Minutes for Boost Foundation

17-07-2016 (02:00pm at Delft)

## Call to Order

The 8th monthly meeting of Boost Foundation was held on 17-07-2016 at Delft. It began at 14:00 and was presided over by Ian Upton.

## Attendees

Voting members in attendance included, Ian Upton, Erudini Smits, Remco Scherpenzeel, Osman Akin, Roderick Lodewijks and Justin Sloove.

Guests included: Sara Kaserer

## Proceedings

Theme

Definition of ‘Done’!

Presentation

The official meeting then began at 14:03 where Ian prepared a presentation. We had a moment of introduction as the team was meeting Sara (Potential new Volunteer/Board member) for the first time. Sara is skilled in project management and has experience in volunteering. She enjoys travelling and understanding different cultures. She got in touch with Ian through a mutual friend that they have and would like to help us with organizing or managing our projects. We also welcomed Roderick back from his 6 week break and he mentioned that he would like to be more involved with field work (which he is good at) rather than being in charge of all the projects. After everyone introduced themselves, Ian elaborated about Boost Foundation and explained why, how and what we are.

General updates

*What went well?* We tested ‘WhyDonate’ platform and gathered €610 from it. The project Pittawella has made progress despite the rains. Getting contacted with BeenMC and gathering money. Creating a video for the crowd funding and the start of a Wikipedia page. We got office 365 and the finances are going well.

*What can we improve?* Getting things done, (planning and process), do what we like and what makes us happy. Acton list updating, can try more spontaneous ideas, just more boosting each other, if we have a skill what we do not have then maybe the others can look into improving it or getting training for it (learning curve), do what we say and say what we do, be happy with what we have done. Celebrate even the small things.

*Other comments?* You are not alone – when offered help by another member then use it and work together.

*Trust score* was an average of 87.5 (Increased) – (Re-90, Ro-90, J-85, E-85, O-85 and I-90)

*Happy score* was an average of 87.5 (Increased) – (Re-80, Ro-90, J-95, E-85, O-90 and I-85)

Project updates

We had a brain storm session on redefining the meaning of done for each project.

1. Building a Future – Ian and Remco will take lead on this project (Maybe Sara will join). Pittawella project made progress in finishing the renovations for the road and the staircase. Now they can begin with the water system. Stilled need:
* Communication (the report Megan will write which will be handed to OGD and used on our social media)- a newsletter and post on FB or linked in
* Call Megan
* Full financial report
* A plan for the closing of the project
* Sharepoint group (Justin)
* Celebrating the closing the project

1. Sharing knowledge – Erudini and Osman (focus now on next school year which is January)
* Volunteer strategy (planning for each task – communication)
* Networking (awareness and advertising)
* Platform (wwoof, workaway, global help swap, helpx, se7en interchange, service civil international (SCI) and helpstay)
* Create a new timeline (for January)
* Ian sends info back (on the share point)
* Share point group (Justin)
1. Equal chances – Roderick. The Scope: don’t do it on a personal level but more on a school level (there are in total 78 kids – €3900 kids for one year and then €19500 for 5 years but could also be 3 years)
* New timeline (contact Ramani)
* Funding strategy
* Money for a donate button (Justin)
* Make a plan – Project plan
1. Emergency Project – Justin and Osman. Current update is that we sent €600 for basic supplies. Still required is:
* Send thank you email to everyone that donated
* Contact Ramani for info about the project (what did we buy/send in the truck)
* Make final report for the website (achieve)
* FB post
* Make a group in sharePoint

## Announcements

* Look at a youtube video about Sharepoint and how it works roughly.

## Adjournment

Ian Upton moved that the meeting be adjourned, and this was agreed upon at 18:25.

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| Secretary Boost Foundation |  | Date of Approval |  |