Weekly Meeting Minutes 25/01/2017

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

Absent: Henk and Osman

Meeting commenced at 19:02 (25/01/2017)

**Meeting Process:**

* The meeting started with Ian asking everyone how they were doing and if everyone was doing fine.
* We then moved onto talking about the date for the annual general meeting. To make sure that all board members are present at the event, a motion was brought forward to have it on the 1st of March. This might seem a little ambitious but after talking about it, other board members agreed with the date and the motion was passed. Some issues that were addressed were?

 - Would one month notice be enough for the invitation? Yes

 - Who do we invite? Sponsors, friends, family and other supporters.

- What about the overall costs? We will keep it to a minimal amount and maybe OGD can sponsor the rest. The costs mentioned were for drinks, food and a shuttle bus

- The main purpose of the event is the presentation (our main product) and the rest is all extra stuff that will enrich the event.

* We then had a quick look at the event plan that Roderick made for that day. We voted on the idea and content and agreed that we should proceed with it.
* Then we spoke about the projects. Adrian contacted his friend, who has already made some connections with the local communities to see if he can get their support (he needs volunteers to help plant the trees). He is trying to organize a community get-together to help with the work load. We discussed how we should proceed with this project. Maybe we can send a board member to go over there? Or maybe have a skype meeting with them? (Find ways to get to know each other to see how exactly we can help). If we want to get funding for this project we will have to start soon – maybe Justin can go over sometime soon (In a few months).
* Thomas and Milah spoke to Ian about their time in Sri Lanka. We need to confirm the finances for the schoolbag project.
* Ian also gave us an update on the CIO application. He knows two of the candidates and believes they can both be very useful to the team. The idea of having a CIO (information) and a CTO (technical) came up. This idea will have to be further discussed later on.
* On the financial side, Justin sent the invoice to Koen. Remco’s mother would also like to donate €100 to Boost Foundation.
* At the moment we have 863 people that like our facebook page. This is partly due to Adrian’s strategy of sending a personal invite to his friends to like the page.
* Henk created a one-pager contract for volunteers and will further look into making one for board members.
* We then went through the action points and updated each one of them as we went along.

**Announcements:**

* If you want to declare (financially) something from Boost please do that soon before we close the financial year – before the annual meeting.
* For the next monthly (5th of February) please have a small department presentation about the plans and goals for your department. – Maybe we can all present it then and discuss about it.
* Because we are having the annual meeting on the 1st of March we will not be having a monthly meeting in March. (The monthly meeting for the 4th of march is cancelled)

**Progress on action points:**

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

Meeting ended at 20:03