

HIGHLIGHTS CORE TEAM MEETING



MEETING DATE & TIME

December 2, 2024, 13:00-14:00

CORE TEAM ATTENDEES

GERBEN SAM (CHAIR)
AKOS HAJDU (BOARD)
HELEEN GEILENKIRCHEN (AWAY)
ULRICH NGUEPINI (BOARD)
FATIMA MASTARI (BOARD)

KINGSLEY ESSEMAH (CORE)
KEVIN HOVIUS (CORE)

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Stichting Symbiosis

Internationally active under **The Symbiosis Foundation**
Patrijzenstraat 6, 2042 CM Zandvoort, The Netherlands

About Core Team Meetings

Core Team Meetings are statutory board meetings (Dutch: statutaire bestuursvergaderingen). The Board is expected to attend each Core Team Meeting to remain involved in key governance matters such as financial reporting, strategic decision-making, and compliance. Core Team members may submit official notices to the board in advance to request the inclusion of specific items on the meeting agenda.

To promote transparency and accountability, minutes are reviewed and approved by the Board with a minimum of 3 approving members. Summarized extracts of the minutes will be made public, demonstrating the foundation's commitment to openness and responsibility in achieving its mission. The team will convene a Core Team Meeting every 2-3 months, with at minimum once every 6 months, to review progress, make strategic decisions, and drive the foundation forward, creating a more connected and impactful future.

Agenda 5 December 2024

1. **Personal Introductions Core Team**
2. **Team and Foundation Developments**
3. **Where we are**
4. **Key Achievements 2024**

Key Discussions

1. **Introduction:**
 - o Attendees received a warm welcome to the final Core Team Meeting of 2024.
 - o Mission and Vision were reaffirmed, and elements highlighted in the introduction of this document have been aligned.
2. **Personal Introductions Core Team:**
 - o Each member shared personal and professional backgrounds, highlighting their motivations for joining Symbiosis and their roles in supporting the foundation's mission.

3. Team and Foundation Developments:

- **Akos** has made significant progress on the online environment and the overall on digital transformation. Akos will focus entirely on Digital Transformation as a Board Member, transferring his financial portfolio.
- **Ulrich** was unanimously elected as Board Member Elect and will begin his role as Treasurer with formalization early 2025.
- **Kevin** has been installed as Core Team Member, supporting various initiatives, including positioning the foundation's ecosystem in the online social landscape.
- **ANBI Status:** Unanimous approval obtained to prepare and begin submitting an ANBI status request.

4. Where we are:

- The **Stages Framework** was revisited highlighting critical aspects going into 2025. **Online conferences** (2-3 hours) will be held to engage talent, incorporate third-party input, and address larger topics like ANBI status and the online ecosystem.
- **Value Creation** for nonprofits, Dual Advantage, and unique positioning were discussed using the Value Stick. Further brainstorming on the topic can be scheduled for an Online Conference.
- **The online ecosystem** is a critical aspect in value creation. Progress in the creation was shared along with the schedule for upcoming activities. **Kingsley** got a special mention for supporting several pages. Core team members will receive a personal login and tour by end of January.
- The **2024 Financial Wrap-up** was presented, showing preliminary accounting and projections for 2025, incl. assets, liabilities, income, and expenses. The foundation will close 2024 debt-free.

5. Key Achievements and Next Steps

- **Progression** has been made on the ANBI-status, Internal Regulations (Huishoudelijk reglement), ecosystem experience, clear processes and projects, and attractive work (Value Stick).
- **Successes wrapping up 2024** include the foundation's formal launch, Core Team onboarding, Vision & Mission establishment, financial and volunteer compliance, website first version, healthy financial start, collaboration tools, and an insightful journey.

Action Items

Next steps have been aligned and will be subject for action, with specific focus on:

- **Online Conferences:** Schedule regular Online Conferences (e.g., bi-monthly) to foster team and stakeholder connection.
- **Social Media Strategy:** Define timing, messaging, and tone for the foundation's social media outreach (including LinkedIn and YouTube), ensuring alignment on frequency.
- **Partnership Exploration:** Begin exploring potential partnerships with similar organizations and platforms to avoid duplication of efforts and leverage shared knowledge.

Next Meeting: 2025Q1 (intended in February)

These Meeting Minutes serve as the official record of discussions and decisions made during the Symbiosis Foundation's Core Team Meeting. This summary will be shared publicly, after board approval of the minutes, reinforcing the foundation's commitment to transparency and accountability as we work toward our shared mission. The approved version of the minutes is available upon request with a valid reason.