Weekly Meeting Minutes 22/02/2017

Attended: Roderick, Justin, Henk, Adrian, Marc, and Erudini

Absent: Ian, Isabel, Remco, Osman, and Gert-Jan

Meeting commenced at 19:07 (22/02/2017)

**Projects:**

*Sharing knowledge:* Erudini is going to have a skype meeting with a potential volunteer that would like to go to Sri Lanka to teach English at the end of the year.

*Green Future:* Adrian would like to start making the partnership agreement (contract) with them so that Justin will be able to take that necessary documents with him. He is also looking for a volunteer that will help Justin with translation and accommodation.

*Schoolbag Project:* In order to close this project it needs to be communicated on the website and all the pictures and other material gathered from it should be on the SharePoint/OneDrive.

*Art works:* This is a project that is in progress right now. Maickel Kleinjan and Roderik Faasen went to Sri Lanka and went to 4 schools to have a few art workshops with the children. This will be a part of a fund raising project and will most likely raise funds for equal chances or for building a future.

*Equal Chances:* The money collected at the annual meeting will be directed towards equal chances.

*Building a Future:* No updates.

**Meeting Process:**

* Roderick started the meeting by asking if everyone read and agreed with the minutes of last week and how everyone was doing.
* He then went on to compliment Ian, Justin and Henk for working on the annual report and stated that it looked really good, but that they need to check the margins and photos once again since they had changed/moved. Justin and Henk said that they will work on it later tonight.
* Justin mentioned that he met up with the accountant and that he was satisfied with the financial section of the annual report. But that if he wanted to see the internal accounts in a CBF format then Justin would have to redo the financial administration again (Might have to do that this weekend). Justin also was pleased to say that we had a 91.1% efficiency rate for last year.
* Henk looked through the annual report and corrected it for spelling and grammar. He also made the non-disclosure agreement for both Marc and Gert-Jan. They will be able to sign before next week. Henk also thought about applying for a trademark. He saw another company’s logo which reminded him of ours and therefore believes it would be a good idea to trademark our logo to be defensible. It would cost us €240 to get it done by the bureau of intellectual property. He will gather more information about this and then proceed with this idea.
* Erudini made a role description for a ‘project supporter’ on behalf of Adrian’s request. It’s a position for someone who will help translate and host Justin while he is there. Adrian will sent it to a friend of his but will also look for a back-up person just in case he needs more help. Erudini also made an appointment with a girl called Lindsay Good, who would like to volunteer for the sharing knowledge project at the end of the year in Sri Lanka.
* Adrian found someone who is willing to lend us a microphone and equipment for the annual meeting. Roderick and Justin both offered to help with transportation on that day from Rotterdam and back. The musician who will be playing the guitar for us would like to come a few hours earlier on that day to have a sound check and set up the equipment. Adrian also adjusted the role description that was made and will send the final version later this week.
* Roderick mentioned that we have 24 confirmed people who are coming for the annual meeting but believes there will be a lot more coming since there are people who we know will attend but did not sign up. He will either way send a reminder to everyone about the event and will do so again 2 days before that day.
* Marc did some work with the R&D and added a few tasks to the planner.
* We then went through our action list and updated each one as we went along. Roderick also had to mention one of the highlights of last week – we hit a 1000 likes on Facebook. He also expressed how happy he was with the process and manner in which we got the likes and how we are doing in general.
* About the projects, in order for us to close the schoolbag project, we need to communicate it. This means we just need to put it up on the website and state that we completed the project successfully. Adrian would also like to move forward with the ‘green future’ project. This means we have to start making a partnership agreement with them. He can look at the one we have with FutureCare and use that as an example or template. The meeting ended after we spoke about the projects.

**Announcements:**

* Please check the annual report to make sure that the photos and the margins are correct. (the correct layout and format)
* Please help with making the presentation or with preparing for the annual meeting if required
* There will be **NO** monthly meeting on the 5th of March, since we are meeting on the 1st of March for the annual meeting.

**Progress on action points:**

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

Meeting ended at 19:35