

**Minutes of the 1st Virtual Board Meeting
2018/2019
26/07/2018, Online
Moderation: Stefan Rudel
Minutes taker: Daniela Para
Extracting the ToDos: Tiarnan O'Doherty**

Participants:

Board members 2018-2019:

Chairperson – Elen Karapetian
Vice-Chairperson, Treasurer– Daniela Para
Publications and Promotion Officer – Tamara Panic
Projects Officer – Tea Zeqaj
Member Organisations Officer – Kristine Stikane
External relations Officer - Tiarnan O'Doherty

Board members 2017-2018:

Chairperson – Stefan Rudel
Publications and Promotion Officer – Daniela Para
External relations Officer - Niall Barrett

Secretariat:

Mariam (Masha) Dzneladze – Secretary General
Natalia (Natasha) Luchko - Main Coordinator
Cansu Yetisgin – Project Coordinator
Gosia Zubowicz-Thull - Consultant

Missing:

Vice-Chairperson, Projects Officer(2017/2018)– Jovana Mirjanic
Treasurer(2017/2018) – Aram Mnatsakanyan
Member Organisations Officer(2017/2018) – Ketevan Kochladze
Coline Malot – EVS volunteer
Cristian Riva – EVS volunteer

Abbreviations:

AM- Annual Meeting
BM- Board Member
E+ - Erasmus +
EEB – European Environmental Bureau
EVS – European Voluntary Service
EYE – European Youth Event
EYF - European Youth Foundation
PBM – Physical Board Meeting
TC - Training Course
VBM – Virtual Board Meeting
SG – Secretary General
StS - Study Session
WG – Work group
WP- Work Plan
YEE - Youth and Environment Europe

AGENDA

- 1. Personal Updates**
- 2. Ongoing Activities**
 - 2.1 Active Youth Better Environment:**
 - 2.2 Annual Meeting follow up:**
 - 2.2.1 Texts about the Board on web**
 - 2.2.2 Board work plan developments**
 - 2.2.3 Minutes from the AM**
 - 2.2.4 Minutes from the PBMs**
 - 2.2.5 Informing new and dismissed MOs**
 - 2.2.6 Fundraising WG**
 - 2.2.7 Gender WG**
 - 2.2.8. Transfer of the emails**

3. Upcoming Deadlines

3.1 Study Session - Youth exploring ICTs impact on the environmental sustainability

3.2 Work Plan “Let Grassroots Grow!” (Erasmus+) -

3.3 Other Projects adapted by the GA -

4. WEBSITE/NEWSLETTER UPDATE

5. AOB

MINUTES

The Board Meeting was opened by Stefan Rudel at 11:15

Presentation of The VBM Agenda

1. Personal Updates

Kristine: read documents from the drive and will have a meeting tomorrow about her work plan.

Tiarnan: was in contact with Stefan and Masha and got the dates for the meetings with EEB and having knowledge transfer with Niall about the board position and strategy.

Elen: is working on her work plan and then will send it to the office.

Tea: read almost all the documents, was in contact with Jovana who will send some documents by the end of the week, will have a meeting with Masha and Cansu about the projects.

Tamara: read all the documents, will have a meeting with Masha and Cansu about the work plan.

Daniela: had meeting with Masha for the WP, it is almost done, was editing the minutes from the first PBM, preparing the email to pass on to the next Promotion and Publications Officer.

Natasha: follow-up of the TC and AM, meetings with Cansu and finishing her tasks before she leaves.

Cansu: intense transfer period with Natasha, follow-up of the TC and AM, and upcoming and leaving EVS volunteers.

Masha: follow-up of AM, in contact with BMs and proofreading the minutes, prepare files for the WP, working with finances and checking things from previous years.

Gosia: office meeting to discuss how to divide responsibilities of projects, proofreading minutes, will help with WP.

2. Ongoing Activities

2.1 Active Youth Better Environment: LT project for 2018, 2 TCs in March and July and the campaign is left, which includes call for local projects. The call will be in August, and the workshops implementation will be coordinated by Cansu as well as the publication. The evaluation meeting will be in November, PBM could happen after it.

2.2 Annual Meeting follow up:

2.2.1 Texts about the Board on web

Masha: BM need to prepare short texts about themselves for the website and newsletter.

Daniela: Should we have an interview or short text?

Natasha: it is better to have a shorter text but we can decide which one by voting.

Decision: the short version.

There will be a new deadline from the office for the text.

2.2.2 Board work plan developments

Masha: had a meeting with Elen and Daniela, today will have a meeting with Tamara, tomorrow with Kristine and Tea. In one month the WPs should be ready and put on the website .

2.2.3 Minutes from the AM

Cansu: sent the minutes to the board and office. Elen and Coline should finalise the minutes and send them to Masha.

