

**Minutes of the 7th Board Meeting
(2nd Physical Board Meeting)
Business year 2014/2015;
February 13-16, 2015
Prague, Czech Republic**

Participants

Board members:

Chairperson – Anja Wilken
Project officer – Ana Bianca Badea
Member organisations officer – Lira Hakani
External relations officer/Vice-chairperson – Zaruhi Stepanyan
Promotional and Publications officer – Christiane Klemm
Treasurer – Vasily Bashutkin

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General
Natalia Luchko – Main coordinator
Roxana Nica – EVS volunteer
Malgorzata Zubowicz-Thull – Consultant

Abbreviations:

- 1. YEE – Youth and Environment Europe**
- 2. AM – Annual Meeting**
- 3. EACEA – Education, Audiovisual and Culture Executive Agency**
- 4. EEB – European Environmental Bureau**
- 5. ET4ET – Environmental Training for Eco-Trainers**
- 6. EVS – European Voluntary Service**
- 7. EYF – European Youth Foundation**
- 8. GA – General Assembly**
- 9. IA – Internal Audit**
- 10. LTS – Long-term strategies**
- 11. MO – Member Organisation**
- 12. NGO – Non-governmental organisation**
- 13. PBM – Physical Board Meeting**
- 14. PoR – Pool of Representatives**
- 15. STS – Short-term Strategies**
- 16. TC – Training Course**
- 17. YE – Youth Exchange**
- 18. UNEP – United Nations Environment Programme**
- 19. VBM – Virtual Board Meeting**
- 20. WP – Working Plan**
- 21. YFJ – European Youth Forum**

AGENDA

1. OPENING OF THE BOARD MEETING AND UPDATES

1.1. Opening

- Quorum and voting rights
- Distribution of roles: chair, minute keeper, time keeper
- Introduction of agenda, amendments, adoption

1.2. Board update

- Chairperson
- Vice-chairperson, External Relations Officer
- Treasurer
- Promotion and Publication Officer
- Projects Officer
- Member Organisations Officer

1.3. Office update

- Secretary General
- Projects, Publications, EVS Coordinator
- Consultant
- EVS updates

2. EVALUATION OF IMPLEMENTATION OF THE WORKING PLANS OF BOARD MEMBERS

- Chairperson
- Vice-chairperson, External Relations Officer
- Treasurer
- Promotion and Publication Officer
- Projects Officer
- Member Organisations Officer

3. EVALUATION OF IMPLEMENTATION OF THE WORKING PLAN 2014-2015

- 3.1. Project update
- 3.2. Activity plan
- 3.3. Checking of implementation of the short-term strategies
- 3.4. Statutory meetings

4. EXTERNAL RELATIONS MATTERS

- 4.1. Pool of representatives
- 4.2. Membership in EEB
- 4.3. Advisory Council

5. MEMBERSHIP ISSUES

- 5.1. Applying organisations
- 5.2. Sleeping organisations
- 5.3. Update of MOs database
- 5.4. Communication with/between MOs
- 5.5. Promotion of YEE for potential MOs

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- 6.1. Communication between the Board and office
- 6.2. Communication between the Board members
- 6.3. Welcome pack for the Board
- 6.4. Communication with members and public
- 6.5. Promotion and publications
- 6.6. Consultant role
- 6.7. NING platform

7. FINANCIAL SITUATION

- 7.1. Update about the Budget of 2014
- 7.2. Budget 2015 – Presentation and adjustment
- 7.3. Fundraising and donations

8. YEE VISION AND FUTURE

- 8.1. How we see YEE – Where is YEE heading?
- 8.2. Future of YEE – Long-term strategies
- 8.3. New Environmental Rules of Procedure
- 8.4. Topic of the year – annual priorities

9. ENVIRONMENTAL MANAGEMENT SYSTEM IN THE OFFICE

10. INTERNAL AUDIT

- 10.1. Dates of conduction of the internal audit 2015
- 10.2. Preparation of the needed documents
- 10.3. Using the results of the last internal audit

11. ANNUAL MEETING 2015

- 11.1. Planning of agenda, division of sessions
- 11.2. Preparation of documents in advance
- 11.3. Short and long term strategies
- 11.4. Preparation of the Chair of the AM
- 11.5. Deadlines to remember and follow

12. REWARDS FOR BOARD MEMBERS

- 12.1. Certificate for cleared board members
- 12.2. Participation in trainings

13. HUMAN RESOURCES POLICY

14. OFFICIAL CLOSING AND EVALUATION

MINUTES

1st day, 13 February 2015

Minute Keeper: Natalia Luchko
The meeting was opened at 17:30
Time keeper: Vasily Bashutkin

1. OPENING OF THE BOARD MEETING AND UPDATES

1.1. Opening

The Board Meeting was officially opened by the Chairperson, Anja Wilken. Natalia Luchko has been selected to be minute-taker this day.

