
**Minutes of the Twelfth
Board Meeting
Business year 2014/2015;
July 1st, 2015
Skype, Online
Minutes taker: Vasily Bashutkin**

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
Ana Bianca Badea – Project Officer

Secretariat:

Mercedes Fioravanti – Secretary General
Natalia Luchko – Main Coordinator

Missing:

Malgorzata Zubowicz-Thull – Consultant

Agenda:

1. News from Office and Board
2. Status/Updates of work groups
3. Preparations for Annual Meeting
4. STEP project
5. Suggestion for “Mediation Committee”
6. AOB

Abbreviations:

- 1. AM – Annual Meeting**
- 2. AOB – any other business**
- 3. EMS – Environmental Management System**
- 4. ET4ET – Environmental Training for Eco Trainers**

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5. EVS – European Voluntary Service
 6. HR – Human Resources
 7. MC – Mediation Committee
 8. MO – Member Organisation
 9. PoR – Pool of Representatives
 10. TC – Training Course
 11. YE – Youth Exchange

Results:

1. News from Office and Board

Natalia: Was busy with the YE “3Rs for environment”. Now she prepares training course “Give international dimension to your projects”. Helps with publication, EVS database. Attended a training course for EVS coordinators.

Mercedes: documents for Annual Meeting preparation, communication with AM participants. Local event in Prague for Green Entrepreneurship project.

Zaruhi: Call for the board members. ET4ET booklet and Pool of Representatives and the TC “Give international dimension to your projects”.

Lira: has been working with the presentation for the review of the organisation and the applying one together with Mercedes.

Christiane: worked with Vladimir to create newsletter, sent feedback to the newsletter.

Ana Bianca: analysed reapplication for Erasmus+ for her project again with another partner as Vladimira can not join.

Anja: ET4ET, travel reimbursement issues; worked with environmental management system together with Malgorzata and Zaruhi; involvement in training course preparation team

Vasily: checked emails, preparations for AM sessions, promo collage preparation.

2. Status/Updates of work groups

List of workgroups and current status:

- EMS

To write a proposal and propose to the board, member organisations to be developed by MOs. A board member would be supervising.

- Project policies and environmental policies

Almost finished, but still there is a need to discuss it with Malgorzata. Kyrylo and Malgorzata expressed wish to support the initiative.

- General policies documents

Vasily would copy and paste policies and create hyperlinks. Policy documents should be prepared for the next AM. We have to consider that if we change the policies, we should change the statutes, as they are connected.

- Editorial team

Document with the call for editorial team was prepared, corrected by Malgorzata, Christiane needs to apply the corrections. If there is a new Promo and publication officer, we need to assure that this issue is continued.

- Work Plan and Strategies

The proposal will be presented during AM. Someone should make sure it will be introduced next year when preparing the new strategies and work plan. To be discussed with new board. Mercedes will be working with the new board and will keep in mind this issue.

- HR policies

There are headlines. Document needs to be worked on.

- Topic of the year

Office related issue. Currently two office members are in the group. There is a need for a board member in the group to diversify views.

- Rewards for board members

Board members who deserved it, should be rewarded. This group will soon send drafts of certificates. They will be printed and given after the AM. Previous board members could also have a certificate if cleared.

- Improve the Internal Audit

Skype with previous and next auditors should take place to improve the procedure.

- Pool of eco trainers

We can announce that initiative, maybe there are more volunteers to join the preparatory team.

3. Preparations Annual Meeting

EVS volunteers will help with some tasks during AM. Vladimir would like to be the chair of the meeting. Volunteers would take pictures and fill in the diary. There are small timing changes. There are some session outlines in the shared document. It is crucial to be well prepared. We should have official board meeting on 16th July in the evening (important for administrative grant).

4. STEP project

Started in June, it is a long-term project. Malgorzata couldn't work on it. We need to find another coordinator for this project. There is a need to open a call. We need to think about description of job duties (including STEP and other projects). While looking for people we should think of timing (maybe starting from September). Tasks may include social media management and work on other projects as well.

5. Suggestion for "Mediation Committee"

A Mediation Committee would be a group of MO people. Each MO may send 1 candidate. When there is a problem (negative emails, commanding), the committee would study the situation and share its ideas and opinion. MC should not involve the people from conflicting parties. The issue should be discussed in Prague and a draft of document should be prepared.

6. AOB

- Update on the Youth Exchange "Three Rs for the Environment"

Finding participants was challenging. There had been a lot of young people. People were happy about the project. Organisers are also happy about the outcomes. Natalia learned a lot about project management. Gutta Club is a great organisation which is well-recognised in Moldova.

- PoR

Zaruhi contacted the members of the PoR asking whether they want to continue their mandate or not. Only two members reconfirmed their readiness to represent YEE further. Kyrylo said that he is busy with work which makes it impossible for him to continue. Zaruhi will still send a reminder to the others.