Minutes for Boost Foundation

04-09-2016 (01:05pm at Delft)

## Call to Order

The 10th monthly meeting of Boost Foundation was held on 04-09-2016 at Delft. It began at 13:05 and was presided over by Ian Upton.

## Attendees

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

Guests: Thomas and Milah (Called them in at 14:00 until 14:25)

## Proceedings

Theme

Priorities

Presentation

The official meeting then began at 13:05 where Ian prepared a presentation. This time the meeting revolved around the fact that we have limited time and therefore need to prioritize what we do and how we do it. We discussed the general updates about what went well and what could improve. Then we got a quick financial update where the highlight was that we received the money from equal chances project. On the commercial update, we have been waiting to get in touch with BeenMC, this will still be on hold until we get a reaction from them. Therefore it might also be handy to think of a back-up plan or alternatives. About the communications update, we spoke about Google Adwords and how Remco and Osman could work together with Wietse and use it as a marketing tool.

Then we called in Milah and Thomas. Ian Met up with them last Thursday and gave them an update about what they could do for us. They want to help FutureCare become self-sustainable so that they can fund their own projects. In the long run we hope that when our partners become self-sustainable and do that well that they might even become a Boost donator and help other smaller NGO’s through Boost. If all goes well then they can go to Sri Lanka next year and help FutureCare with a business plan. They are very enthusiastic and agreed that they will also take on the new school bag project. Sara and Ian will meet them next week sometime and make the project more concrete. They will also be invited to the next monthly.

After the call, Sara added what was on her mind. She has been thinking about the idea of making our partners self-sustainable and believes that her knowledge and skills means that we can find a general process for this, which can be used for multiple NGO’s. Therefore our goals in 2017 will probably have to do with a lot of self-sustainable projects and making a network between NGO’s so that they can help one another.

After this we went into another room to brain storm about what we still need to do for each project and under each department. Then we prioritized each task and came back to listen to Rodericks pitch about a new team building event. Roderick proposed that we have a Boostfulness weekend which is a weekend with personal growth and team building. It involves meditation and other forms of self-relaxation which would help everyone with gaining balance between work and relaxation.

Then we had a work session where everyone worked on the tasks that were of high priority (P1). We then concluded by showing what we had finished and ended the meeting.

General updates

*What went well?* Meeting up and starting sharing knowledge again. Sara is on the team and is motivating the others. The direct communication with FutureCare (WhatsApp group). Good that we were a little relaxed. The emails that Ian sent with updates. The training that Justin did. The communication among the team. Sara feels like she is getting more into Boost and figuring out her place. She likes the enthusiasm and positivity. We invested more in ourselves. Focusing more on the projects.

*What can we improve?* Make better use of the office 365. Communications can improve a little. Sense of control so maybe we can update the action point. Verification code. Need to keep simple things simple. How to contact the outside world when they aren’t reacting (BeenMC for example), ICT needs to be understood by everyone. Update of FB page and website (keep it alive), we are not in control of the projects (maybe we need a plan on how to get more control) keep the focus on the existing projects, we need to put pressure of getting the money in. We need to be more in control of our finances, mistakes are costly so need to keep that under control, keep HR up to date.

*Other comments?* Need to look into google adwords and google maps and how they can benefit us.

*Trust score* was an average of 79.29 (Reduced) – (Ro-85, Re-75, J-85, E-85, O-85, S-75 and I-65)

*Happy score* was an average of 82.14 (Reduced) – (Ro-85, Re-75, J-85, E-85, O-85, S-75 and I-85)

Project updates

We had a brain storm session to see what needs to be done for each project and each department.

1. **Building a Future** – Ian, Remco and Sara
* Get update (P2)
* Communication website (P2)
* Update OGD(P2)
1. **Sharing knowledge** – Erudini and Osman
* Vacancy needs to come online (P1)
* Send the advert around (P1)
* Update everyone on it at the monthly (P3)
1. **Equal chances** – Roderick and Sara
	1. **Sponsor a kid**
* Mail WhereIsRo donators and get them to become sponsors through Boost (P2)
* Set up legal stuff for finance (P1)
* Send thank you note to Ivo (P1)
* Send update to the sponsors plan update moments (P2)
* Communicate to the world that we can start the project because we got the money (P2)
* Update website (P2)
	1. **School Bags**
* Meet with Milha and Thomas (P1)
* Set up project plan (P3)
* Tell Ramani that we will accept this project (P1)
1. **Emergency Project** – Justin and Osman. - COMPLETED
* Need financial report (P1)
* Ramani needed to updated (P2)
* Website update (P2)
1. **Jungle plantation and Self-Sustainability\*\***
* Ian and sara need to meet (P2)
* Present the project plan (hight level plan) in October (P3)
* Project plan is done with Milah and Thomas (P3)

Internal Updates

We had a brain storm session to see what needs to be done for each project and each department.

**IT:** add Milah and Thomas (P1), check all settings with the board (P1), check action list compatibility (P3), standard signature (P3), remove action list on website (P1)

**Finance:** Transparent reporting added to the website (P2), access to the bank account (Ian) (P3)

**HR:** sign contracts with Thomas and Milah (P2), share the proceedings (P3), Salome we need to set up a process for someone leaving the board (P1). (IT, HR, communication, Party, Thank you), Add Kvk (add osman and Sara) (P3), Contact Henk Bethlehem (P1)

**Commercial**: Funding start (P3), google adwords (P2), Marketing strategy (P3), workflows in Team Leader (P2), funding by funds and by companies (P3)

**Communication**: communication (teamleader) with Osman and Justin (automating it) (P2), transparency page (P1), communication plan/process (put it in calendar) (P2)

## Announcements

* Download the app ‘Groups’. It will help you track all your tasks.
* Think about voting decisions on: 1) who is going to be responsible for the marketing department at Boost. 2) The pitch Roderick gave to us about having the next team building event which would be a weekend of self-development and team building with meditation and other methods.
* Boost is having a small holiday and will meet next for the weekly on the 21st of September.

## Adjournment

Ian Upton moved that the meeting be adjourned, and this was agreed upon at 18:00.

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| Erudini Smits |  | 05/09/2016 |
| Secretary Boost Foundation |  | Date of Approval |