

**Minutes of the Second
Board Meeting
Business year 2014/2015;
September 22nd, 2014
Skype, Online
Minutes taker: Zaruhi Stepanyan**

Participants:

Board members:

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

Secretariat:

Mercedes Fioravanti – Secretary General
Natalia Luchko – Main Coordinator

EVS:

No

Missing:

No

Agenda:

1. News from Office and Board
2. Feedback Results
3. Short-Term Strategies (responsibilities, start formation of work groups?)
4. Support/rewards for Board Members
5. NING report
6. AOB
 1. Cooperate design: Save all files starting with the date YYYYMMDD
 2. Subject of emails: [deadline]
 3. Idea: NGO-market online
 4. Projects' division
 5. Gmail account security
 6. YFJ Info day on Funding
 7. Cooperation with Intuition Ghana Tours
 8. Professional YEE skype accounts

Abbreviations:

1. **AM – Annual Meeting**
1. **BM – Board Member**
2. **AOB – any other business**
3. **GA – General Assembly**
4. **PBM – Physical Board Meeting**
5. **YFJ – European Youth Forum**
6. **EYF – European Youth Foundation**
7. **NA – National Agency**
8. **VBM – Virtual Board Meeting**

Results:

1. News from Office and Board

Office

Natasha: She had holidays after AM, when she came back she submitted final report for the project “Environmental Education for Sustainability”, which took place in Serbia, to EACEA in Brussels, she hopes that it will be approved. She did the EVS volunteers’ selection, prepared the application of EVS for 1st October deadline and will submit it by the end of this week. Natasha also worked on the YEE involvement in “Big jump challenge”. They discussed this issue and unfortunately it is not possible for YEE to apply for EYF. They want to apply for structured dialogue from Erasmus+. Natasha is as well working on YE “3Rs for environment” in Moldova, however, as it was approved late, there are many problems with finding participants, so she asked the NA if they can move it to Spring. They plan to move it to June. She worked on the e-Newsletter, which was sent today. As well she works on project on “The impact of conflicts on environment”, they have been working on the application, the call for partners was not sent. They cannot have an open call as it is a YE and the number of partners is limited. Additionally, she helped Mercedes with the application of “Green entrepreneurship”.

Mercedes: After the AM Mercedes was preparing and uploading documents on the web-page, registering the new board. Two projects had been approved and she is in charge for the YE in Albania and they are working a lot on it. She was working on “Green entrepreneurship” project, contacting some of the possible trainers, preparatory team and is doing some other small tasks of the office. The EYF final report for the administrative grant from last year was approved, so they will make the second payment, which is very good as we didn’t not get the money for the TC “Follow-up and Impact in International projects” yet, and thus have many payments pending.

News from the board:

Zara: Helped Olga from the PoR with the logistical part of registration for YFJ EU Education Week, however she was not accepted. Participated in the process of choosing the EVS volunteers. Worked with Anja, Lisa and Christiane on the application for the “Environmental Training for Eco-Trainers (ET4ET)”, Had a meeting with Anja and Mercedes on her contribution as External Relations Officer. Zara and Bianca will participate the General Assembly of YFJ in November in Cluj-Napoca, Romania.

Bianca: Had a meeting with Mercedes, Anja and Natasha about her role as Project Officer, finished a part of the application of “Carpatian path”, wrote to the team of the project “Sustainable construction” as Project Officer, but they responded that they work on it, so no need for her to be involved. Participated in the process of choosing the EVS volunteers.

Christiane: Participated choosing of the EVS volunteers; changed a lot the Work Plan from previous Promo and Publications Officer’s one. She was in contact with working group of “Big jump challenge”, participated the ET4ET meetings, had a skype with Natasha and Anja, helped Natasha slightly with the newsletter.

Lira: Made the working plan, chose EVS volunteers, communicated with member organizations, that were cancelled and the ones that were new or changed their membership type, works with Mercedes on the YE in Albania.

Vasily: Vasily participated the process of choosing the EVS volunteers, created his personal Working Plan, prepared the video of the Board Members' presentations with Christiane. He will have a meeting with Mercedes and Anja on his contribution as Treasurer during this week.

Anja: She signing and sent the membership certificates for the new members. Had skype calls with all the Board Members and is very busy with the ET4ET. As well she prepared the Annual Meeting minutes.

2. Feedback Results

Anja summarized the feedback about the last mandate/business year the board members and the office wrote in the titanpad which she created when starting the new working year. There were some suggestions made by the board members. For example: when there is a deadline, we have to be strict to follow it and in case some of us cannot make it, inform about it the others, stating the reason and saying the exact time (until) when we can do it.

3. Short-Term Strategies (responsibilities, start formation of work groups?)

The board members divided the Short Term Strategies stating who is responsible for the implementation of which part of the document.