The quorum was reached and the voting rights were explained.

The agenda was approved by the Board with no amendments.

Minute keeping will be divided among the Board Members and the Secretariat.

1.2. / 1.3. Board and Office updates

Everyone was asked to think about one successful thing that each of them did and one challenging thing since the Annual Meeting 2014.

Lira Hakani: Challenge – to make YEE MOs more active in the network. Success – during the AM, all attending MOs were working together and collaborating.

Anja Wilken: Success – milestones for TC ET4ET: submission, selecting participants, approval of the project. Challenge – the balance of working as a Chairperson and project coordinator for TC ET4ET.

Vasily Bashutkin: Challenge – to find the balance between work and YEE activities. Success – new ways of seeing the team work, how we work and deeper knowledge of the organisation. Being a treasurer has not been either success or challenge, too early to evaluate.

Ana Bianca Badea: Success – learned how to make a project. Challenge – keep in touch with YEE and stay connected, checking emails.

Zaruhi Stepanyan: Challenge – balance between Board position and project coordinator, making YEE more visible. Success – partly reached the challenge, took part in the Sri-Lanka conference, but it was not successful.

Roxana Nica: Success – planning personal EVS project. Challenge – to do activities in the farm, to be involved.

Christiane Klemm: Success – uploaded three videos in the first half of the mandate, the preparations of ET4ET. Challenges – was sick a lot, was very hard to keep up with the work.

Mercedes Fioravanti: Success – involved many MOs in projects, all applications submitted by YEE were approved by Erasmus+. Challenge – YE “In love with energy efficiency” – time issues.

Natalia Luchko: Success – many projects included in YEE Work Plan; very positive feedback of the EVS application. Challenge – working with new teams for projects, not knowing them and trusting them.

2. EVALUATION OF IMPLEMENTATION OF THE WORKING PLANS OF BOARD MEMBERS

The Board was asked to check their work plans and reflect on which tasks they completed and which ones not. They were offered to use an action plan to think how to achieve things which still need to be done.

Things to do:

Anja:

- Short-term strategies, to take another step in this direction in this meeting
- To start a working group on Environmental Rules of Procedure
- Check documents which she did not check yet

Vasily:

- Finding additional funding (already made some steps towards it: make a draft letter for donations)
- Control of office spending money, projects spending money
- To contact 5 organisations to ask them for donations
- To find at least one funding other than Erasmus+ or EYF

Christiane:

- To create an editorial team
- Newsletter, publications with office
- Ensure that each publication has some sort of environmental content

Lira:

- To keep contact with passive MOs
- To promote “Members news” among MOs

Zaruhi:

- To strengthen cooperation with organisations which are members of European Youth Forum
- Involvement with UNEP
- Call for new members for the Pool of Representatives – will be discussed during the Board Meeting

Bianca:

- Article about projects
- To update YEE upcoming calendar
- To collaborate with Lira on linking MOs for future projects

2nd day, 14 February 2015

Minute Keeper: Anja Wilken

The meeting was opened at 9:40

Time keeper: Vasily Bashutkin

3. EVALUATION OF IMPLEMENTATION OF THE WORKING PLAN 2014-2015

YEE projects have been presented and an overview of projects provided – Update by Natalia.

- TC “Supporting youth creating green start-ups” (part of Green Entrepreneurship project) will happen in April in Spain; afterwards: international campaign and another TC in Czech Republic. Approved by Erasmus+ but not by EYF. Person in charge: Mercedes.
- TC “Environmental Training for Eco-Trainers” approved by German National Agency, Anja applied and is the main project coordinator. A publication is planned.
- YE “Discover the paths of the Carpathian mountains”, Bianca applied at the Romanian National Agency, will take place in September.
- “International Eco-School Partnership”: Balta Daba and Mine Vaganti will work on it and apply for the deadline of 30th April.
- YE “Art for the environment” will happen in autumn, Jessica Massucco and the organisation LEWE will apply. A publication is planned.
- YE “Impact of conflicts on the environment”: Natalia is responsible, YEE and FYCA are working together, the project needs additional funds, approved by Erasmus+.
- “Big Jump Challenge”, Structured Dialogue has been approved. Christiane is responsible.

