

# Notes board meeting 20<sup>th</sup> April 2021

Date:	20-04-2021
Time:	18h00
Location:	Online via Whereby
Attendees:	Faried Molai, Nancy De Kleijn & Sharista Lachman
Absent:	Ted Makiese
Chairman:	Faried Molai
Note-taker:	Sharista Lachman
Mailing-list:	The board and committee

## Agenda

1. Opening
2. Giftbox
3. Calendar
4. Nancy's tasks
5. Announcements
6. Any other business
7. Closure

## 1 Opening

Faried Molai opens the meeting and welcomes the attendees.

## 2 Giftbox

### 1. Giftbox and donations

The deadline for creating and designing the giftbox is set in the 3<sup>rd</sup> quarter. The giftboxes will be sent to the donors as a token of appreciation. The attendees agree that the costs of the boxes shouldn't be equal to the received donations. Therefore the committee chooses to create three different boxes; small, medium and large. Also, Faried points out that we should keep in mind that there are also shipping costs. When deciding on the budget for these boxes, this should also be considered.

During the meeting the committee decided that the giftboxes should be named "goodie bags", because of the practical items which will be gifted.

### 2. Goodie bag items

The goodie bags will be divided in three sizes.

- Small: Magnet(round), sticker(round, 5x5) and a pen
- Medium: Magnet, sticker, pen and a keycord
- Large: Magnet, sticker, pen, keycord, calendar, bracelet/wristband, facemask

At this moment there is no budget adapted. The team will be research first what the expenses will be and what the amount will be when the items will be designed. After doing the research, there will be decided what the budget will be.

As soon as the goodie bags are ready, there will be a campaign started to promote the donation page of VAI. Meanwhile the donation page of VAI, will stay online. Faried will adjust the page and remove the part where is stated that the donors will receive a giftbox. Whenever the goodie bags are ready, this will be added to the page again.

### 3 Calendar

#### 1.Applications

Faried mentions that the application for the calendar 2022 are not going as well as the previous editions. The reason why is unknown. Up until now we have received one complete application, while we received a lot of applications from people who wish to work on this project.

#### 2.Promoting the calendar

The committee agrees to keep promoting the project and highlight the fact that the deadline is set on the 15<sup>th</sup> of May. Nancy will start using the VAI-page on Facebook to promote this project to reach more people.

Faried will also send a reminder to the applicators that they need to send in their pictures as soon as possible.

### 4 Nancy's tasks

#### 1.PR-manager

Nancy already started as our Instagram manager. She mentions that the role as a PR-manager was still unclear for her. Faried explains that with the help of a PR-manager we can gain more visibility as a foundation. Other social media groups, radio, television programmes, magazines or organisations who create awareness for physical conditions are channels who can be contacted to promote our foundation. Or maybe other possibilities to gain visibilities for VAI.

#### 2.Team

Faried informs Nancy that she has the possibility to create her own team. She is free to choose her own people who share the same ambition and fit the foundation's mission and vision. Faried explains that this will help her in fulfilling her tasks and in this way we make sure that Nancy will not be overwhelmed with different tasks alongside her own daily activities.

### 5 Any other business

#### 1.Monthly newsletter

In the newsletter for April there will be an introduction of Nancy as our new team member. Also the calendar 2022 will be mentioned again, with a clear deadline for sending in complete applications.

In the newsletter for the month of May the results of the internal survey of VAI will be shared too.

### 6 Closure

Faried closes the meeting at 19h20.

