

**Minutes of the Second  
Board Meeting  
Business year 2013/2014;**

**August 11th, 2013**

**Skype, Online  
Minutes taker: Vasily Bashutkin**

**Participants:**

**Board members:**

Anja Wilken – Chairperson  
Vasily Bashutkin – Publications and Promotion Officer  
Zaruhi Stepanyan – External Relations Officer, Vice-Chairperson  
Ana Bianka Badea – Project Officer  
Lira Hakani – Member Organizations Officer

**Prior Board Members:**

Kyrylo Ivliev – Chairperson  
Christiane Klemm – Project Officer  
Tijana Ljubenovic – Member Organizations Officer

**Secretariat:**

Mercedes Fioravanti – Secretary General  
Natalia Luchko – Main Coordinator

**Missing:**

Francesco Chiechi – Treasurer  
Tomek Janiak - Publications and Promotion Officer, Vice-chairperson  
Girts Baranovskis – Treasurer

**Agenda:**

- 1) Comprehension questions
- 2) State of our work plans
- 3) Quality of projects
- 4) Learn from the former board
- 5) New shirts/ badges (Anja)
- 6) Video message from new board
- 7) AOB
- 8) Date of next VBM

## **Abbreviations:**

- 1. AM – Annual Meeting**
- 2. BM – Board Meeting**
- 3. AOB – any other business**

## **Results:**

### **1. Comprehension questions**

Anja asked what is still needed to register new board members

Mercedes has already done all the formalities regarding registration of new board. Also a certified translation of two new sentences in Statutes is needed. 150-200 euro will have to be paid.

Vasily and Natalia shall discuss new ways of cooperation about PR activities. Newsletter has to be released by 25<sup>th</sup> of August. A skype meeting has to be arranged by mail.

Concerning the visit of Christiane to the meeting of Old Socks, it has been suggested to find a compromise by spending there just one day. Christiane shall send a presentation to the board by 14<sup>th</sup> of August and the members of the board may make suggestions by 16<sup>th</sup> of August. Also in her presentation the topic of bad financial situation shall be raised to received feedback and possible sponsorship opportunities. Natasha shall send Christiane the last year work plan and annual report presentation.

### **2.State of our work plans**

Board members reported about their current state of personal work plans. No problem has been reported, they have to be sent by 15<sup>th</sup> of August.

Natasha asked if the secretariat needs to make a new personal work plan. It was done before. Kyrylo suggests to keep it. Also secretariat shall send minutes of their internal meetings to keep the board informed. Board shall feel free to contact secretariat to understand exactly how responsibilities are shared between the board and the office.

By 5<sup>th</sup> of each month every member of the board has to send the report with information of what has been done that month. Zara shall send a template to everyone.

### **3.Quality of projects**

Anja suggests sharing responsibilities regarding the projects, while Chris believes it shall be done later.

Natasha says that some projects have to be submitted in the beginning of September, so responsibility has to be shared. Projects that are about to happen now, shall be considered now.

Bianca asked if she shall formulate a report on the evolution and implementation of the projects and present it monthly to the Board Members and the Secretariat and at least every third month to the Member Organizations? It was decided that there shall be a shared documents online, with a check-list.

Board shall get used to their responsibilities, later board members will join a work-group of some projects.

The question of Project Officer reporting was raised. Anja suggested not to waste time, to make it simple. Natasha suggests to introduce a check list. Bianca may be introduced to check new applications for projects.

#### **4. Learn from the former board**

There has already been a lot of learning, it preferably shall be done individually if new questions arise.

#### **5. New shirts/ badges**

Anja suggests making new T-shirts with updated list of organizations and also some badges which could be sold for money. Mercedes says that it's impossible due to NGO cannot make money as one of its activities. Also Natasha says that an organization similar to YEE does not make so much money while selling such items. Vasily suggests to delegate production and sales of it to an external party and to have a part of profit.

#### **6.Video message from new board**

We shall as soon as possible upload on the website a video presentation of the new board. The idea of doing it shall be discussed by Anja and Vasily. Later it shall be introduced to everyone to start capturing the video.

#### **7.AOB**

Financial issues: Mercedes reported that due to lack of proper communication of previous responsible person of the project with the funders, we have to pay back 2000 euros. This is bad news but we have to do it because it is one of our main funders.

Communication within Board and Secretariat: If you want your email to be answered immediately, it shall have in the beginning of the subject: URGENT:.....

To make order with files, they shall be named the following way: *year month date \_ name*. For example, these minutes "20130811\_minutes".

Productivity within the Board: Zara says that we shall also appoint someone to take care of timing. For instance, to remind everyone to take the decision when it takes very long.

Appraisal interviews: The trial working period of Natasha and Mercedes is finishing this month so Anja shall conduct an interview to approve their further work for YEE Office.

## **8. Date of next VBM**

The next VBM shall take place on the first week of September (to be agreed through doodle)