

**Minutes of the Tenth
Board Meeting
Business year 2014/2015;
May 6th, 2015
Skype, Online
Minutes takers: Malgorzata Zubowicz-Thull,
Natalia Luchko**

Participants:

Board members:

Anja Wilken – Chairperson
Christiane Klemm – Publications and Promotion Officer
Zaruhi Stepanyan – External Relations Officer, Vice-Chairperson
Vasily Bashutkin – Treasurer
Lira Hakani – Member Organisations Officer

Secretariat:

Mercedes Fioravanti – Secretary General
Natalia Luchko – Main Coordinator
Malgorzata Zubowicz-Thull – Consultant

Missing:

Ana Bianca Badea – Project Officer

Agenda:

1. News from Office and Board
2. Project News
3. Preparations Annual Meeting
4. Work Groups (status and pending activities)
5. AOB
 1. Action Plans and Action Memos

Abbreviations:

- 1. AM – Annual Meeting**
- 2. APV – Advanced Planning Visit**
- 3. AOB – any other business**
- 4. BM – Board Meeting or Board Member**
- 5. COMEM – Council of Members**
- 6. EMS – Environmental Management System**
- 7. ET4ET – Environmental Training for Eco Trainers**
- 8. EVS – European Voluntary Service**
- 9. HR – Human Resources**

- 10. MO – Member Organisation**
- 11. TC – Training Course**
- 12. VBM – Virtual Board Meeting**
- 13. YE – Youth Exchange**

Results:

1. News from Office and Board

Natalia: Welcomed new EVS volunteers, organised introduction week for them; preparations for youth exchange 'Three Rs for the environment', she will participate in APV in Moldova on 15-17 May; an application for the youth exchange 'Art for Environment' was submitted for 30 April deadline; prepared internal audit documents; preparations for 'The Right to Be(e)' actions; started working on the training course "Give international dimension to your projects".

Mercedes: TC 'Supporting youth creating green start-ups' in Spain went well; the final report for the YE 'In love with energy efficiency' was submitted; logistic arrangements for internal audit.

Zaruhi: work connected with ET4ET; participated in COMEM; started preparations for TC 'Give international dimension to your projects'.

Lira: sent questionnaire to organisations; sent documents for internal audit.

Anja: travel reimbursement for ET4ET, started working on the follow-up publication; Work Group on Project Policy and Environmental Policy; Ning platform.

Malgorzata: helped with the application for 'Art for Environment' and the final report for the YE 'In love with energy efficiency'; was proofreading minutes and documents for internal audit.

2. Project News

Natalia gave updates about projects:

- YE 'Discover paths of Carpatian mountains' – there was no answer from Romanian National Agency yet
- YE 'Impact on conflicts on the environment' – the project is not in active stage now, draft of contract sent, hosting organisation proposed to apply for Erasmus+, no news about second local funding, APV should take place in July, the project in August 2015. Natalia updated the project team that she will be travelling a lot in May and June.
- TC 'Give international dimension to your projects' – on 7th of May there will be a first skype meeting of the preparatory team.
- YE 'Three Rs for the environment' in Moldova – Gutta Club is active in preparations, , preparations are going well and the APV will happen very soon (on 15-17 May). There are still some participants missing.
- Campaign 'The Right to Be(e)' – Natalia asked the Board to participate in planting actions, the picture and short text should be sent to Natalia, the actions will be promoted through Facebook.

- Campaign 'Insecta Rules' – OPE is not very active, Natalia does not have enough time capacity to focus on this project, we should ask OPE to send campaign updates, Natalia and Malgorzata will contact OPE and ask for regular campaign updates

Other project news:

- Malgorzata – 'Climate Campaign' – not active, no preparatory team, Natalia and Malgorzata work on it, they will try to include EVS volunteers, some partners organised actions in April, most actions will be organised in September
Comment from Lira: timing for Climate Week is good because it is before COP21 (December 2015)
- Anja – ET4ET – the project duration is postponed, more time to work on the booklet

3. Preparations Annual Meeting

There should be a shared document created with the agenda to divide tasks. Mercedes will create a new shared document. Timing and short description of sessions should be included in the document. There will be a folder in shared documents – one document with agenda overview and subfolder with descriptions of sessions. Descriptions of sessions (session outlines) will not be sent by email but shared through the folder.

Reminder about the deadlines should be sent to the board.

The call for the AM will be sent together with the call for the TC 'Give international dimension to your projects'. Participants should be selected at least 1 month before the TC. Deadline will be 12th of June.

Mercedes asked about the creation of movie for the AM.

Travel of participants – YEE will cover 70 % of travel of representatives, the limits for travel will be set.

It was suggested by the office team that the procedure of proposing projects should be revised. Project ideas should be sent before by email. Role of YEE in projects should be better explained. YEE does not have capacity to apply for many projects. Projects should have support of sending MO. It should be reminded that the people in the working team are responsible for projects. The decision should be done until the call for project ideas is sent. The MOs will be encouraged to send their projects in advance. The process should be well explained already before the AM. To be discussed at the next VBM.

Preparations for the Annual Meeting: advertising Board Members.

Anja's ideas – think why it is cool to be a BM, what I liked from it. Collect some positive ideas and send with some photos like a collage – we could advertise it more.

Anyhow, the positions should be advertised. The Board likes the idea and they will work on it more.

1 collage with 6 people is the most popular option. The person responsible: Vasily. We could also ask Roxana to help us.

Deadlines for the Board: 6 June – finished version, 26 May – deadline for the Board to send the info to Vasily. Board should send single pictures and phrases.
 1 collage could be used as a Facebook cover.

Vasily will be sending the reminders and maybe will open the Dropbox where everyone should upload the materials.

4. Work Groups (status and pending activities)

The Values group will meet on Saturday, 9th May at 17:00. Working well, shared the document with the whole board.

Policy group will start working soon and should meet soon.

HR policy – started working on the draft, but it takes more time.

Strategies – there was a first meeting, the group will comment on the points which they created and we will have the next meeting next week.

Topic of the Year – the group is going to work on it during the next weeks.

Rewards group – working already.

EMS – pending.

Policies documents – this group was not initiated yet. Anja is inviting other people to start working on it.

5. AOB

Action Plans and Action Memos

Anja asks the Board to fill in the documents on time – to give updates to each other. We can also share something nice with others.

Anja will make a doodle about the next Skype Board meeting in June.

WHAT	WHO	WHEN
Plant flowers, take a picture, write a text and send to Natalia	Board members	Till 22 nd May
Create folder for AM 2015 with detailed agenda and sessions outlines	Mercedes	Till 8 th May
Send a reminder of deadlines for AM 2015	Mercedes	
Select a picture and write a text to promote your Board position – send to Vasily	Board members	Till 26 th May
Make final version of collage	Vasily	Till 6 th June
Send action memo and plan to Zaruhi	Everyone	Till 15 th May