Minutes for Boost Foundation

22-05-2016 (11:25am at ‘s-Hertogenbosch)

## Call to Order

The sixth monthly meeting of Boost Foundation was held on 22-05-2016 at ‘s-Hertogenbosch. It began at 14:39 and was presided over by Ian Upton.

## Attendees

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

Guests included: Telephone conversation Ramani Smits (CEO-FutureCare) (From 17:05 till 17:25)

## Proceedings

General update

*What went well:* The improvement of professionalism, project progress, team work and team building, the acceptance of new challenges, the quantity of contracts and legal documents, the structure is stable and strong.

*What can improve:* be more decisive, improvement of effectiveness, the duration of the weekly meetings, we can improve on the efficiency- prioritize (do what we need to do and not only want we want to do), support each other and update everyone, use google drive more, improve on internal communication as information may be drifting, easier process required for external communications (posts and online communication), availability of financial status (report), need a better line for companies and NGO’s.

*Trust score* was an average of 84.28 (Reduced) – (Ro-90, Re-80, J-90, E-80, S-90 O-80 and I-80)

*Happy score* was an average of 86.57 (Reduced) – (Ro-80, Re-90, J-90, E-90, S-70 O-91 and I-95)

*Other comments*: Importance of prioritizing and actually convert our thoughts and ideas into actions and results and communicate it.

Discussion

The theme for this meeting was ‘Time for Reflection’. The meeting commenced with the general updates and the trust and happiness score. Ian briefly went through the 3 phases that we have planned for this year. Phase1 was about how Boost started, the legal framework, finding a team and creating the core for Boost Foundation. This phase was successfully completed. Phase 2 consisted of creating a strategic plan, governance, and suitable actions. This phase was also successfully completed. Phase 3 involves the execution of our plans and turning them into actions. We are currently in this phase. Funds have been received and projects are in progress. The selection of NGO’s, Projects and volunteers is something we said we would do in phase 2 and our plan was to sponsor 22kids in kinigama, send Sjored to Sri Lana and collect €6000 funds. These objectives have been satisfied.

Each member was individually evaluated on leadership skills and was given a score. The team average was about 8.1. After the reflection of the team as a whole there was a small presentation from the CCO (Osman). He was officially welcomed and the team expressed their thought about his influence on the team and to Boost. His vision for the communications at Boost is to be transparent and communicate more to the external world. He spoke about expanding the network (Paya Arora, guest lectures, ESHCC and RSM for volunteers etc.), online media goals, the team, and his self-reflection. After him, we had a few words from our CFO, who spoke about the bank account and our cash flow until now, the Twinfield system, the CRM-LEA system that we will use instead of the Siffy CRM system and explained how it would be a good idea to find donators who would pay our fixed costs (including mostly our fixed IT and Financial systems). His presentation was followed by one given by our COO. Roderick spoke briefly about his report on Malaika Kids and Tanzania where he explained what they were doing and how we could learn from them and even help them (discussed the partnership and how we could send volunteers). He then went on explaining his goals and the project plan. He also evaluated himself and presented his self-reflection. Then we had a presentation from our CCO (Remco) who spoke about the amount we raised until now, the projects, the leads we had for future fund raising, goals for 2016, and about how we could get more funds (product, marketing and ABC).

After the presentations Ian went through the current website with the team and showed the three new pages that were created. It was also decided that Osman would help Salome in the leadership of the sharing knowledge project and that Remco and Roderick will work together in updating the project report for the other projects. We all agreed upon that the equal chances project will be in the form of donating a grant to all the kids at one school for 5 years instead of donating money on an individual basis for each kid. We also discussed and called Ramani to talk about the current situation in Sri Lanka and how we could help. Due to the intense weather conditions there have been heavy rains, flooding and a lot of landslides leaving people homeless and vulnerable. We discussed how we could help and whether we can do an emergency project. Further information is required to follow up on this and whether immediate help is required or whether a project later on would be more suitable is still to be agreed up later.

## Announcements

* If you want a more detailed feedback about your personal evaluation contact Ian.
* The individual presentations are on the drive.

## Adjournment

Ian Upton moved that the meeting be adjourned, and this was agreed upon at 17:30pm.

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| Secretary Boost Foundation |  | Date of Approval |  |