Minutes for Boost Foundation

05-02-2017 (02:25pm at Delft)

## Call to Order

The 15th monthly meeting of Boost Foundation was held on 05-02-2017 at Delft. It began at 14:25 and was presided over by Roderick Lodewijks.

## Attendees

Voting members in attendance included, Erudini Smits, Osman Akin, Justin Sloove, Roderick Lodewijks, Adrian Jaramillo, Remco Scherpenzeel, and Henk Bethlehem.

Members not in attendance include, Ian Upton

Guests included, Marc René and Gert-Jan ter Schure

## Proceedings

Theme

Annual meeting and finalizing 2016

Introduction

Marc: He has his own company working in a sole proprietorship. He first heard about Boost Foundation through Ian and the more he heard about it, the more intrigued he was in its projects and progress. For a while he had given up on donating to NGO’s and charity organization, but because Boost foundation wants to be fully transparent and keeps its operational costs below 10% of the donation money, he found an interest in Boost Foundation. He also liked the projects we were undertaking and the smoothness of its operations. He applied for the CIO vacancy as he believes it fits well with what he normally does and will enhance his career path. For the last five years he has been focusing on enriching his personal profile and would like to take on a serious position at Boost Foundation, as it fits well with his vision. Ian and he also came up with the idea of splitting the CIO vacancy into two positions – CIO and CTO – this will be looked into later on.

Gert-Jan: He works for OGD and is finishing his masters at the same time. He has been a hard worker and is now finally taking a little more time for himself and is doing other things outside of his work environment. He heard about Boost Foundation through Ian and Justin and with his technical knowledge would like to contribute. He too applied for the CIO position and mentioned a few idea’s he has to improve some of our systems – example to automate them.

Presentation

Roderick started the meeting with allowing Marc and Gert-Jan to introduce themselves to us. This was followed by each member introducing who they were and what they did at Boost Foundation. Then we went on to talk about what went well and what needs to be improved. Each of us gave our trust and happiness score.

Justin then gave us a quick financial update. In short the cash flow statement stated that we received in total €16,032.56 (Companies €7,160 and individual donations €8,872.25), we spend €11,234.51 on projects, costs for flyers and whydonate amounted to €74.52, other costs were €1,246.78 and in total we spent €12,555.80. Then we went through the balance sheet and discussed what needs to be done before we close the financial year. Justin also reminded everyone to declare their travel expenses – fill in the declaration form.

Then we spoke about the projects and gave an update about them. The schoolbag project is nearly completed. Thomas and Milah handed out the bags and made a beautiful FB post with great photos. We also confirmed that the annual meeting would focus on getting funds in for the Equal chances project. This way we can focus the Boost Booth on that project. Roderick also spoke about a project request from Borneo – with regards to an Eco-village. He will elaborate more on this idea when he has received more information about it.

This was followed a presentation given my Osman about his plans and goals for the communication department. He touched upon social media, new communication ideas and general comments. He would like to have qualitative likes on facebook rather than just quantitative likes. (So not just a big number of likes but really have people sharing and expanding out posts.) He would like to have more transparency in communication (example, Thomas and Milah gave out the bags and they posted that but there were no posts during their process only at the end). He would also like to get that Google grant this year and maybe get someone to help him with Google AdWords and manage the Boost linkedIn more. He also expressed a desire to try and use livestreaming for vacancies, partnering NGO’s and donations. He also plans to promote Boost at more events compared to last year.

Then Remco gave a presentation about the commercial department. This year we are expecting to get roughly €25,000 from companies. Remco explained his strategy and plan and would like to get into action as soon as possible. He mentioned that he would like to visit one project (in Q3 or Q4). His strategy consisted of: Getting (ex-) account managers to get into companies that have a network, use teamleader more, get new companies on board, use events, and help Ian. Remco emphasized that if anyone has leads then they should get in touch with him and then work together with him on following up on the leads.

Erudini then gave a presentation about the HR department. She explained the importance of the volunteer proceedings and that they should be followed. She also explained that in order to improve the department she would like to create an evaluation score. This way she will identify whether all parties are satisfied and if not she will also be able to find out what went wrong so that it can be corrected for the next time.

Finally Marc had prepared a small presentation about Boost Foundation and how he think he can help us make our goals scalable and possible. He looked at the technical side and ways in which we could improve to become more efficient. He expressed his thoughts, proposals and ways in which we could have a better organizational information flow.

Roderick then spoke about the annual meeting. We had a brainstorm sessions about it and then broke into small work groups. Adrian and Justin planned their trip to Ecuador. Erudini and Osman worked on replying to a donation request which had to be declined because it did not fit with our organization. Roderick and Remco worked on their department and declaration forms. The meeting ended after everyone finished discussing what they did.

General updates

*What went well?* The declaration forms that Justin made, we picked a date for the annual meeting event and created an overview for it, that we have an idea of what we want to do with our departments, a lot of organizational work went well, we have a good start for this year, new people, Justin and Ian have put in a lot of work for the annual report, the pictures of the schoolbag project, shows that we really made a change, what we did went well, meeting each other in work sessions, glad that Marc and Gert-Jan came, on-going reorganizational process, that the green project is starting and that a plan is being formed (Justin is planning on going there), we have more likes on FB, that there is a high level of communication (easy access to each other), and that Henk got in contact with the president of the WWF (world wildlife fund)

*What can we improve?* trying to understand each other (already happening but needs to be improved), getting new people and putting them in the right place (position), to make sure everyone keeps up with what we are doing in general, project manager so that we have an overview of all project status, the website still needs to be adjusted so that people can donate, to find a way for members to be able to pitch Boost Foundation to outsiders (How to get other people enthusiastic about Boost Foundation?), work on leads, distribute the work load a little more evenly - some people have more work than others (Adrian offered to help others, so just ask if you want help), we should have a compliance program, and we need to organize our OneDrive better so that all our pictures are in one place.

*Other comments?* Before the Annual meeting, we need to close a few projects (schoolbag project), we need to focus on the commercial side so that Ian and Remco can gather more money from that, we need to expand our base for funds. Gert-Jan mentioned that we should automate some of our systems. Justin and Adrian are looking forward to go to Ecuador (in April).

*Trust score* was an average of 85.7 (Increased) – (Ro-90, Re-90, J-85, E-80, O-80, H-90 and A-85)

*Happy score* was an average of 85 (Increased) – (Ro-90, Re-90, J-85, E-75, O-80, H-90 and A-85)

Brainstorm Session

*Communication (Pre and Post) -* (Roderick)

- Invites,

- Reminders

*Boost logo* – (Roderick & Osman)

- Directions (signs)

- Nametags

*On-site -* (Remco)

- Chairs, drinks, bites

- Entertainment, (Adrian)

- 3D goggles

- Presentation (Ian)

- Standing tables for Booth

(Do we want to record or stream it?) 🡪 Not for this year

*Financial - (*Justin)

- Boost Booth

- How to donate (1.digital payment via internet (Teamleader – once subscription)) 2.Cash, 3.Pin (trial))

- Laptop

## Announcements

Think about your part in the annual meeting and arrange it as soon as possible. Roderick will specify before Wednesday what the exact tasks will be.

## Adjournment

Roderick Lodewijks moved that the meeting be adjourned, and this was agreed upon at 18:15.

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| Erudini Smits |  | 13/02/2017 |
| Secretary Boost Foundation |  | Date of Approval |