projects (Ecuador, minuwangamuwa and yatala)
* AdWords and marketing
* Mascolori event and the design for the shoes
* Plan of approach for the companies
* Elevator pitch
* How to get funding for other projects
* Compliance and sponsorship agreement
* Work groups etc.
* Gert-Jan then moved onto the planner where he updated and discussed each task before ending the meeting.

**Announcements:**

* The monthly meeting will start at 13:30 but please be at the office at around 13:00 so that we can all set up our laptops, presentations and get settled in.
* When you have the time please fil in the role description form that was sent by Erudini.
* Read the project plan for Yatala, Minuwanguma and the legal documents that Henk made before the meeting so that you are familiar with it all.

**Progress on action points:**

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

Meeting ended at 19:40