Weekly Meeting Minutes 10/05/2017

Attended: Ian, Roderick, Marc and Osman

Absent: Erudini, Justin, Henk, Remco and Gert-Jan

Meeting commenced at 19:06 (10/05/2017)

**Projects update:**

*Sharing knowledge:*No update.

*Green Future:* Adrian has decided to commit to this project as a secondary volunteer and not as a member. Justin and Adrian arranged a meeting to discuss how to proceed. They started translating important documents that they will send to Patricio once completed.

*Art works:* No updates.

*Equal Chances:*No updates.

*Building a Future:* Roderick adjusted the project plan for Yatala based on the discussion we had about adding a percentage for various risk mitigation.

**Meeting Process:**

* Roderick started the meeting by asking everyone for good news and if they did anything since our last meeting.
* Osman worked on creating the communications associate vacancy on the website and updated the sharing knowledge vacancy page with estimated costs. This was done in collaboration with information received from Roderick and Erudini. Roderick knows someone who might be interested in applying.
* Marc cancelled teamleader with Justin. It will officially end on the 14th of July and will be used until then.
* Ian sent all of us a form that we will have to fill in. This form is considered as an official vote on which companies we will definitely not accept donations/sponsorship money from. This is necessary in order to compile the sponsorship policy that Henk will make. He received a reply already from Gert-Jan, Marc, Roderick and Erudini.
* Erudini (in writing) sent a thank you email to Chio and also asked her a few questions about whether she would like to remain as our on-site volunteer and if she enjoyed the experience. She also spoke to Adrian to clarify his request to become a volunteer and the content of it. (for example as a volunteer he does not need to attend our board meetings – weekly and monthly)
* Justin (in writing) received confirmation that we will be able to get a credit card. He also mentioned that he worked with Adrian on translating documents that they want to send to Patricio.
* Gert-Jan (in writing) will plan a meeting with Justin and work on the reports.

**Announcements:**

* Fill in the form that Ian sent.
* Fill in the role description form that Erudini sent.

**Progress on action points:**

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

Meeting ended at 19:14