



Minutes for Boost Foundation

07-01-2018 (01:27pm in Delft)

Call to Order

The 24th monthly meeting of Boost Foundation was held on 07-01-2018 in Delft at OGD ICT-diensten. It began at 13:27 and was presided over by Ian Upton.

Attendees

Voting members in attendance included Remco Scherpenzeel, Erudini Smits, Justin Sloove and Gert-Jan ter Schure Ian Upton and Osman Akin.

Non-voting members in attendance included Marc René.

Voting member that were absent included, Henk Bethlehem.

Proceedings

Theme

Reflection of 2017 and planning for 2018 annual policy.

Meeting

Ian started the meeting by stating that it will focus on two main topics – the evaluation of 2017 (annual report) and the year policy for 2018 (beleidsplan). We have to finalize the annual report in April since we want to have the annual meeting in May. The new beleidsplan will entail the structure and the general goals that we want to accomplish this year. Last month we had a low happiness score and trust score, and therefore will start this meeting with how everyone feels and how they see their role in Boost for 2018. Then we will talk about a few other things like what our goals are and how we plan to achieve them. Marc would also like to talk about the boost run and Mascolori with a few other things. This will be followed by Ian giving us a small update about the MSMGA project and whats happenings there.

1. The beleidsplan 2018. Our roles in Boost Foundation are stated in house rules. At the moment they will not change for 2018. Then we looked at the beleidsplan of 2017 to see what we have to change for 2018. The first part will be the same for 2018 because our core vision and goals are the same and we will change the section 'Bestedingsbeleid'. Then we evaluated what we did according to the beleidsplan 2017. Our Q1 2017 was successful when we look at the goals. With regard to the middle term goals, some of the goals were achieved. We still need to get the CBF brand, we need to arrange some stuff with Minuwangamuwa, get the money that we borrowed from Roderick, and make the contracts for GreenFuture. On a legal aspect we need to deregister old members and register the new board members and also change the address of Boost Foundation. Might also get an accountant from Rotterdam so that is easier. The bank account also needs to be changed to Rotterdam and not to Enkhuisen. Justin will look into the actual budget and financial stuff so that we can compare it to the estimated budget. Ian will write a new one once he has information about how everyone feels and what they want to do.
2. Justin – he starts a new job in Feb he would like to start as CFO but would like to change the roles, he would only like to be there once a month or 3 months (once in each quarter) and just tell us about finances. And then he would like to have a little more free time so that he can help with projects if he needs. He gets a little frustrated that we might be talking a lot but that we don't get stuff done because he feels like he does too much for other projects that which are not in his

- department. (Not at every weekly or monthly) but Ian believes that he should be there for each monthly. Focus should only be on finance and that's it.
3. Eru mentioned that at the moment she has too much with both the roles and maybe would like to find someone else to take over the stuff. If she can find both a HR manager and Secretary then she would like to be vice president. She would like to take the lead at times when Ian or Justin can't come but she can't do that with the minutes so this is something that needs to be figured out. But until someone else is there she will do what she is doing now.
 4. Marc on a personal note wanted to make a few changes to his life. He came in with a lot of energy and took the project glassnote. He is still like to me more technical and give more consultancy and stuff like that. He believes that he is still a little junior in his role and believe that he would like to change his role a little so that he wants to change it in a more tactical way. HE wants to do a little more pre-research and then start the things and someone else can finish it or push when he knows he is more into research and findings things out and build it up for someone and then maybe Gert-Jan or someone else can finish it. He needs someone to implement the stuff while he gives them advice or start it up. He wants some extra with him. (Maybe be someone's assistant)
 5. Gert-Jan would like to do more things with data and would only like to only stick with his role description. He does not like to work with gathering finances or projects but really only in getting the data and analyzing that stuff. So really go back into his role description.
 6. Osman thinks that throughout we are not consistent with our communications. He believes that we cannot handle multiple projects at the same time. He feels like he has grown a lot as a person and being self-employed takes a lot of energy. Our internal communication could improve with everyone. We don't effectively share our what we do with each other. Remco mentioned that the weekly meets are important but that we should also meeting in smaller groups and then get more work done.
 7. Remco personally had a very good 2017 and is very happy with that but with Boost he feels like he did not fulfil his role properly. He does not have the time to do the beginning but would like to be more on an operational basis. He can't take the initiation for things. Maybe he can take the roll of secretary of the board.
 8. Ian then spoke about a few figures about world stats on our earth's resources and then moved on that we need to priorities stuff and we need to align our motivation with what is really needed. Ian had a personally a little tough year and with bringing new people and then that not following through (example with Adrian, Isabel and Merve) people need to really want it and if they make the commitment then they should follow through. We can work on making even a new board if needed but we can restructure the board and get the people that are really committed. (the board can even consist of 3 or less people but we need the commitment) → Take a break
 9. Internal tasks need to be done. These are required in order to keep for example our ANBI status. We discussed the distribution of these tasks and obligations:
 - Beleidsplan – Ian, Justin, Gert-Jan.
 - Jaarverslag – Remco, Justin and Eru
 - Annual meeting – Marc and Osman. We need a date → maybe end of March? (so that we do it in Q1.) → we need to get a doodle and prick a date and make an action list of what needs to be done.
 - Monthly meetings – Eru (minutes)
 - Publication obligations – (maybe bring someone else in) Ian has a connection
 - Financial Transparency – (maybe bring someone else also in) Ian has a connection
 - Structuring finances – Ian, Gert-Jan, Marc and Osman
 - Internal team event - Remco



