Weekly Meeting Minutes 26/04/2017

Attended: Roderick, Ian, Marc, Remco, Osman, Gert-Jan and Erudini

Absent: Henk, Justin and Adrian

Meeting commenced at 19:01 (26/04/2017)

**Projects update:**

*Sharing knowledge:*No update.

*Green Future:* Justin will return to the Netherlands this week and will update the group at the next meeting and have a presentation at the monthly meeting. He also made a social media post about his trip so far with a few photos.

*Art works:* AAAFresh123 are working on making a digital design for the shoes. Ian spoke to Mascalori and AAAFresh123 and they are thinking of having an event of the 15th of July.

*Equal Chances:*No updates.

*Building a Future:* Remco finished the project plan for minuwangamuwa project and put it on the onedrive. Everyone looked at it and is mostly in agreement with what is in it. With a few minor changes, remco will be able to talk to Ramani about the details and then we can start collecting money for this project.

**Meeting Process:**

* Roderick commenced the meeting by going through the minutes of last week and following up on a few questions or statements that were mentioned in them. These questions were: *What is the plan for next weekend?* We can have the meeting at Henk’s office space on Saturday but we still need a place to stay the night. Remco looked at a few budget options but most of them were already booked. If we can all send Ian the maximum amount we can pay for the stay then he will find a place in our budget and if it exceeds that amount Ian said he would donate the rest of it. (Roederick and Ian will arrange this). *Did Henk make any progress with the trademark of our logo?* Yes, Henk and Ian met up and requested the trade mark and paid for it. *Did everyone post the vacancy?* Not yet, if Erudini and Osman can link the post again to people that did not share it then they will be able to do so. *Did everyone read the compliance document?* Yes and they gave feedback on it. This will be discussed further at the monthly meeting. *Did everyone read the minuwangamuwa project plan?* Yes most people went through it. It looks good and everyone is in agreement with it. Ian advised us to change the prices and have a buffer (mark-up) of about 20-25%. This is due to past experience when working in Sri Lanka. If there is any money left then it will go into Equal chances project. Osman would like to translate this project plan to English so that it is consistent with the other project documents on the website.
* Then Roderick asked everyone what they did for Boost this week.
* Erudini wrote the minutes. She also emailed a guy from Pakistan who had responded to our volunteer application online. She also went through the board contracts that Henk had written but some of the board role descriptions have changed so she has to make new ones which can be attached to each contract.
* Marc started working on the ISO (Information Security Management). He also spoke to Erudini about the task inventory sheet that he had emailed everyone. This led to a small discussion. Ian suggested that Marc try a different strategy. That he looks that the current available systems that we have in our CRM package and Twinfield and use that before looking into what tasks we carry out. Marc agreed that he would like to try both strategies. Ian advised Marc to make a priority list of how to automate our systems – what we need. Then to maximize our current capabilities and then move on to the next. Maybe Marc can meet with Ian, Justin and Gert-Jan to plan this.
* Osman put the updates about Justin’s trip on the website by creating a green future page and a scoping page. He also created and shared a post on facebook.
* Remco made the project plan for minuwangamuwa and will contact Ramani sometime next week to make sure that she is aware of the exact strategy and plan. The main thing that he needs to check with her are the financials which he can also do via an email.
* Gert-Jan spoke with Ian about the glass door project, but would also like to have a meeting with Justin about his side of things.
* Roderick will talk to Ramani about the Yatala water project and confirm the project plan with her. Ian mentioned that it might be a good idea to send it via email so that we have a valid confirmation (paper trail) so that we can start collecting money for this project.
* Ian mentioned that they started with the shoe design for Mascolori. He also spoke with them about the date that they would like to have the event – thinking of the 15th of July. Ian also wrote to AP Networks stating that we will not be accepting money from their company since we have to be careful with which companies we associate with. This being said the owner of AP Networks liked our honesty and would like to donate as a private individual to us. He also offered to introduce Ian to a few new connections such as the Rotaract club. Ian also got approached by a company called Trench that work in the textile industry, he will talk more about this later at the monthly meeting if it becomes a lead, but if they do not pass the background check then we will not be accepting money from them either. Ian also mentioned that he met up with Henk and arranged to trade mark the logo. He also paid for it and we are now awaiting the confirmation. They also spoke about setting up the structure for Boost Foundation International. He might want to get in touch with Malaika kids and learn how they did it and what structure they used.
* Then Roderick asked for any last thoughts and mentioned that he would like to look at the planner every other week (Bi-weekly).

**Announcements:**

* Get prepared for the next monthly meeting. Send Ian a whatsapp about the maximum amount of money you are able to give out.

**Progress on action points:**

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

Meeting ended at 19:36