- STEP project (application development for youth and political decision making): YEE is a partner in Horizon 2020, Anja is responsible. Our role is dissemination and attending the project meetings.
- Climate Campaign, ongoing (supposed to be in April). Vasily and Malgorzata are in the team, Kristina is responsible.
- Right to Be(e) Campaign: Flower planting actions, etc. Christiane is the coordinator.
- Insecta Rules by the organisation OPE: Ongoing grassroots campaign. Ana Lopes is responsible. At the moment it is more local.
- TC "Give international dimension to your project": Natalia applied for Erasmus+, it shall take place from 12-17 July; it cannot be a contact making event, because it is longer than two days. There is no other other deadline to apply in case it is not approved.

The focus should be put more on:

- Insecta Rules (the plans are still local and basic)
Person in charge: Natalia, Bianca
- Eco-School (Balta Daba and Mine Vaganti need to plan, shift of persons responsible)
Person in charge: Vasily from the Board and Natalia from office
- Climate Campaign (April is close)
Person in charge: Vasily and Lira, from office: Kristina and Malgorzata additionally, all Board members should promote it and maybe take part (with their organisations)
- Impact of conflicts (Additional funding is necessary, around 5000-7000 EUR)
Person in charge: Natalia and Zaruhi

Bianca asked for clarification of her role as the project officer in the Eco-school project. Vasily develops the frame for applying and developing the project.

Bianca will be as well member of the preparatory team of Eco-school partnership, but rather have the overview of the whole project process. They will work on distributing their tasks together later, since there is apparently a problem with information flow in the project.

Overview about the work plan: what has been good, what did we learn from it, what could be improved.

Things to learn:

- To plan more in advance (to plan not only for the next deadline, so that there is more time to apply; and projects in general – plan projects much more in advance)
- Have clear division of tasks and roles before applying
- Balance (Board – not to have too many Board members involved as they might be too busy)
- Commitment (set up rules for prep. teams, for example to meet/report back more often, so that it can be better monitored, whether they are working on the project or if there are problems)
- Personal balance

- Taking over too much responsibility from the office for projects suggested by MOs.

Things to improve:

- Communication
- Approval (process) for WP
- Rules of commitment (setting up a structure)
- To ensure that the delegate has support of MO (when suggesting or presenting a project idea)
- Better communication between MOs (as well as between Secretariat and Board)
- YEE image (example: all partners have to receive the application and detailed information about projects)

3.3. Checking of implementation of the Short-term strategies

Some of the Short-term strategies were not implemented yet.

Mercedes took notes in a separate document, which was prepared as an action plan and distributed among Board members.

3.4. Statutory meetings – Internal Audit

Mercedes presents an overview: AM (17-19 July), Internal audit (IA) report has to be sent until mid-June, so it should be done 2 months before the AM. Due to availability of office: best dates for IA are from April 28-May 14.

The IA auditors will be informed about the possible dates by Mercedes until February 20th.

A table with an action plan and deadlines was created.

6. COMMUNICATION

6.1 Communication between the Board and office

Things that can be improved:

- Short talk, short updates (a 15-minute skype to update each other what is going on; topic-wise)
- Regular updates on what is happening to share with everybody
- Introduce Board member to project team before and after the project (either from the office, but also for Board member to meet the project team)
- Share availability (by Google calendar or email)
- Always add relevant people in CC/BCC when writing emails (example: avoiding 3 people writing emails to the same person)
- (office) should reply to emails from board as soon as possible (within a day)
- “Urgent” – prioritise emails/topics in the subject line
- Tolerance and understanding
- Prioritising deadlines and putting dates and names (in the subject line, whenever necessary, for example: “[20 Feb - Lira] topic of email”).

