

Minutes for Boost Foundation

06-11-2016 (01:13pm at Delft)

Call to Order

The 12th monthly meeting of Boost Foundation was held on 06-11-2016 at Delft. It began at 13:13 and was presided over by Ian Upton at the beginning and then taken over by Roderick Lodewijks.

Attendees

Voting members in attendance included, Ian Upton (online conference from 13:13 till 14:20), Erudini Smits, Remco Scherpenzeel, Osman Akin, Justin Sloove, Roderick Lodewijks and Sara Kaserer.

Proceedings

Theme

What it takes to make

Presentation

We have two more months left before the year ends which means that we should start ticking off most of our action points. The meeting started off with us going through the minutes from last month so that everyone was up-to-date. Then we had a quick round of general updates which consisted of us expressing what we think went well in the last month and what can be improved. Ian mentioned that he had to rewrite the application for the Google AdWords grant. This allows us to move forward with it and use it to our best ability.

Then we went on to talk about the financial updates. Justin sent Ramani €4000 to help the 80 kids for the new school year (Project Equal chances). ING bank confirmed that the money was sent but we need to get the bank statement from Ramani so that we can see what the exchange rate was on that particular day. This was followed by a small commercial update. We need to improve our approach towards companies. To make a list of potential companies that we want to talk to and then start contacting them. We also need to think of fund raising events or have more private events. The meeting that they had with BeenMc thought us a lot. It was a good experience and showed us what to expect from companies and ways to talk about our product/service. Then we spoke about the communication update. Our own facebook page has 749 likes at the moment. The new schoolbag project (subpage on facebook) is doing well. Google analytics and the AMBI logo were added to the website. Then we spoke about the status of each project. We might have to think about alternatives for volunteers that would like to go to Sri Lanka for less than 3 months. (Maybe teach sports or something else for a month). Building a future project pittawella is going well. They are building the toilets. Ramani mentioned that they are hoping to close it off when Remco is there. He will be leaving in 3 weeks to Sri Lanka and will make an evaluation on how the project went. The schoolbag project has collected €400 until now. Thomas and Milah are working on getting money from private people (friends and family). We can also do a fund raising event (maybe a musical) to fund the project. After this we had a brain storm session. The previous tasks that we had prioritized in the last month's session, Justin put into the task list so that we can work on them during the week. After the brain storm session we worked on a few action points and then closed the meeting.

General updates

What went well? The schoolbag project, Thomas and Milah are settling in well. Working together with Thomas and milah, meeting Ramani and making sure she met Thomas and Milah too. The bond between

boost foundation and futurecare is better. Getting more people aware of boost foundation and positive people talking about doing stuff with it (example the Refuge project that Ian is interested in doing). Google AdWords is sorted out. Communication is more structured now.

What can we improve? Follow up of the action points. It might be a good idea to have tasks categorized in long term and short term. Slacking off a little, find a way to work faster. Takes too long and we need to find a way to work faster with giving others information. The meeting last week didn't go through but maybe we need to find a way to replace it or do something about it instead of just canceling it. Overall hygiene – be more professional (meet your tasks and go to meetings, come on time etc)

Other comments? Its Sara's last monthly meeting with us.

Trust score was an average of 80 (Reduced) – (Ro-80, Re-85, J-75, E-80, O-80, S-80 and I-80)

Happy score was an average of 80.71 (Reduced) – (Ro-80, Re-90, J-75, E-80, O-70, S-80 and I-90)

Brain storm session

Finance:

- Close the financial book year, contact accountant, straighten out the books (GBR), do the tax forms, consolidate project information, make financial year report
- Transparency page with power BI

Projects:

- Make a system for financial report FutureCare, (FutureCare needs a proper administration system)
- Project round-off (report from Sara) plus lessons learnt
- Sara evaluation
- Evaluation (Summary) of all projects – Status update and perspective (past and future)
- Overview of projects

Beleidsplan 2017:

- Create presentation about 2017 (before next monthly) – past summary and results 2016, lessons learnt, what would you like in the future (goals) – (Maybe what we can do is that all of us think about what we need or want for the next year and then present it and see if everyone agrees with it.)

Adjustments for Sara:

- Schoolbag project contact with Milah and Thomas
- A letter to Milah and Thomas so say that sara is leaving and who will take over
- All the tasks that are open need to go to someone else
- Facebook and website – define new role

Announcements

- Everyone needs to re-invite their friends on Facebook to like our page.
- Create presentation about 2017 (before next monthly) – past summary and results 2016, lessons learnt, what would you like in the future (goals).



Adjournment

Roderick Lodewijkes moved that the meeting be adjourned, and this was agreed upon at 16:16.

Erudini Smits

Secretary Boost Foundation

16/11/2016

Date of Approval