Weekly Meeting Minutes 14/12/2016

Attended: Ian, Justin, Roderick, Remco, Adrian, Henk and Erudini

Absent: Osman and Noud

Meeting commenced at 19:14 (14/12/2016)

**Project Update:**

1. Sharing Knowledge project: No updates.
2. Building a future project: Pitawella project is nearly completed. Ramani only needs to finish painting the play-ground and put in book shelves in their library.
3. Equal chances project: Most of the new pictures are on the drive. Ramani will get the financial bills (vouchers) for the material for the 80 kids that we sponsored. She will hand over the vouchers to Justin once she receives them. Also voted about the new potential school under this project. – Minuwangamuwa. We agreed that we would proceed with taking on this project.
4. Schoolbag Project: Thomas and Milah are still collecting money for this project. They have €745 on whydonate and some money that arrived directly to the bank.

**Meeting Process:**

* Ian began the meeting by asking everyone if they agreed with the monthly minutes. A few adjustments have to be made and then the final version can be uploaded.
* Ian then spoke about an online bucket that he created in order to help him make the ‘beleidsplan 2017’ (strategy for 2017). We were all requested to put our potential goals and ideas that we mentioned at the monthly meeting into this bucket so that he will have a clear list of our desired goals for 2017. In other words we have to transfer our strategies and goals for 2017 into actions (tasks) and put them under the bucket named ‘beleidsplan 2017’. Please write a small description about the goal and roughly when you want to either start or complete that goal.
* Then we went through the current action list and updated each action as we went along. We also discussed which actions need to be completed before this year ends and which ones can be carried over for 2017.
* We then spoke about our costs and that we should maybe look at cheaper alternatives. For example the bank takes 3.5% of our financial transactions which are done through them. Maybe there are cheaper alternatives.
* Ian mentioned that we came across a few bottlenecks with google AdWords and that we will have to delete all previous applications and re-apply for it. (Justin and Ian will work on this together)
* We then voted for Minuwangamuwa and everyone agree about taking on the project for 2017. The next step includes making a project plan so we know how we will approach the project. Remco wants to take the lead on this project.
* Then we spoke about new recruits. Maybe we can find someone to help Osman with the communication.
* New house rules need to be written and a description of everyone’s role in Boost. (Remco will help Ian with this)
* We then spoke about the thank you note that we want to give to our supporters. Osman made a really nice one, which we can send hopefully before Christmas. We also need to make sure that all our contacts are in the CRM system.
* Erudini and Henk can work maybe on a one pager (simple contract) for board members. (This can be done in January once all the other volunteer documents are completed). We also mentioned the translation of legal documents. Maybe one of us need to pick this up later on or we can find someone for it.
* Ian then spoke about the OGD Christmas Borrel and how he would like to use the Oculus Rift to make a 3D imagine of the new school (minuwangamuwa) and show pictures of what we did with their donation. A small presentation of about 20minutes is also possible just before they eat. Maybe a donation box would be a good idea or to find another way to accept donations if people are willing to give something. Mollie is a good system that we can use for the Christmas Borrel.
* We ended the meeting after talking about a charity run- Roderick was thinking of maybe getting someone to help him plan it. We can also look at what Malika kids did since they do something similar and maybe use their strategy.

**Announcements:**

* Don’t forget to put your goals for 2017 in the online bucket that Ian made.
* On the 8th of January we are planning on taking a group picture.
* We are having a break after the 21st and will meet again on the 8th.

**Progress on action points:**

Look at the action list for all new actions and the progress of current actions.

Meeting ended at 19:59