Weekly Meeting Minutes 11/01/2017

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

Absent: Osman

Meeting commenced at 19:05 (11/01/2017)

**Project Update:**

1. Sharing Knowledge project: No updates.
2. Building a future project: Ramani is finishing off this project. (A few bookshelves for the library and paint for the playground)
3. Equal chances project: Justin received the vouchers for the 80kids from Ramani.
4. Schoolbag Project: All the money for this project came to the bank account. Justin will transfer the money to Ramani once the meeting finishes. Thomas and Milah will be there on the 17th of January.

**Meeting Process:**

* Ian started the meeting by bringing forward the motion of the new organization chart. (Visual of the chart is in the whatapp group and monthly minutes). Ian asked each individual whether they were comfortable with the position/department they were assigned to and if they would take on the responsibilities that come along with it. At the previous monthly meeting, Erudini, Ian, Justin and Osman agreed on their position and the overall structure. Henk agreed that he would take the position of the legal department and also offered to help with events and the managerial side of the Finances. Remco agreed with doing the commercial department again (This year an estimate of €25k is expected to come from companies). Roderick agreed to take on the position of event manager and is estimated to bring in around €4k. Adrian agreed on taking on the position of project manager but expressed concerns about it. This year he will have to invest a lot more time in his phD and fears that he will not be able to spend the required hours for Boost Foundation. He confirmed that he would be able to overlook about 2 projects but that the other 3 would have to be run by someone else. We agreed that this would be possible and that Ian and Remco would take on a few responsibilities for the other projects. Remco restated that he would like to take the lead on Minuwangamuwa (Building a future project). We also have a vacancy board member position for a new IT manager. This will take some of the work load from Justin away, so that he can completely focus on Finances. The new IT manager will focus on making an IT policy and work on the more technical side of the IT systems. Finally the overall motion to have the new organizational chart was passed forward.
* Adrian then reminded us on the importance of having a back-up person in charge of a position just in case another person is not available. This will be further specified in the ‘houserules’, where each person’s role and tasks are laid out. We agreed upon the following responsibilities :
  + **CEO** position if **Ian** is absent then **Roderick** would take over his tasks
  + **Secretary** position if **Erudini** is absent then **Remco** would take over her tasks
  + **Finance** position if **Justin** is absent then **Henk** would take over his tasks
  + **HR** position if **Erudini** is absent then **Adrian** would take over her tasks
  + **Communication** position if **Osman** is absent then **Justin** would take over his tasks
  + **Projects** position if **Adrian** is absent then **Ian** would take over his tasks
  + **Events** position if **Roderick** is absent then **Erudini** would take his tasks over
  + **Commercials** position if **Remco** is absent then **Ian** would take his tasks over
  + **Legal** position if **Henk** is absent then **Ian** would take over his tasks
  + **IT position (??) - Unknown**
* We then moved onto the action list. Each task was spoken about in isolation so that the person could give an update about the status of that task and when it would be expected to be completed.
* Ian then briefly spoke about how Henk and Adrian could find the task list in the Planner on the Office365.
* Ian then mentioned that he spoke to Ramani a little about the plans with Thomas and Milah (they arrive on the 17th of January in Sri Lanka). They will write a small business plan-proposal about a way in which she might be able to become self-sustainable. The idea right now is to do something with eco-tourism. When Ian goes there in February then he will also help with this proposal and its feasibility.
* We then spoke about the schoolbag project and about how all the money has been transferred into our bank account. This means that we can transfer the money to Ramani soon and that she will be able to purchase all the bags and give them out to the kids when Thomas and Milah are there.
* Then Ian emphasized how every department should try and make a plan for this year and put their goals/tasks into the planner.
* Henk expressed his idea of maybe having a lottery to gather some money. Also take a look at stichting doen (<https://www.doen.nl>) they are connected to the postcode loterij. This will be further discussed with Roderick. If anyone has any more ideas about events or fund raising methods please mention them to Roderick so that he can plan them in for this year.
* Then we moved on to talk about the projects. Everyone was very curious to hear a little bit more about the potential environmental project in Ecuador. Adrian explained that it would be a project that would help a community of about 46 families. The idea is to help the farmers living there to try and rebuild parts of the indigenous forest. The soil is currently faced with challenges such as soil erosion and heavy droughts. The local community want to replant about 500hectors of land with native plants and colonize the soil to make it grow better (look at <http://www.earthlife.com> for more specific details). The challenges they have are droughts, erosion, lack of funds, and a lack of varied plants that they can buy, but they want a more sustainable ecosystem which means they need a variety of trees.
* Ian came up with a few ideas that he has about ways in which we can get companies and individuals interested in donating to this project. One way is to maybe show a company that by donating to this project they can plant trees to balance out the part of their carbon footprint which they are unable to minimize (if they can’t reduce their carbon footprint then maybe they can donate in the form of trees.) Another idea is to create an app where individuals can donate to a specific tree.
* Our next step now is to contact the organization (person in charge) and see if they would like us to become partners. If we do get a positive reaction from them and proceed with this project then maybe someone will have to go there and see the place. (Scout the project and partner – get their story and really build a bond with them). Adrian also mentioned that he has a friend who does a lot of projects in sustainable development and might be able to help us. Or that we could network with him.
* Next we spoke about our Jaarvergadering – Annual general meeting (AGM). We would like to have an event for it in March where we invite all our stakeholders and present our annual results. This could also be a small fund raiser. Roderick will not be here in March so everything will have to be organized before he leaves and what still has to be done should be taken over by his back-up. (Erudini in this case)
* Before we ended the meeting we spoke about the monthly meeting of March, maybe we can go to Groningen and have a small weekend over there. This can also be seen as a small team building event. We will go there on Saturday the 4th and have the monthly meeting. Once that is over we can go see the city, eat together and have a few drinks. We can stay in an Airbnb and then leave on Sunday in the afternoon. Everyone thought this would be a nice idea.

**Announcements:**

* It is important for each of us to put all our own tasks and plans for each department in the Planner. Once we do that please update it and follow up on a weekly basis.
* Send a doodle to lock the date for the AGM. – Roderick or Erudini

**Progress on action points:**

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

Meeting ended at 20:00