

HIGHLIGHTS CORE TEAM MEETING



MEETING DATE & TIME

April 24, 2025, 15:00-16:00

CORE TEAM ATTENDEES

GERBEN SAM (BOARD)

AKOS HAJDU (BOARD)

HELEEN GEILENKIRCHEN (BOARD)

ULRICH NGUEPINI (BOARD)

FATIMA MASTARI (BOARD)

KINGSLEY ESSEMAH (AWAY)

KEVIN HOVIUS (CORE)

ERIC NDAYISABA (AWAY)

BINTORO PRAWIRO (AWAY)

E: info@TheSymbiosisFoundation.org

W: www.TheSymbiosisFoundation.org

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 24 April 2025

1. Personal Introductions Core Team
2. Team and Foundation Developments
3. Where we are & Actions
4. Key Achievements 2025Q1

Key Discussions

1. Introduction:
 - o Attendees received a warm welcome to the first Core Team Meeting of 2025.
 - 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:

- **Gaylina** was unanimously elected as Board Member Elect and will begin her role as Brand & Storytelling Champion, with formalization in 2025.
- **Organigram improvements** were approved, providing increased clarification of Board member roles, Domains, Advisor roles, and volunteer communication.
 - The following 5 domains are defined: 1. Mission, Impact & Innovation (Gerben), 2. Resource Amplification (Ulrich), 3. Engagement Acceleration (Fati), 4. Digital Transformation (Akos), 5. Brand & Storytelling (Gaylina). (*Board member leadership responsibility indicated in brackets.*)
- **ANBI status** application preparations have been completed (incl. website adjustments and year report publication), following the full consent of the board for the preparatory process on 02DEC2024. The board has now formally resolved to proceed with the submission of the application. If required, the board also authorizes the amendment of the foundation's articles of association to ensure compliance with the conditions for ANBI recognition as set by the Dutch Tax Administration (Belastingdienst).
- **Core Team Huddles** occurring twice per month, have been voted in favor of. These non-obligatory meetings aim to keep the team connected and informed.
- **Eric Ndayisaba and Bintoro Prawiro** have been appointed as Core Team member in the role of Advisor.
- **Domain Project Charters & Circle Challenges** were provided as pre-reads and discussed at a high level. A Poll will be sent out to determine the platform for more detailed evaluation and alignment.
- **Incubation Support** is under consideration for the foundation. Potential partners for acceleration incubators or seed funding have been identified. Applications will proceed on the condition that partners do not limit the mission or independence of the foundation. Initiation of partnerships will be voted on by the board.

4. Where we are & Actions:

- The **Stages Framework** was revisited, highlighting critical aspects leading into 2025. Timeline and strategy adherence for each Domain Project Charter will be crucial to maintain momentum and complete the stages in a timely manner.
- **Social Media** engagement is planned as part of our Brand & Storytelling activities. Currently, the platform LinkedIn is used most actively. Board members are encouraged to interact, post, and invite followers on the platform as champions of our brand.
- **Changemaker Engagement Approach** was presented by Fati, including current bottlenecks and plans for improvement. Digitization, data measurements, and board member support will be crucial for enhanced onboarding of volunteers within the foundation.
- **Collaboration Features** on our digital environment were demonstrated by Akos. He emphasized the importance for all Core Team members to start using the capabilities and be active within the environment. Each Domain has its own collaboration circle to engage with volunteers.

5. Key Achievements and Next Steps

- **Progress** has been made on the Internal Regulations (Huishoudelijk reglement), ecosystem experience, and clear processes and projects.
- **Successes 2025Q1** include nomination for an annual non-profit Award, ranking in the top 10% of an incubation program, potential partnership organization for Circle Health, growth in LinkedIn followers, Year report publication and reach, and our last Online Event.

Action Items

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

- **Core Team Huddles:** Schedule regular meetings to foster team connection.
- **Domain Project Charters & Circle Challenges:** Determine the platform for more detailed evaluation and alignment.
- **Social Media Strategy:** Expand to multiple platforms and increase brand awareness.
- **Partnership Exploration:** Begin exploring potential partnerships with similar organizations and platforms to avoid duplication of efforts and leverage shared knowledge. Continue to connect with potential partner organizations within Education and Health.

Next Meeting: 2025Q3 (intended in July)

Thank you for being a part of the Symbiosis community!

THE SYMBIOSIS FOUNDATION Board Approval

PRINT NAME (On behalf of The Symbiosis Foundation)

Heleen Geilenkirchen

SIGNATURE



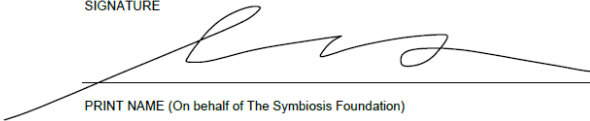
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10 may 2025

PRINT NAME (On behalf of The Symbiosis Foundation)

Akos Hajdu

SIGNATURE



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07MAY2025

PRINT NAME (On behalf of The Symbiosis Foundation)

Ulrich NGUEPINI

SIGNATURE



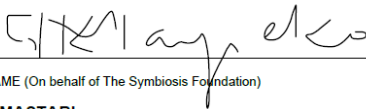
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19/05/2025

PRINT NAME (On behalf of The Symbiosis Foundation)

Gaylina Mayieko

SIGNATURE



DD/MM/YY

08 MAY 2025

PRINT NAME (On behalf of The Symbiosis Foundation)

Fatima MASTARI

SIGNATURE



DD/MM/YY

05/09/2025

PRINT NAME (On behalf of The Symbiosis Foundation)

Gerben Sam

SIGNATURE



DD/MM/YY

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