Weekly Meeting Minutes 08/02/2017

Attended: Roderick, Remco, Justin, Adrian and Erudini

Absent: Osman, Henk and Ian

Meeting commenced at 19:01 (08/02/2017)

**Meeting Process:**

* The meeting was presented by Roderick. He started the meeting by talking about the email he sent us regarding the annual meeting event. The email had a detailed plan about what was going to happen on that day. All tasks were put into the planner. Justin wanted to see the list of attendees for the event. At the moment there were 14 people who had confirmed there attendance. Roderick stated each person’s name and how they were linked to Boost. Tomorrow Roderick will send out the first reminder and will add a few new email addresses.
* From a financial aspect, Justin is busy with making the final accounts. He also updated that he received the final bills from Ramani regarding the schoolbag project. He will talk with Ian later on to try and finalize the accounts for the year book.
* Erudini mentioned that she got in contact with Isabel and that she will send her an email later on this week with a little more information.
* Adrian had two updates: the first one was that he found a volunteer who would be willing to host Justin while he is there. She will also be able to translate and help us with other things if required. Adrian received the volunteer request form and will fill it in later on this week so that Erudini can make a role description. The second update was that the same community where we will be doing the green project could also be integrated into a sharing knowledge project where we send volunteers to go to Ecuador to teach English at a local school.
* Justin mentioned that he booked his tickets to Ecuador and will be leaving from the 11th of April till the 27th.
* Justin also said that he has a new lead – a company called RealFly, which is a real-estate company similar to Fonda. They were thinking of maybe doing something with Boost. For example they would donate 95cents per house sold. In return they would like us to eventually do a project in Thailand since they have connections with that country. This is still just a rough idea.
* Jeff koning will also attend our annual meeting. (another lead)
* Remco is in charge of everything “on-site” for the annual meeting and if anyone has any requests or would like to add anything to his list of tasks regarding the meeting please do so before Friday or as soon as possible.
* Then Roderick went through the planner and we updated each action point. He also made a specific bucket list which had details about the annual meeting. He also mentioned his plan and strategy for the communication schedule that he has made for the event.

**Announcements:**

* Please give updates about the progress of the annual event and communicate about it through the whatsapp group.
* Next week Wednesday Marc, Gert-Jan and Isabel will be invited for the weekly meeting.

**Progress on action points:**

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

Meeting ended at 19:38