Weekly Meeting Minutes 12/04/2017

Attended: Remco, Roderick, Osman, Marc, Adrian, Henk and Erudini

Absent: Ian, Justin and Gert-Jan

Meeting commenced at 19:04 (12/04/2017)

**Projects update:**

*Sharing knowledge:*Erudini emailed Lindsay with all transport costs.

*Green Future:* Justin landed safely in Ecuador and will begin scouting the project.

*Schoolbag Project:*No update.

*Art works:* No update.

*Equal Chances:*Osman worked on updating the website page by putting all the kids’ pictures online. Roderick will write a story about each school and the kids.

*Building a Future:* Remco is working on a project plan for Minuwangamuwa School. Roderick presented his project plan for Yatala water project and the board voted on whether to go through with the project plan. All were in agreement.

**Meeting Process:**

* The meeting began with Roderick thanking everyone who came to the meeting. He then wanted to follow up on a few questions that were stated in last week’s minutes.
* *Who is going to thank Thomas and Milah in order to close the schoolbag project*? Erudini will message them and Osman will update the website about it.
* *Are all the pictures of equal chances project online?* Osman updated the website and showed us that he has two styles in which to present all the kids in the page called ‘Children’. (Most of the members preferred the slider format). Roderick agreed that he would add a story about all the kids and the schools onto that page. (For example, he would explain that in Sri Lanka as a sign of respect you would touch someone’s feet and that this has nothing to do with worship or religion but is the local way of showing respect.)
* *What is the progress of the Minuwangamuwa and Yatala project plans?* Remco still needs some information about the Minuwangamuwa but has the basic skeleton already prepared. Roderick is about 90% complete with the Yatala project plan. It’s more than enough information to vote on whether to proceed with the project, which will be done later on in this meeting.
* *Are there any updates about the lead - AP Networks?* Roderick spoke to the accountant and understood his vision about this lead. He sees it as a way for companies to give back and clear their conscience. (This point will be discussed at the next monthly meeting). Henk is working on making a donation/investors policy.
* *What is the progress regarding the new vacancy?* Erudini sent the required information to Osman, and he will post the vacancy on Facebook today.
* *What is the update about the next monthly meeting?* Henk was thinking about using his work location for the meeting. This will be free of charge. We still need to find a place to stay the night. Remco found a place on a boat that might cost us €40p.p roughly. Erudini suggested that they write all the options down with the costs and present that to the board at the next meeting. This way members have a better overview of what the options are and the most suitable one can be selected and agreed upon. Roderick, Remco and Henk will work on this.
* We then spoke about what each member did for Boost during the last week.
* Osman mentioned that we got the grant for Google AdWords and that he tested it. Everything is working fine. He also updated the website for equal chances and for the board member page. He put the new pictures of each board member and changed the vacancy page. (Marc might need to have a similar photo taken in AAAFresh123)
* Erudini said that she emailed Lindsay and gave her all the traveling cost information. The vacancy details were given to Osman. She also stated that Henk and Adrian have been with us for more than 3 months so next week we can evaluate and see if they would like to continue and make it official.
* Henk worked on the compliance agreement and is nearly done with it. He is also working on the board contract.
* Marc complied most of his tasks into one big task on the planner which will make it easier for him to create a good IT project plan (Project AutoCloud). He still needs to look into the content of this project and will do so gradually. He also spoke about a lead that he got regarding a bank that gives donations. A friend of his gave him a contact person so that they can follow up on this lead. Remco will also get involved.
* Remco has been working on the Minuwangamuwa project plan and needs some crucial information before he can finish it.
* Adrian is waiting for updates about Justin who is in Ecuador at the moment. Once Justin settles in a little he will go meet Patricio and then Adrian will get more information about the progress.
* Roderick mentioned that he went (with Ian and Erudini) to see Mariella last Friday. She would like to help us but specified that she would work on how Boost can have a strong core and centre body. She would first like to meet the core group in July and then once that group is strong she would like to extend the training to a bigger group. Ian will email us about further details later on.
* Then Roderick showed us the Yatala water project plan. It is a school that was renovated by FutureCare but they need to get water. At the moment the kids all bring a water bottle to school and use that water for everything they need to do (example drinking, washing their hands etc.). Although Ramani has done water projects before this time it will be a more challenging project since for the first time they have to gather water from the bottom of the mountain and not the top. This presents a few additional concerns and difficulties. They need roughly 3 water pumps and pipes for water and electricity that need to go across 450m of rough landscape such as jungle and paddy fields where they can’t use vehicles to transport materials. The pumps need to be in a small secure house that will protect it from weather, wild animals, theft, and help with maintenance. Ramani mentioned that she will find volunteers to help with the labour and that only the professionals will need to be paid. Roderick showed us through photo’s the path that the pipes need to be laid. As project leader he will also have a bi-weekly meeting with Ramani to see the status of the project. He also showed and spoke about the project report which is similar to the one we tried to use for Pittawella. It has the same budgeting structure and states the beginning date, end date and risks involved at each stage of the project with a few solutions. A few concerns regarding this project were: 1) this reporting document wasn’t updated properly for the Pittawella project, so why would it work now? 🡪 Roderick is in charge of updating the report and communicating about it to the rest of the board. He assured us that he understands the document now and knows what to do with it. 2) is 20% enough for a mark-up? 🡪 Remco believes the mark-up should be about 30% but Roderick thinks that 20% is enough for now.
* He put forward a motion to go through with the project plan. All members present voted yes.

**Announcements:**

* Share the vacancy post on Facebook and LinkedIn.
* Marc will send everyone an email this week about the systems inventory, please respond to that email.
* Please read the document Henk will send and give feedback about it. (Regarding the compliance agreement)
* Please read the Yatala water project to get familiar with the plan

**Progress on action points:**

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

Meeting ended at 19:55