- We need a project manager/leader.

External Projects:

Green Future (Justin):

- Pick it up in Q2 (so get it started with the contracts etc) – Justin is in the lead for this.
- Get a team (maybe external or internal)
- Need 15k
- Make the list and plan of what we need to finalize things (initiated 1st of April and all the funding needs to be derived by end of Q2 and then Q3 and Q4 can be that the project goes into play)

Minuwangamuwa

- Osman takes the lead (need all the money beginning Q2)
- Need to get 18k (of which 3k is for Roderick)
- Make a list of what we need and when you want to present this (1st of march and then 2 months for fund raising after that)

Equal chances

- Remco takes the lead. Q3 start final plan and Q4 need to collect it
- Need 4k

MSMG

- Marc can take the lead
- Need 10k
- They want to do 80 houses to get rid of fungus that has come into the houses

Internal projects:

- Automation of internal systems and workload.(Gert-Jan and Justin)

What do we need in the project plan (A one-pager):

- Scope
- Duration (time period)
- Financials (fund raising and spending)
- Quality (when is it successful and how do we measure this) – Get the KPI
- All this together is 'governance'.
- Keep it simple and SMART (Specific, measurable, acceptable, realistic, within Time frame)
- Make a list of what we need to complete this and how much support you need. (Similar idea to a project plan)
- VAT legalization if we go above 50k so Justin might need to restructure a few things,

Additional points discussed:

Next year 2019 Ian wants to resign as CEO and take another position. (The person who wants to take over should try and understand what it means and start learning and getting in check- start maybe Q2)



Shall we use the weekly's only for the updates of each project. Weekly timings are for now at Wednesday at 7pm but will change in April (maybe earlier at 5pm). The monthly meetings are staying on the 1st Sunday of the month.

Ian gave an update. He met Ilse (2-4k) and she wants to work on sustainability. And see if equal chances can be a sustainable project and make an analysis about it (Think about it and get back to her in 2 weeks).

He met with a potential donator (business partner) – He has a good network and we can plan something so that maybe we can get people to sponsor like Minuwangamuwa. (Entire school and each person can take a part of it)

There is also another potential donator which might fit well with Green future because his business would be with sustainability and this will fit well with it. Look into what his business is and his stakeholders and how we can benefit them. (Research what he wants to make it a win-win situation and then we can approach him)

MSMGA → VVAAA, rotaract like of club (50euros per month) Ian would like to see if they can maybe sponsor us on a yearly basis. This is still an idea.

TOPdesk/ OGD/ Lift (opportunities that we can look at)

Mariella (Help the core)

Subsidy for Greenfuture (Marc has a friend who might want to help)

Mascolori – Futurecare (Marc, Justin and Eru) just need to pick it up. (Contact is in Hubspot)

Boost run (12th June – Maastricht for Unilever. For 10k) – Osman Eru and Marc

Adjournment

Ian Upton moved that the meeting be adjourned, and this was agreed upon at 17:04.

Erudini Smits

Secretary Boost Foundation

04 / 02 / 2018

Date of approval

03 / 06 / 2018