Weekly Meeting Minutes 22/03/2017

Attended: Ian, Osman, Marc, Justin, Remco, Henk, Adrian, and Erudini

Absent: Roderick, Gert-Jan and Isabel

Meeting commenced at 19:00 (22/03/2017)

**Projects update:**

*Sharing knowledge:* No updates.

*Green Future:* Adrian and Justin met up to arrange everything for his trip to Ecuador, both in Quito and in the community with Patricio. Two of Adrian’s friends will join Justin during the weekend to help with translations, interpretations and other general help that might be required.

*Schoolbag Project:* No updates.

*Art works:* We have to meet up with AAAFresh123 to set up a partnership agreement with them and start working on how we can use the kid’s art work to get donations. This can be a fund raiser in the form of an auction.

*Equal Chances:* No updates.

*Building a Future:* No updates.

**Meeting Process:**

* Justin took the lead at the meeting and began by asking everyone to share any news that they had for Boost.
* Adrian mentioned that he met up with Justin to finalize all the arrangements required for his trip. This included planning for accommodation (lodging) in Quito and in the community, meeting Patricio and two other friends of Adrian who will help with interpretation and other general requirements.
* Henk made contact with WWF and they shared with him a ‘Network agreement’ and a ‘project agreement’. We might be able to learn a lot about the terms and conditions from their ‘project agreement’ since we have one as well. At the moment we don’t have a network agreement and therefore that document might be useful in the future but at the moment there is not much added value from that document. He also worked on the board agreement document which he is making for all board members, specific to their function at Boost. The first draft version will be sent to Erudini later on this week. He will also reschedule a meeting with Ian to discuss how to proceed with trade marking our logo. Henk also found out that it would cost us €275 per year for a board insurance. He will look further into it and then make a motion on whether we should go forward with it or not.
* Osman picked up the task of getting the Google AdWords grant. He also worked on writing a thank you note for all the donators for the schoolbag project. (He thought it was for the emergency project at first and might have to change a few small things in the message and adjust it for the schoolbag project).
* Remco received confirmation that Tijmen had given us his donation. (The money was received) We also received a donation from his mum and a friend of his. Justin will handle the invoice and other requirements.
* Marc mentioned once again that we need a credit card so that he can complete some of his tasks in the planner. Justin will look into this, (Need to make it an action point). Marc also looked into possible options that we can use to get a donation button on the website. He will work together with Gert-Jan to identify which option is the most suitable and then put forward a motion for it.
* Ian started working for AAAFresh123, and spoke to them about a few ideas and possible opportunities to get some donations. This includes the idea of renting out their studio/large room and getting a small commission (% of the rent) as a donation. They also need to figure out what to do with the art work that the children made in Sri Lanka and how to auction it or make it a fund raiser. The next monthly meeting will take place at their location.
* Justin mentioned once again that he met up with Adrian and that they organized his trip. He also went to AAAFresh123 and introduced himself to them. He made preparations for the 4th of April, where he will be meeting a consultancy company that might want to give us a donation.
* Before we ended the meeting we went through the planner and updated each action point as we went along.
* Osman and Remco will get in touch with the new leads that we have. We will also not peruse the leads with BeenMC and Jeff Koning.
* Osman has a possible idea and lead. Maybe he can introduce Ian to Jonas (Chairman of R’dams Nieuwe) who has factories that use recycled plastic to make tiles that can be used in bathrooms or floors. Maybe we can help each other for building a future projects.

**Announcements:**

* It was decided that our next monthly meeting (2nd April) will be held in Rotterdam at the office in the AAAFresh123 office room and NOT in OGD Delft.
* We will also be taking individual photos of us at the meeting on the 2nd so please dress accordingly.
* Osman and Henk, please bring a hard copy of your passport so that Ian can sign you in at the kvk.
* Think about whether we can all go to Groningen for the monthly meeting of May (the 6th and 7th of May), maybe we can make it a small team building event as well where we have the meeting on Saturday, stay the night there and then come back on Sunday.

**Progress on action points:**

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

Meeting ended at 19:33