
**Minutes of the first
(Physical) Board Meeting
Business year 2014/2015;
August 17th, 2014
Valmiera, Latvia
Minutes taker: Anja Wilken**

Participants:

Board members:

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

Secretariat:

Mercedes Fioravanti – Secretary General
Natalia Luchko – Main Coordinator

Agenda:

- 1) Short introduction
- 2) To-Do-List and first deadlines
- 3) AOB
- 4) Date of the next VBM

Abbreviations:

1. AM – Annual Meeting
2. AOB – any other business
3. VBM – Virtual Board Meeting

Results:

1. Short introduction

The office is happy that board members stayed in the board (and have Christiane as “new-old” board member). It is good to have board members who are experienced so that we can just start/continue working.

Vasily has introduced Christiane to the work of Promo and Publications Officer.

Concerning procedure of emails, communication and for example the use of google calendar, everything will continue.

2. To-Do-List and first deadlines

- The workplan of each board member should be drafted until September 5th. Anja collects the workplans and sends reminders.
- All workplans shall be sent to the office until September 10th for uploading on YEE website.

- Each board member has the chance to update his/her profile (“Introduction to Board Members”) and photos for YEE website until September 1st.
- The minutes of the AM should be proof-read and checked by Anja within the next 4 weeks.
- The videomessage about the introduction of Board Members shall be finished by Christiane and Vasily by September 10th and uploaded to YEE website.
- Each board member should decide on which project he/she is responsible for during the business year 14/15.
- During the first week of September, there will be the selection of new EVS.
- The office plans a meeting for the follow-up of the project (?).
- Board and Office are asked to update the google calendar in terms of absence/holidays/...

3. AOB

Bianca raised the question on whether and how to support board members for additional accommodation resulting from cheap travelling connections. A similar issue was already mentioned and suggested by the Internal Audit (namely: to reward board members more for their volunteering for YEE board).

This topic shall be discussed in future in more detail to find a solution and include it to documents such as Rules of Procedure or Guidelines.

4. Date of the next VBM

The next VBM will take place around September 20th. Anja will provide a doodle to find a suitable date.

Summary of some important “to dos”:

Who?	What?	Until when?	(How?)
All	Update your profile and photo for YEE website (“Introduction to Board Members”)	1 st September	
All	Draft your workplan for business year 2014/15 and send to Anja	5 th September	email
Christiane (&Vasily)	Finish and upload video message “New YEE Board”	10 th September	
Anja	Check workplans and send to office	10 th September	email
Anja	Proof-read AM minutes	17 th September	
Office	Upload workplans to website	17 th September	
All	Update google calendar whenever absent :)	...	Google calendar