Weekly Meeting Minutes 26/04/2016

Attended: Ian, Roderick, Justin, and Erudini

Absent: Remoc, Osman and Salome

Meeting commenced at 19:00 (26/04/2016)

**Project Update:**

1. Sharing Knowledge project: Ian made the Project Process which we will follow. He also made the project timeline/plan which shows the exact dates and milestones that are important for the completion of the project.
2. Building a future project: The Project Process was made. All the required contracts have been signed from both FutureCare and Boost Foundation. Ian went to the school and assembled and was introduced to the main local team that will be doing the work.
3. Equal chances project: The Project Process is being made (nearly completed). There are two possible options that FutureCare can take, that is: 1) an individual sponsors one child (one-to-one), and 2) is that one organization sponsors many children (one-to-many). We would like to follow option two as this would require less administration work but the outcome is the same.

**Financial Update:**

* Everything with the bank account is in order.
* The first donation for the Pittawella Project has been wired to Sri Lanka as agreed up the financial agreement.

**IT Update:**

* Justin spoke to the developer of LEA which is a better alternative for the CiviCRM (stiffy) system, and it all works well.
* The first version of twinfield (the accounting software) is running and it is working quite nice, this is the test run.

**Communication Update:**

* Thank you card for OGD was made and will be sent later this week.
* A vote was taken about whether the proposed Communication strategy by Osman should be used and all members presented voted ‘Yes’.
* Ian added things to the website. He added a partner page (NGO application form) but the website still needs a blog which can be linked to other social media.

**Boost Update:**

We got a proposal from the insurance company about what we need and if we are interested to look at the cost and other stuff.

**Announcements:**

Look at the current action list.

For all those members going on holiday, we wish you a great vacation.

**Progress on action points:**

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