

**Minutes of the Eleventh  
Board Meeting  
Business year 2014/2015;  
June 8th, 2015  
Skype, Online  
Minutes takers: Zaruhi Stepanyan**

**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  
Malgorzata Zubowicz-Thull – Consultant

**Missing:**

Ana Bianca Badea – Project Officer  
Natalia Luchko – Main Coordinator

**Agenda:**

1. News from Office and Board
2. Preparations Annual Meeting (session drafts; documents for deadline June 17th)
3. PoR, PoT – how to proceed
4. STEP project
5. AOB
  - 5.1. Action Plans and Action Memos
  - 5.2. Editorial Team

**Abbreviations:**

- 1. AM – Annual Meeting**
- 2. AOB – any other business**
- 3. BM – Board Meeting or Board Member**
- 4. EMS – Environmental Management System**
- 5. ET4ET – Environmental Training for Eco Trainers**
- 6. EVS – European Voluntary Service**
- 7. MO – Member Organisation**
- 8. PoR – Pool of Representatives**
- 9. PoT – Pool of Trainers**
- 10. TC – Training Course**

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**11. VBM – Virtual Board Meeting**  
**12. YE – Youth Exchange**

**Results:**

**1. News from Office and Board**

**Mercedes:** She was in Greece for the meeting of STEP project. The update will be done later. Before going there she was working on the follow-up of the “Green entrepreneurship”, as well she kept working on Annual Report and some documents for the AM.

**Malgorzata:** She helped with the Annual Report, worked on some documents for the AM, like strategies, YEE values. As well she worked on description for activities of “Climate Campaign” and on some other small tasks. They will do the movie shooting for “Green entrepreneurship”.

**Lira:** Lira communicated with Mercedes for new applying and reviewed organisations, which they will share with us. Also she was working on STS and values.

**Vasily:** He sorted out all the e-mails to understand what is going on, prepared the dropbox shared folder for BMs’ collage about which they communicated with Anja.

**Christiane:** She sent Malgorzata draft of the call for the editorial team, had a conversation with EVS volunteer Vladimir on the newsletter, in the frame of the Right to Be(e) campaign she had a planting action two weeks ago.

**Zaruhi:** She worked on TC “Give International Dimension to Your Projects”, on ET4ET booklet as well as was participating in the meetings of working groups in EMS and new structure of Work Plan.

**Anja:** She worked on ET4ET travel reimbursement and booklet, Values, checked emails and work hours from office staff, joined the meeting for the “Give international dimensions” project.

**2. Preparations Annual Meeting**

Mercedes sent us the Annual Report today, as well we have some comments for the agenda. The deadline for having all official documents ready is 17th June. Especially the budget and strategies have to be done soon, latest till the end of this week. The deadline is next Wednesday so we all have to work on it.

In case there is something else we want to present about the working groups, we have to do them soon to send to MOs (e.g. results of working groups: EMS, Values, rewards for BMs).

The agenda has to be done like last year, each of board members is working on the session we are responsible for. This needs to be done as soon as possible. Anja proposes to have all the crucial things on Saturday evening so that we can make sure that all the important issues are discussed.

Chair of the AM: We think that one of EVS volunteers can chair the AM. So Mercedes will talk to them and find out who can and want to do it. Another solution can be that they do it together as chair and vice-chair.

In case if wanted, the board reports can be updated since the internal audit. This can be done and sent to Mercedes at the end of this week, the latest 15<sup>th</sup> June.

### **3. PoR, PoT – how to proceed**

PoT: Where should be included the creation of PoT. One opinion: In the personal work plan of the BMs who want to work on it. Second opinion: In general YEE Work Plan or the STS? The board decided that they should be included in STS for this year.

PoR: The board decided that Zaruhi should ask all the members of PoR whether they want to prolong their mandate. This will be done as soon as possible.

### **4. STEP project**

Mercedes went to kick off meeting of the STEP project. It is a long-term project from Horizon 2020, we are the only NGO which is a partner, all the others are companies, they have a budget of 3 million Euros and the project will last 2.5 years. The aim of this project is to involve young people in decision making and policy making on environmental issues. Our role is to get in touch with young people. It was decided to have smaller tasks than originally planned in the grant application.

The proposal is to have Malgorzata to work for more hours for this project only. They will be having meetings every 3-4 months Mercedes and Anja can go there and cover their tasks in the project. The hours Malgorzata spends will be paid by STEP. If Mercedes goes again to this meeting, maybe the costs can be covered from the project budget not the Administrative Grant. The people who work on this project are more professional and older and they focus on theoretical and research part. The meetings are not that environmentally friendly.

### **5. AOB**

#### **5.1. 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.

#### **5.2. Editorial Team**

The call for the editorial team is not going to be limited by time. We are just aiming at having people who want to join or help. When they drop out we renew the call so that we have constant number of people in the team.