Weekly Meeting Minutes 08/03/2017

Attended: Roderick, Justin, Henk, Adrian, Ian, Isabel, Remco, Osman, Gert-Jan and Erudini

Absent: Marc

Guest: Ramani

Meeting commenced at 19:02 (08/03/2017)

**Projects update:**

*Sharing knowledge:* Erudini said she would email Lindsay with the requested details about the costs.

*Green Future:* The preparations for Justin’s visit are all organized. Adrian, Isabel and Justin have to plan a skype meeting with Patricio for an introduction and an update on the project itself. Justin also needs to prepare a check list so that he knows what exactly he needs to do in Ecuador.

*Schoolbag Project:* In order to close this project it needs to be communicated on the website and all the pictures and other material gathered from it should be on the SharePoint/OneDrive.

*Art works:* Roderick will hand out the certificates to the kids this week. The partnership agreement needs to be made with AAAFresh123 (Maickel Kleinjan and Roderik Faasen) so that we can begin with fund raising. Also a final document needs to be made about the project and it should be updated on the website.

*Equal Chances:* The money that we received from the annual meeting was assigned for this project. (Confirmed €300 right now and will be more once other donators pay as well)

*Building a Future:* There is a new request to help build a water system in a school that FutureCare had helped before. The financial aspect of this project still needs to be confirmed and sent to us so that we have a better idea of how much money we will have to collect. At the moment the estimated costs are roughly €3500 if Ramani can get volunteers to help with labor and if not then it will cost roughly €4500. Once the estimated budget is sent then we will vote on whether we should proceed or not with this project.

**Meeting Process:**

* Roderick started the meeting, and began with thanking and appreciating the effort that was put into making the annual meeting a success. Ian added to this by talking about how well the annual meeting went and that now it’s time to get started with projects and getting funds for it.
* Remco spoke about a potential donation, Tijmen decided to donate €500. We have to decide which project this will go to and communicate about it with him later on. Remco put all the information into teamleader, but Justin will have to teach him how exactly to make an invoice for the transaction.
* Justin confirmed that we got roughly €300 from the annual meeting and that there are still people that promised they would donate but still haven’t. As treasurer, he asked us whether we would go after the people ourselves (our friends and family) to get the money or whether he should email them with a reminder. A few of us agreed that we would ask them ourselves and if not then he can email or sent them a message later on next week.
* Osman added a few leads into the planner since we have a new bucket for ‘leads’. He assigned them to Remco. Osman also worked on updating the website and communicated on social media about the annual meeting.
* Henk worked on making the first draft of the one pager contract for board members (Board agreement form). It will be finalized later on this week. He also mentioned that he would like to start with his departmental goals for Q1.
* Ian then brought up article 7, which talks about board insurance. At the moment we do not have board insurance which means we are currently held liable. Ian and Henk will look further into the topic and see whether we can get one at Univé.
* Adrian wanted to have a skype meeting with Patricio but it got postponed to next week. He would also like to meet up with Isabel and Justin to discuss details about the projects. Adrian also mentioned once again that it’s expensive to buy specific seeds /trees and that it might be easier or cheaper to buy and grow our own nursery. For this decision to be made we need to do a cost-benefit analysis on whether it’s better to buy the trees themselves or to grow the nursery. Everything for Justin’s trip to Ecuador has been prepared. We only need to make a check list (to do list) for him before he goes so that we can get all the information and build on the project plan and partnership agreement. Ian agreed that he would like to help Adrian and Isabel with understanding the process and method in which we do projects so that they can follow and learn from how we did projects before.
* Isabel went through our website and all the previous projects and would like to gather as much information about it as possible so that she can really start getting into her role.
* Gert-Jan received the NDA and will sign it later on this week if he agrees with it. He would also like to plan a meeting with Justin and Ian so that he can start working on his tasks.
* Erudini handed over the NDA with details about how it should be filled in to both Gert-Jan and Marc. She also spoke with Lindsay Good about the sharing knowledge project and has to give a detailed report about the expected budget required to go to Sri Lanka. This specifically relates to the cost of traveling and for food and drinks.
* Roderick will send a thank you note (email) to all the people that attended the annual meeting. This note will also contain the link to the video of the meeting and the annual report. Since he is in Sri Lanka, he also plans to go and visit 4 of the schools. He will also hand out the certificates to the children that took part in the art workshop that was conducted by AAAFresh123. Ramani also spoke to him about a new project for ‘building a future’. This is a request to help build a water system for a school that she has helped before. She spoke earlier to Ian as well and took him to see the school while he was there. The school needs to build a new water well that is around 400m away. They need to gather the water from a spring that is that the bottom of the mountain and therefore need an electrical pump to get the water to the school. In order to get to the spring they will have to carry all the equipment there as there are no roads. This means that the project will be labor intensive. The estimated costs would be €4500 with paying for labor but Ramani also found a youth project in Sri Lanka who said they are willing to volunteer by helping to carry the equipment, the project would then cost €3500. In order to completely commit to this project we would first like to get a fully detailed expected budget of the project. We can vote on this later on once all the details are known. Roderick will also visit this school so that we have pictures and will be able to communicate about it.
* Ian gathered a small group of board members that would like to get involved in the process of making AAAFresh123 an official partner. This means setting a concrete plan and making a partnership agreement with them. This also involves figuring out what we can do with the art work created by the kids and turn that into a fund raiser.
* Roderick then mentioned that we do not have a lot of time to go over the planner and that from now on everyone has to update their tasks before the next meeting. The meeting was adjured shortly after this.

**Announcements:**

* Isabel and Adrian have to give Osman information about themselves so that it can go on the website.
* Think about the new possible project under building a future so we can vote on it next time. We also need a leader for that project.
* Update the planner with the progress of your own tasks and give it attention.

**Progress on action points:**

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

Meeting ended at 19:40