Minutes for Boost Foundation

07-02-2016 (2:00pm at Delft)

## Call to Order

The third monthly meeting of Boost Foundation was held on 07-02-2016 at Delft. It began at 14:13 and was presided over by Ian Upton.

## Attendees

Voting members in attendance included, Ian Upton, Erudini Smits, Remco Scherpenzeel, Ceylomini Smits, Roderick Loodewijks and Salome van Giessen.

Guests involved via video conference included Sjoerd Franzen (volunteer) (from 15:00 till 15:30).

Member not in attendance included Justin Sloove.

## Proceedings

General update

*What went well:* A lot of documents were made (especially for the project and volunteer department), the base is getting stronger, it’s becoming more a team, we are more settled and that we have done a lot, learnt a lot, a lot of action lists were done, also team work but people are serious and working also individually.

*What can improve:* that members focus their department (for example Ro wants to not have the responsibility of the communication and would like to focus on projects (this is more of a personal goal)), we need to be more clear about the meetings and communicate when we can and cannot attend and be honest about what we can or cannot do, when documents are completed it would be nice if everyone can look at it and discuss it. We need to be more proactive.

*Trust score* was an average of 89.17 (Increased) – (Ro-90, Re-90, S-90, C-95, E-85, and I-85)

*Happy score* was an average of 78.33 (Went down) – (Ro-70, Re-75, S-85, C-80, E-80, and I-80)

*Other comments*: If someone misses a monthly meeting then they miss a lot of information and we need to think of a way to get them quickly up to speed.

Discussion

The meeting began with the general update about how everyone feels about Boost and the progress. The CEO discussed the structural framework of all the legal documents that we have until today and explained its structure.

The social team building event was postponed and a later date has to be selected. It was announced that Ceylo will not be able to attend the coming next monthly meetings due to the fact that she will not be in the Netherlands. She will also be taking over the responsibility of the website and will get help from Roderick but will start placing the content and get updated about the progress.

There was a discussion about the presentation for OGD, details about when to have it have not been decided yet. There has been a lot of progress in the Project and Volunteer department. Roderick has taken big steps in understanding and preparing the project plan, he has also looked at ‘Malika Kids’ for inspiration and is planning on visiting them to for insights. Erudini and Roderick explained to the Board about how they can request a volunteer and the entire process of what we will go through once a volunteer has been found. The policy and other documents regarding volunteers were looked at and everyone agreed upon its content.

We had a video conference with Sjoerd, our first volunteer going abroad. He announced that he is excited and that his visa application was confirmed. It was also decided that Ian would bring him to the airport on Friday. We also decided that by the end of the evening all documents will be sent to him so that he can give us feedback about them.

Remco explained his role in Boost with everyone and we all agreed to the responsibilities that he is willing to take on.

Finally we all got together in pairs and decided to work on the action list.

## Announcements

The monthly meeting for the month May will have to be moved to the third week and not on the first Sunday of the month.

## Adjournment

Ian Upton moved that the meeting be adjourned, and this was agreed upon at 5:00pm.

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| Secretary Boost Foundation |  | Date of Approval |  |