Weekly Meeting Minutes 15/02/2017

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

Absent: -

Meeting commenced at 19:00 (15/02/2017)

**Meeting Process:**

* Roderick started the meeting by expressing how happy he was that all members could attend the meeting today and that we were all there on time. He then went on to introducing Isabel Sol to the group.
* Isabel is our latest volunteer that would like to take on the role of project coordinator. She is highly motivated and has heard a lot about us from Roderick. At the moment she works for a non-profit organization that does a lot of work with refugees and other social volunteer work.
* Roderick then went through the minutes of last week and followed up on two tasks that were stated in the minutes. The first was about how Justin fared with the financial section of the year book 🡪 Justin said that he completed about 80% of it and would try to finalize most of the work as soon as possible. Henk will help him with a few things. Once he finishes his part he will send it over to Ian for feedback and then next week they should have the 0.99 version. The second task was about whether Adrian filled in the volunteer request form 🡪 He did and Erudini will make the role description for it before next week.
* Ian then spoke in depth about what he had done for the annual report. He showed us the draft version with the layout and content. The beginning will contain general information, the story about us and what makes us different from other charity organizations (our point of difference) and a thank you to our supporters. Then it goes onto our strategies and how we do things with regard to technology and ICT (maximum efficiency without adding extra costs), our core values, the team, the organizational chart, what we did in 2016, our documents, image, and all the other things we got like the AMBI status, CRM, crowd funding, all the polices and documents etc. The report then focuses on what we can improve and a section about each project that we did and are currently doing. It talks about what we have learnt and what we need to be aware of. Every project section has a summary, problem definition, what we did and what we learnt so we can improve. Then it looks at our plan for 2017 and how we want to have a critical approach about what we do, the green future projects, and the next year’s budget.
* The financial section of the report Justin will add. Henk will look for grammar and spelling corrections and Osman would like to edit the final layout and visuals.
* Ian also mentioned that he met a girl in Jaffna in Sri-Lanka who is doing volunteer work over there. She said she would like to translate our documents into Spanish if required.
* Ian also spoke about two of his friends (Roderick Faasen and Maikel Kleinjan) who are going to Sri Lanka on the 21st. They will be taking a lot of painting equipment with them since they are planning to make a few drawings which will later on be auctioned in the Netherlands as a means to raise funds for our projects. They will be visiting around 4 schools in Sri Lanka.
* Ian also had a good discussion with Ramani (The CEO of FutureCare our partnering organization) about how we work together. They spoke about improvements and better transparency and communication.
* Then Remco went through a detailed time schedule of what needs to be done for the annual meeting event. There is an on-site management document on the sharepoint and planner which is shared with OGD so that everyone knows what to do on that day. Remco showed us the document and asked a few questions. (1. Whether we want to serve alcoholic drinks from the start of the meeting already? 🡪 Yes. 2. Does anyone know where we can get a microphone from? 🡪 Adrian knows a friend who might have one we can borrow. 3. There is no specific glass donation box so what would we like to do? 🡪 Justin agreed that we could use a simple glass candy box and cover it with something. He will also arrange a digital donation box. 4. Will we do anything with Art on that day? 🡪 No, we will have another event with only the Art stuff as a separate fund raiser.) Remco will also meet Lars next week to arrange and organize the equipment for the 3D visuals. We also need to make a small poster with a little information about the event so we can hang it up at OGD.
* Ian also mentioned that once the annual report is nearly finished he will start working on making the presentation. He would like to make the slides and content with a small group of people. This group will consist of, Justin, Ian and Adrian.
* Roderick confirmed that he got the nametags already and will just fill them in later on. He will also send the second reminder for the invites tomorrow and open the invitation to our facebook crowd. He also go the logo printed for the event so that people can take pictures with it. Rowan agreed to be our photographer for the event and will take a group picture of all of us together.
* Erudini updated everyone about the new role descriptions that have been made. Marc will be CIO and no changes to his role description. Gert-Jan will be CTO/CDO where a new role description was made. Isabel will be project coordinator where a new role description was made as well. There is also a potential volunteer for the sharing knowledge project. Erudini will have a skype interview with her later on.
* Justin met with Gert-Jan and Marc to hand over a few of the tasks and to discuss some of the potential improvements. Marc will look into techsoup and see if we can do something with that.
* Adrian then spoke about a friend of his who would like to volunteer in Ecuador as translator and host for Justin. He also spoke about another potential project in Uganda – backup Uganda, is an organization that helps children with learning disabilities. They also train teachers in identifying which children might have learning problems. At the moment they need funds as well as volunteers. Ian looked at the financial aspect of this potential project and Adrian look at the content. Both of them think it fits well with the core values of Boost Foundation and therefore this may be a promising potential project. Further information about this will be shared later on.
* Henk made a first draft of the non-disclosure agreement (NDA) which Marc and Gert-Jan will have to sign. He plans on having the final version by next week.
* Finally the meeting ended with Ian giving a small update, stating that he contacted Marëlla and that we will meet her in a small group first to see whether she would be willing to help train and coach us.

**Announcements:**

* Ian and Justin will finish the financial aspect of the annual report. Henk will correct the grammar and spelling of the first draft after Ian sends it to him. Then Osman will edit the final layout and visuals. (Hopefully all this is done by next week)
* Look at the on-site management document that Remco made and follow up on it.
* Please fill in your own tasks into the planner.

**Progress on action points:**

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

Meeting ended at 20:00