6.2. Communication between the Board members

Suggested improvements:

- Topic: answering to emails and sharing responsibilities more clearly
Solutions: prioritising people and emails, shorten emails, do not give too many details, stick to “one topic one email”
- Topic: write Action Memos more specific/clear
Solutions: share news in the Action Memos some news-section; have a weekly planning for what to do during the week
- Topic: tolerance (for example for people not having access to internet)
Solutions: use different means – text messages on the mobile phone, beep people via phone, Facebook
- Topic: talk about “how you feel in the board”
Solutions: good idea. Fixed groups or not; better to share in the whole group; share responsibilities in the board; just grab another board member, when someone has a problem (wants to share feelings)
- Topic: more skype meetings instead of emails (more effective)
Solution: hard to find time for skype meetings, with email you avoid information getting lost, shorter emails, make shorter skype calls for topics, shorter emails.
The topic/discussion has been raised whether there should be a fixed time frame for YEE related meetings.
- Topic: Clear responsibilities
Solution: check workplans, define overlapping clearly, put other officers in CC, maybe have a meeting with all members and office after the individual meetings at the beginning of mandate.

6.3. Welcome Pack for the Board

What should new board members get?

- List/document for new board members has been presented (see a list in a shared document)
- Which experiences were useful/what did I learn and need to hand over to the new board?

What was done already?

- List has been shown
- All official documents should be handed over in a folder (electronic – Google folder– not paper version)
- There should be a paper version explaining where to find what

What still needs to be done?

- Everybody needs to comment in the shared document (“DRAFT BOARD WELCOME PACK”), add to the list (generally and individual positions)
- There needs to be a section “Where to find what?” (this is also for individual roles – where to find an important document/paragraph in the statutes, etc.)
- The folder will be created after finishing the shared document (for example preparing missing documents, etc.)

The deadline will be April 15th.

6.6. Consultant Role

Malgorzata works in YEE as a consultant and she is supporting all and helping out with tasks, for example:

- Helping with projects (write applications, give advice, etc.), implementation (meet prep team, check final report), publications, proof-reading, translations, board meetings, other tasks
- Responsibility for specific projects

Answers to additional questions:

- She does not work in the office but at home (saves travel time and costs for babysitters), has evening meetings with the office staff.
- She can check VBM minutes for spelling, so that Board can concentrate on content.
- The idea was raised about her taking minutes, but it is fairer that Board takes turn in writing minutes.
- Board will see how to involve her for tasks that pop up.
- Malgorzata will work until December for sure for 7,5 hours per week.
- She documents what she does/did and when she is available in a shared document.

The meeting has been closed at 13:30 for lunch break and started again at 15:00.

6.5. Promotion and Publications

Topics to discuss:

- Twitter

Promotion and publication Officer 2012-2013 Tomek Janiak created the twitter account in 2012. Currently we have 17 followers (in the STS it states to have 50 followers). The question has been raised whether to give it a try or whether to diminish it.

We have to follow it according to STS.

Facebook and Twitter can be linked to connect friends and followers.

Twitter is probably more common in USA, not in Europe. Only super-short messages should be posted there.

Image of YEE: shows directly news from a meeting YEE is attending.

Who does YEE want to attract? And why?

A strategy of DOs and DONTs has to be created (for example not to state the specific place where YEE events happen).

Christiane will link Facebook and Twitter until June.

Christiane and Anja will have a skype meeting with a friend about Twitter and do some research. Afterwards, there will be a skype call to brief all Board and office members interested in Twitter.

Zaruhi will tweet from projects.

All members of the Board and office will learn how to do it.

- Video messages

Ideas for next video message have been collected:

- Board reports (advantage: more people would watch a video instead of reading our reports; disadvantages: it might be “boring”)
- Advertising positions in the Board; advertising YEE
- Mid-term reporting
- Videoblogging (each month, either environmental topics, personal topics, project updates, etc.)

The discussion, planning and decision on video messages will be postponed until next Board/mandate.

During this business year, it has been decided that there will be one video from the PBM, report and advertising for the next Board.

- Editorial Team

We only have a proof-reading team. The editorial team shall also include designers and writers. Zaruhi has a contact from the PoR.

Christiane prepares a draft, Malgorzata and Roxana will help with design of the call for members for the editorial team. The call will be spread (asking for specific tasks “What are you willing to do?”). The maximum number of editors would be 10 (webpage experts, designers, writers, etc.). The suggestion is to start small and then develop further.

- Booklets

YEE aims at two publications per year, but sometimes there is no need for printing. It might be better to work on a topic longer than only one month (and thus increase the quality of the publication).

With an editorial team it might be easier. But is there a real need?

It is easier when we plan more in advance (for example with the EYF).

Arguments from the discussion:

- Idea: Create publications about specific environmental topics.
- Idea: Connect the publication with the topic of the year (work longer on it)
- Erasmus+ allows projects up to 2 years.
- Good follow-up for our projects.
- Idea: We could propose suggestions to the GA to decide on publications-revolutions.