2.2.4 Minutes from the PBMs

Masha: Everybody should proofread until 2nd of August.

2.2.5 Informing new and dismissed MOs

Masha: Kristine should draft an email to inform the MOs that were accepted and the ones that were dismissed.

Natasha suggests to check the previous emails to get an idea how this emails should look like.

2.2.6 Fundraising WG

Daniela: We started the group last year to find new founders for YEE, now it is Masha and Daniela there, whoever wants, can join.

Natasha explains the financial situation and that it is good to find new founders, and it is important for the WG to plan new steps to approach the funders for the future projects.

Stefan: If anyone finds information about grants or potential founders is asked to share with YEE.

Gosia encourages BMs to join the WG, because it is a crucial task.

2.2.7 Gender WG

Natasha: it was introduced at the November PBM, to create some guidelines or a policy to be introduced to YEE. It was planned to be ready by the AM. The difference is that the policy should be proposed to the GA and voted by them and all the YEE activities should respect the rules, while guidelines are general recommendations. The new WG can decide if they want to create guidelines or a policy.

Masha: it is good to give BMs time to think if they want to join the WGs and to decide during the VBM in August.

2.2.8. Transfer of the emails

Masha asks what is the situation with the emails.

The deadline of the transfer of YEE official e-mails from the old to the new members is until 27 of July.

3. Upcoming Deadlines

3.1 Study Session - Youth exploring ICTs impact on the environmental sustainability

Masha is responsible from office for the application, Gosia will help, we will also invite Keti from SAEM to write the application, as it is a project proposed by them. We will apply for the 1st of October deadline of EYC.

3.2 Work Plan “Let Grassroots Grow!” (Erasmus+) -

Cansu is responsible from office. We will be applying for Erasmus + October deadline for the Czech National Agency, as we still need co-funding for the funds that EYF already provided us.

3.3 Other Projects adopted by the GA -

Masha: Project from EDEN on Nature Guides and PA&MC project about ecosystem valuation - we will apply for these projects for the February deadline, as for the upcoming deadline is the Grassroots and StS.

3.4 Climate ambassadors:

Daniela asks if the project will be applied for the third time. Natasha and Cansu will have a meeting with Daniela and people from Gutta-Club to discuss the situation in more details.

4. WEBSITE/NEWSLETTER

Natasha: the launching of the new website is delayed. The web designer has already all the data that is needed. Regarding the newsletter, the draft of it is always sent to the board to check it and give comments, if there are mistakes or something is not clear.

5. AOB

5.1 YFJ Conference on Gender Equality

<https://database.youthforum.org/public/event-details/event/822>

Cansu: In October there will be a conference for 2 days in Vienna. As we are members, we can send people, but only EU member states are financed. If someone from Board wants to go, they can candidate. The deadline is 12th of August.

Natasha: If somebody wants to work in the WG of gender guidelines, it is good to get an idea about the topic.

Masha: There are just 2 BMs from EU states, so maybe it's better to ask them now. If no one from board can go, then someone from Office can go.

Decision: to be decided by e-mail.

5.2 EEB GA

Stefan: was in contact with EEB for 2 years. He is an EEB BM until November. At the annual event in November new members will be elected. YEE has to decide whom to send there. He will be in contact with EEB until November, which collides with the task of Tiarnan. Stefan had a meeting with EEB and their suggestion was for Stefan to share the External Relations account of Tiarnan.

Masha: We should ask Tiarnan first, if he feels comfortable with sharing the account, taking into account that the External Relations Offices email is included in the board mailing list. She proposes to create a yee account for Stefan for this period.

Tiarnan: Would be grateful if Stefan will help him in the transfer period and there is no problem if Stefan will share the same account with him.

Stefan: The BM in EEB is elected for 2 years. There should be done some preparations for the meeting.

Masha: Asks them to confirm if they are fine with sharing the account and advises them to be careful and to take responsibility to what will happen to it.

Decision: Stefan and Tiarnan agree to share the email.

Stefan: The event will happen in November in Brussels, and Tiarnan can run for a board position.

Masha: Stefan and Tiarnan can have a meeting to discuss more about EEB.

Stefan Is invited to the EEB event and he asked if he can go together with Tiarnan. They can fund 2 people, in case the tickets are booked as soon as possible. He asks how the board feels about him and Tiarnan going to the event together.

Decision: The board agrees that Stefan and Tiarnan attend the meeting.

Cansu asked about the reimbursement.

Stefan: EEB is fine with 2 people coming, if they will reduce the hotel costs by sharing a bedroom and minimizing travel costs.

The Board Meeting was closed by Stefan Rudel, in the name of Elen Karapetyan at 1:10pm.