

## **Minutes meeting March 20<sup>th</sup> 2019**

Skype meeting (Budapest, Bangkok)

Present: Rob, Carla, Salilla & Caroline

### **AGENDA**

#### **1) Full Year 2018 reflection & financial status**

**Reflection: shortly sharing what went well/what could have done better:**

WWW=

- a) Proud of our 7 students, 1 graduating
- b) Better follow up with students, communication seems more fluid with most of our students

What could have done better=

- a) Be proactive with our meetings, January meeting is a must, so we could plan ahead and take action before the end of the school year. We should also plan a meeting at the end of August for a better follow up.
- b) Even though we have improved from the first year, we need to get more documents from our students,

Financial overview with Carla: Average of 35000THB / student is the reality, 10000thb for school fees and rest for additional classes, transport and food.

Buriram students have lower costs which we have to understand better.

#### **2) Status Students Learning Compass**

**Nattawan/ Pia:** contract end now, what is next? According to Salilla she should have 2 more semesters ( 1 year ) , Rob has contacts with her. All seem ok. For next semester, she hasn't produced any invoices and she is now asking why the money hasn't been transferred. Rob/ Salilla will get in touch with her to clarify.

**Apiwat:** Contract end now also. However, no invoice, no follow up, no contact with any of us. He has definitely not respect the terms of our original contract (providing invoice, expenses, school report). Salilla will contact him to see what is next for him as the original contract is over.

**MOL and Piyawat:** both under PC supervision. Caroline will contact Sallo to get an update on both situations.

**Naowarat:** She has been good in communicating with Salilla, informing of her progress. She is graduating in Dec 2019. She is currently in Bangkok for an internship. She will be looking for a job soon. Salilla will organize a dinner with her and will keep us inform.

**Mod :** She has been a very good student, performing extremely well in school. GPA of 4.at the end of the school year. However, she lacked some clarity in her accounting. After reviewing the bank account slip, we have noticed she had taken money of her bank account that wasn't for school expenses. She has returned the money in the account after. She apologized for her behavior but explained that her family was in a very difficult situation.

Since the transparency and trust has been affected with her, we are giving her a warning (disciplinary action) and offering her a second chance. However, a closer monthly follow up of the bank account will be required. An official warning will be sent to her by email, copying her teacher.

**GIFT** She has been good in following up monthly with expenses. School reports and many pictures. She has maintained a GPA of 3.25 for this school year.

### **3)New students in-take 2019**

New students: we agreed on recruiting 2 new students for next year, if we are too short in time, we could start in the second semester (Oct- Nov 2019)

Rob will get in touch with Keith and Sallo to see if they have potential candidates for us.

### **4) Funding strategy update 2019 & beyond**

- a) Salilla will get in touch with Naowarat (our graduating student) to ask if she has ideas to raise money.
- c) According to the information received from Dominique, his 3 sponsors ( Regence, Francois, Claire) should renew this year

### **5) Quick update on digital strategy and further work to be done**

Website: Salilla will update website at the beginning of the semester, with hopefully some recent pictures from our students.

In order for the sponsors to also get an update, an email will be sent to them with a link to the LC facebook page everytime an update will be post on social media.

<b>ACTIONS</b>	<b>Due date</b>	<b>Person in charge</b>
Get in Touch with Pia and Apiwat to know if they continue their studies	April 30 <sup>th</sup>	Rob & Salilla
Ask Apiwat a better follow up and provide invoices	April 30 <sup>th</sup>	Salilla
Contact Sallo at PC to get up date situation from Mol and Piyawat	April 30 <sup>th</sup>	Caroline
Contact Naowarat 1) Organise dinner with her 2) Request idea to raise money for LC	April 30 <sup>th</sup>	Salilla
Prepare disciplinary letter / email for Mod , 1 <sup>st</sup> and last warning	April 15 <sup>th</sup>	Caroline
Recruiting 2 news students, contact Keith and Sallo	April 15 <sup>th</sup>	Rob
Updating website , new photos if possible	April 30 <sup>th</sup>	Salilla
Write to the sponsors to give them an update of their students 1) Rob's friend 2) Dom's contacts		Rob, Dom and Caro