Bianca – Impact on environment

Zara - Representation in external affairs

Lira - Communication

Vasily - Financial Management

Christiane - Publications, website & social media

Anja will check the work done by each of the Board Members and will work with Bianca on the creation of the working group on STS - topic "Impact on the environment", which will create a document to present to the GA at AM. This will reduce the amount of discussion during the AM.

4. Support/rewards for Board Members

As board members (BM) put so much work on YEE voluntarily and spend so much time, the Internal Audit of 2013/2014 suggested to develop a structure so that YEE Board Members can get a reward for volunteering and working in the board, which will help to make the job more attractive. However, this does not mean to just give away presents, but to encourage board members for good work and reward them afterwards. The current board will develop a procedure and decide how to tackle this point. For example, a certificate given by the office where each board member can add a value to being a board member. However, only BMs who got cleared by the GA would get a certificate. Thus, we also have a consequence for BMs who are not cleared. The Board

will discuss this issue at the PBM, set a template of this document. Christiane will do it, she will invite Irena and they can facilitate together.

5. NING report

NAJU contacted YEE telling that NAJU and YEE had a project in 2005 when they opened this NING platform. Anja talked to them and to the person who was in charge for this project then. This platform was created for environmental problems and challenges, there was a big conference where many personal contacts were made, however, there was no active administration since 2008, so it is a rather passive platform. Facebook is more useful for writing messages, but there is always a problem in with data security, having a platform where all is safe is much better. The administration is not time consuming, one can check once a week and admin topics, start discussions, etc. Another advantage is that there is no advertisement, or we could have advertisement only for environmental things. For admins it would be good to have html or java knowledge but it is not necessary. Currently NAJU pays 12 Euros each month and they think that it would make more sense if YEE was in charge of the platform. Anja talked to Ketí from SAEM, Georgia and she was interested in the project and would like to do some administrative tasks. Anja talked to Marsida from EPER center, Albania, because they already have a platform about recycling and environmental stuff (about exchange on legal frameworks on water, energy, waste policies in the different countries) which Marsida was proposing at AM 2013, and they want to expand it to have more it Europe-wide. Anja contacted the NING-provider and asked whether they can give it for free, they replied that it is not possible, so it will still be 12 Euros per month. They thought of the possibility to connect two networks or to transfer users. Marsida said that it will be possible certainly if environmental companies put their advertisement which will help to lower the costs for the provider. If we consider the Greek project "STEP" which is also about creation of platform, there are members from some other continents than Europe. Maybe the members could be transferred to it from the NING platform. So now NAJU is waiting for a decision from the Board, whether the platform will stay or even who will pay for it.

Mercedes will check the Budget, Anja will contact Panagiota ("STEP") on timeframes, she will keep in touch with Ketí and as soon as this is clear the Board will decide at next VBM on how to proceed. Anja will be in charge for this now.

6. AOB

6.1. Cooperate design: Save all files starting with the date YYYYMMDD

Anja suggests to start all the documents by YYYYMMDD_name_of_file

6.2. Subject of emails: [deadline]

Anja suggests in case there is a serious decision which has a deadline to put the deadline in the subject of the email, not to miss the deadlines, and when having an overview of the e-mails it will help to figure out which one is really urgent.

6.3. Idea: NGO-market online

Though we always have NGO markets during projects and trainings, maybe it will also be nice to put such NGO markets online. For example, ask the MOs to have some time to create a video, cartoon, etc, so that the MOs know what the others are working on (and what the organisation is about) and later we can use this in the newsletter to promote

the idea and remind MOs to do a similar thing. Firstly maybe better to do it as a pilot project with no clear deadline.

6.4. Projects' division

Zara suggests making a division of all the projects from the Work Plan 2015 so that in all the projects' prep teams there is someone from the board. Zara will open an e-mail discussion on this issue.

6.5. Gmail account security

Christiane suggest us to think of the YEE Gmail accounts security to delete the security question because old board members know it as well, connect the email to the official YEE email as a backup one and give a personal strong password. She will start an e-mail discussion on this issue.

6.6. YFJ Info day on Funding

As this meeting will mostly be about the administrative grant it makes sense that Mercedes goes there. The board agreed that Mercedes will attend this meeting on 13-14 November in Brussels.

6.7. Cooperation with Intuition Ghana Tours

An NGO from Ghana called to the office telling that they would like to cooperate with YEE, Mercedes asked them to write an email. They discussed this issue with Lira and they decided that it is not really in our line of work as we do not work that much with recruiting volunteers and sending them to Africa. So the board decided that Mercedes will tell them we are not open for this cooperation.

6.8. Professional YEE skype accounts

Natasha suggests that the Board and the Office have professional skype accounts which will prevent having private and professional calls at the same. This was considered to be a good idea for the Office, however, the board will continue communication form personal accounts.