Weekly Meeting Minutes 17/05/2017

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

Absent: Roderick, Ian and Marc

Meeting commenced at 18:59 (17/05/2017)

**Projects update:**

*Sharing knowledge: No updates.*

*Green Future:* Justin and Adrian are working on an email for Patricio that will be in English and Spanish. It contains details discussed at our last monthly meeting and how we would like to proceed with a partnership agreement.

*Art works:* No updates.

*Equal Chances:*No updates.

*Building a Future:* Remco will not be able to work on the minuwangamuwa project for a month so he handed over his tasks to other members.

**Meeting Process:**

* Remco took the lead for this meeting and began with a round of news.
* Erudini called a potential volunteer (Michael Mansell – he is a professor and his wife did a lot of volunteer work. They also have a house in Sri Lanka). They were interested in our organization and wanted to know more information. She also responded to four new vacancy applicants. Two of them live in the Netherlands and two live abroad. After a CV check they will be put through to the next stage.
* Gert-Jan met with Justin last week and worked on an API (application programming interface) which he will use to get data and make reports.
* Henk changed the sponsorship policy. Gert-Jan helped with translating it. He sent the first draft copy to Ian and Roderick to comment on it. Henk changed it into a more positive document. Instead of having a negative way by excluding companies from a list he wants to use the 17 global sustainability goals and state that we will accept sponsorship from companies that believe and follow these goals and if not then we will have to do a background check and discuss on how to proceed based on our research. (the 17 goals can be found on https://sustainabledevelopment.un.org/ ). Henk also mentioned that our trademark is accepted but that we are in awaiting phase where we have to wait to make sure that there are no objections from others. Once we get through this phase then we can confirm the trademark.
* Justin met Chio (our on-site volunteer) last weekend. He also worked with Adrian on an email that will be sent to Patricio this week. It is translated into Spanish as well. This email contains details that we discussed at the monthly meeting as well as how we would like to proceed and start working on the partner agreement.
* Osman replied to a lady that wanted to help us with a service update, but unless it was free of charge, Osman would reject it. He also converted most of his communication processes into flowcharts and will share them with us once they are completed (this is a follow up from his communication strategy presentation from the monthly meeting). He also updated the board and vacancy webpage.
* Remco started a new job at OGD and will be moving to Utrecht this month. The transition, his study and the work load will be a lot and therefore he will be taking one month off from Boost. He transferred a few of his priority tasks to other members. The lead of Triboo for funding (still needs to get connected) and the OGD funding will be taken over by Justin and Ian and the project plan (minuwangamuwa) will be taken over by Roderick and Erudini.
* We then went through the planner and updated each task as we went along.
* We got a reply back regarding our request for the credit card. They haven’t accepted it yet and we might need to put a monthly deposit in it and use it as a debit card instead. Osman mentioned that it might be worthwhile to look at Neteller (<https://www.neteller.com/en/>) as they work with pre-paid credit cards.
* We also discussed whether we should delete the leads that have run cold or that are inactive from the planner. Gert-Jan advised against this and wants us to wait until we put the contacts into hubspot. He also mentioned that he will be meeting Marc and Ian later this week to have a better look into hubspot. The main advantage at the moment is that hubspot is user friendly and can even be used on you phones for a quick adjustment if required, indicating that multiple people can use it and that it’s easy to use.
* Henk also mentioned that he will look at the draft version of the compliance policy and that he will work on making it a final version and then send it to us so that we can vote on it later.
* Osman asked if he could incorporate the planner into his private life as well. Justin and Gert-jan advised him to make another account for it and not to use it for any private information.
* The meeting ended with no added thoughts.

**Announcements:**

* Fill in the role description form that Erudini sent.
* Henk will email Gert-Jan about a privacy policy.

**Progress on action points:**

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

Meeting ended at 19:33