Weekly Meeting Minutes 07/06/2017

Members attended: Ian, Roderick, Justin, Henk, Gert-Jan and Erudini

Absent: Remco, Osman, and Marc

Meeting commenced at 19:01 (07/06/2017)

**Projects update:**

*Sharing knowledge:* No updates.

*Green Future:* Justin and Adrian are working on getting all the documents properly translated.

*Art works:* Maickel form AAAFresh123 is working on the shoe designs. Roderick and a few others spoke to him on Sunday. The mascolori event will be somewhere in August/September.

*Equal Chances:*No updates.

*Building a Future:* Preparing for fund raising. We need to make a one pager so that we can use that to get funding.

**Meeting Process:**

* Roderick began the meeting by asking everyone about what they did for boost.
* Justin mentioned that he sent Adrian a message and will plan a meeting with him soon. He also worked on the finances and updated us about exactly how much we have in the bank, the equal chances fund, and our monthly costs. He also said that he needs to properly translate the legal documents for green future and will talk further about this with Henk.
* Henk stated that he was working on the privacy policy. It is still a work in progress and is about 70% completed. The compliance and the sponsorship policy are completed and will be able to go on our website soon. He also entered his own contact into hubspot and is in the process of getting familiar with it.
* Gert-Jan had no new updates since Sunday. But while we were discussing the planner he mentioned that since we have Azure now, he can start working on project website 2.0 and he designed the data flow for project Glassdoor.
* Erudini finished the role description for Adrian and sent it to Justin to check it. She also had two interviews. One was with Osman for a communications associate position. The candidate was a young lady called Merve who is qualified and experienced with communications and media. Osman and Erudini, both agreed to move forward with her. Roderick and Erudini also interviewed Servais, for the project coordinator position. Because this is a very serious position and we are looking for someone with a lot of experience in this field we decided to think about how to proceed and will get back to Servais later this week.
* Ian looked at a few short courses to get even more familiarized with hubspot. He also mentioned a AAAFresh123 event that will be on the 30th/1st and he will send us an invite for it. Ian requested that we put our contacts into hubspot and for Marc to integrate (upload) the contacts we have from teamleader into it.
* Roderick spoke to his sister about getting in touch with their connections in order to ask for funding. His sister agreed to send them an email and we will get updated about it if there is someone interested.
* We then moved onto looking at the planner and updating it as we went along.
* Before we ended the meeting Henk asked whether we needed a social media policy for our volunteers. This is a good idea but will be more relevant in the future, since at the moment we do not have that many people who have access to our social media.

**Announcements:**

* Please get familiar with hubspot.
* If you have any leads on funding please contact Ian (since Remco is on holiday).
* Please update the planner with your own tasks and progress on them.

**Progress on action points:**

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

Meeting ended at 19:32