



HIGHLIGHTS CORE TEAM MEETING

MEETING DATE & TIME

OCTOBER 21, 2024, 13:00-14:00

CORE TEAM ATTENDEES

GERBEN SAM (CHAIR)
AKOS HAJDU (BOARD)
HELEEN GEILENKIRCHEN (BOARD)
FATIMA MASTARI (BOARD)
KINGSLEY ESSEMAH (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 21 October 2024

1. Introduction on Core Team Meetings
2. Personal Introductions Core Team
3. The Symbiosis Foundation Direction (Vision and Mission)
4. Where we are
5. Key Achievements and Next Steps
6. Team and Foundation Developments

Key Discussions

1. **Introduction on Core Team Meetings:**
 - Welcome to the first Core Team Meeting of the Symbiosis Foundation! This meeting marks the official launch of the foundation's journey to unite professionals and organizations in driving positive global change.
 - The elements highlighted in the introduction of this document have been discussed and aligned. The Core Team will be limited to 10 members, ensuring focused, efficient teamwork and shared responsibility in guiding the foundation toward success.
2. **Personal Introductions Core Team:**
 - Each member shared personal and professional backgrounds, highlighting their motivations for joining Symbiosis and their roles in supporting the foundation's mission.

3. The Symbiosis Foundation Direction (Vision and Mission):

- The direction for The Symbiosis Foundation is the following:
 1. **VISION:** People and organizations everywhere collaborating smoothly, sharing fun success stories and creating a more awesome future for all of us.
 2. **PURPOSE:** We unite people and organizations to exchange ideas, lend a hand, and drive inspiring, positive changes that help others around the globe.
 3. **SLOGAN:** *Connecting People, Amplifying Good*
- The **mission** is to create an online platform (ecosystem) where individuals and organizations collaborate for social good, exchanging ideas and amplifying impact. The **values** discussed are: Collaboration, Community Engagement, Innovation (embrace fresh ideas & new methods), Altruism (positive impact), Transparency, Empower individuals & organizations, Learning & Development.

4. Where we are:

- The Stages Framework was presented with focus on the current **Ideation Stage**.
- The Ecosystem's main features have a specific focus on altruistic initiatives and connecting both volunteers and organizations.
- A 90-second video summarizing the platform's capabilities and purpose was well-received by the Core Team. The video will be posted on the homepage of the Foundation after this meeting.
- The value proposition for Organizations was discussed in the dimensions of CRS alignment, Global Talent retainment, and cross-team impact.

5. Key Achievements and Next Steps

- **Successes** include obtaining legal structure and registrations, alignment in direction (incl. Purpose), a basic version of the website, and first donations.
- **A key achievement** is that the foundation has successfully secured project management tools, such as Office 365 (donated by Microsoft), to enhance team collaboration.
- **Next steps** include alignment on Internal Regulations (Huishoudelijk reglement), Foundation Bank Account with additional insurances on Safe Donations, Onboarding program for volunteers, Social Media, Volunteer & Organization Partnerships, and Technological Capabilities (Hardware & Software).

6. Team and Foundation Developments

- **Kingsley**, will be reducing his volunteer hours for the Foundation.
- **Fatima**, was unanimously elected as a **Board Member Elect**. She will act as a board member starting November 2024, with (legal) formalization planned for 2025.
- **Start-Up Funding** was discussed with the team, leading to a proposal for Core Team members to voluntarily contribute. The fairness and feasibility of this initiative were carefully considered, and it was agreed upon with flexibility to accommodate individual financial circumstances. This contribution is a kind request and not a mandatory requirement to be (come) part of the Core Team. The proposal was accepted.

Action Items

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

1. **Social Media Strategy:** Determine the timing and messaging for the foundation's social media outreach across platforms incl. LinkedIn and align on frequency and tone.
2. **Partnership Exploration:** Begin exploring partnerships with similar organizations and platforms to avoid duplication of efforts and learn from shared knowledge.
3. **Volunteer Onboarding Program:** Develop a streamlined onboarding process for new volunteers.

Next Meeting: 2024Q4 (intended end November or begin December)

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.