Weekly Meeting Minutes 12/07/2017

Members attended: Roderick, Osman and Erudini

Absent: Henk, Justin, Marc, Ian, Gert-Jan and Remco

Meeting commenced at 19:01 (12/07/2017)

**Meeting Process:**

* Roderick began the meeting by updating Erudini about the last few meetings. He told her that it is mostly about collecting funds at the moment. This meant putting all the leads into hubspot and calling the potential donators.
* Roderick spent one whole day just calling as many people as he could from his list of leads. He stated that a lot of people/companies had already planned their yearly funds for donations and would not be able to donate anything this year but maybe next year. One person was willing to donate €200. Roderick will call the rest of the people on the list later this week. He also mentioned that the people he spoke to were mostly keen and interested in Boost Foundation. They were open to the projects and the story but unfortunately can only donate next year.
* Roderick also met up with Justin to make the financial agreement for Minuwangamuwa. The document is nearly complete, it only needs to be finalized and then signed.
* Ramani has already started the Minuwangamuwa project and received the €3000. She will send pictures this coming week. They are working on the entrance (pathway to the school) and then she can start working on parts of the sanitation area (water and toilets). The next batch of money we will have to send is in August. Roderick mentioned that since they planned the payment schedule, it is easier to have an overview of the project finances since we know how much we need to collect for each month. Ramani needs to sign the agreement but Roderick expressed that he finds it difficult to get it signed because we don’t have the money yet. But because we are able to do the project in steps and blocks, it is easier in a way as we know how much we need per month and can start collecting that. This reduces the burden of having to collect a large sum of money all at once.
* Roderick then showed us the financial agreement. The document can be found online in the One Drive. It shows the payment. The next phase needs €2230, which is what we need to collect before August.
* Osman mentioned that he worked on Google AdWords and has to make the donation button. He will talk to Justin about linking the button to Geef.nl.
* Erudini said that she worked on uploading the minutes that were made and changing them slightly to have consistence. She also made an Azure account that Gert-Jan requested she made so that she can be the administrator and add or remove people from Office365. She also conducted an interview with a candidate for the project coordinator position and will have another interview with another girl after this meeting. By next week a decision will be made about who can fill in the vacancy.
* The meeting ended with Roderick saying that he will call the rest of the leads this week and that we should stay positive.

**Announcements:**

* If you want to see the progress that Roderick has made with the leads then please check the ‘deals’ in hubspot. You can also see it on the dashboard.
* If you want to see the financial plan, it is on the one drive.
* Keep looking and following up on leads

**Progress on action points:**

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

Meeting ended at 19:31