Weekly Meeting Minutes 11/05/2016

Attended: Ian, Roderick, Justin, Salome, Osman and Erudini

Absent: Remco

Meeting commenced at 19:00 (11/05/2016)

**Project Update:**

1. Sharing Knowledge project: The selection process to find new volunteers was assessed and a flyer was made which can be sent to young adults at stations or universities for example. Salome, also contacted Jan-Williem who is willing to help her with marketing the image/product of Boost Foundation. (Osman and Remco will also have to be involved)
2. Building a future project: The project report was written and sent to all. All the materials were bought and transferred to the school. The road (pathway) to the school is being made right now (started cutting the land for the road). They found out that this was a larger task than expected since they now have to build a retaining wall along the road as it is going uphill along a mountain. This means they need more money allocated to building this road. A motion was proposed to use the money for the school materials for the road as well and to start a separate fund raising or campaign for getting money for the school materials (study materials- which can be linked to the equal chances project).
3. Equal chances project: A timeline was made for this project. Also a page for the kinigama kids was made on a donation platform called Whydonate.

**Financial Update:**

* The first donation for the Pittawella Project had to be rewired since there was a mistake made the first time. Confirmation that the money is received in Sri Lanka will be given by next week.
* Money from other donators was received.

**IT Update:**

The first version of twinfield (the accounting software) is running and it is working quite nice, we are also able to get a discount on the price.

**Communication Update:**

* Draft version of ‘Donate a like’ campaign was created
* The flowchart for website was created and Osman spoke to Laura again. The website structure still needs to be completed. (possible day of completion is before she goes on holiday which is the 20th of May)

**Boost Update:**

Preparation for the team building event is going well.

**Announcements:**

* Time for self-reflection (4 slides about your ne quarterly priorities and your progress until now)
* Look at the team building presentation

**Progress on action points:**

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