- Website Joomla

We need to update (in the office) the Joomla content management system so that it is safer and up to date.

The question has been raised whether it is necessary to update the Joomla when the Board would like to change the website.

However, the change of website should be planned carefully. The topic of the change of website will be tackled later (has to be further discussed by board, office and GA).

Additionally, research needs to be done about costs, how to fund it, etc.

So it was decided that the office will work on updating to new version of Joomla.

- Newsletter

How to present the newsletter during each project?

There are two options:

- 1) Either subscribe all participants automatically (and give them the option to cancel subscription in case they do not want the newsletter)
- 2) Hand around a printed list where participants of projects can subscribe for the newsletter.

The point has been made, that we should think about the procedure carefully, as it is about the image of our organisation.

Advantages of adding all participants to the list:

- More people will receive the newsletter
- People will stay on the list because it is more convenient

Advantages for having a list and ask people:

- More democratic, people have a choice

Voting:

For extra subscription list: 4

Against extra list: 0

Abstain: 2

Natalia will make sure that each project/prep team will receive the list.

- Cartoon/movie for Annual Meeting

The idea has been raised to have a kind of cartoon/animation movie. The content is the AM itself: What is the AM, how does the voting process work, etc.

Lira has already started to develop the storyline.

Roxana will ask a friend who can do animations, make some research and inform the Board about it.

Lira and Anja will continue working on the storyline.

- NING platform

According to the Board decision, YEE overtakes the NING Eurotope-platform for a trial period of 6 months from February to the end of July, a written agreement with NAJU has already been created by Mercedes.

Written criteria and numbers for monitoring the trial period that can serve as a basis for the decision whether to keep or to cancel the platform after the trial period are for example:

- Number of new account holders, percentage of active account holders, numbers of posts

The admin team will consist of: Ketevan Kochladze from Georgia (from the MO SAEM), Anja, Mercedes.

Three people seem to be enough admins for the start/reanimation of the platform.

First tasks will be: clean the platform from spam.

The advice has been given by Malgorzata to evaluate how user-friendly the platform is.

7. FINANCIAL SITUATION

The minutes are taken by Natalia Luchko.

Budget update:

- Update 2014. The accounts are still not closed as the final reports of some projects were not submitted yet. The budget is presented by Mercedes. Finally, the expenses for 2014 were less than planned. YEE spent less money than calculated before as the Operating Grant from the EACEA was approved only in July 2014. Therefore, YEE will probably have to give money back.
- Budget 2015. The draft budget was updated according to the costs of 2014 and the Operating Grant 2015 of EACEA. Mercedes will discuss with Vasily the draft to update it.

Natalia will send an update about what kind of promotional materials YEE has in the office – then the office will think about what materials we might need and adjust the budget accordingly.

Payment of membership fees – depends on how often the reminders about membership fee are sent.

The budget will be updated and voted on by the Board during a virtual BM.

Fundraising and donations:

Vasily prepared a draft letter for funders. First it has been discussed whether we would like to ask for money for administrative costs or some specific projects from new funders.

The majority spoke in favour for concrete projects – for example, campaign “Green Entrepreneurship”. The project team will check how much money they might need and discuss it with Vasily.

Vasily will send the draft of the fundraising letter by email after the PBM and the Board will check it.

Donations:

It was discussed from whom YEE should accept money and from whom not.

There will be principles to guide the choice of the funder. Some cases are very obvious but with some corporations it is more problematic. There was a suggestion to have some system on how to decide about the funder.

For all these cases – the Board should vote in order to decide.

We could use some organisation’s draft of the documents of rules of working with the funder. Vasily will prepare a draft until end of April.

Some tasks from Short-term strategies which need to be done yet:

- 5 organisations to contact for funding: Vasily will prepare a list after we prepare a document of principles of private funding.
- Participants' fee for training courses: will be discussed during the next VBM.
- Decreasing bank charges: YEE pays charges for any transfer from the bank. Mercedes can research in the bank about making different transactions and she will check with Vasily other ways of decreasing bank charges.

9. ENVIRONMENTAL MANAGEMENT SYSTEM IN THE OFFICE

At the last PBM, Jesus de la Hoz Trapero, EVS volunteer, made a presentation about collecting information on resources used in the office (e.g. water, electricity) and connecting it with the office's eco-mapping and checking it regularly.

There was also an idea to encourage MOs to do it as well and for example, to have a competition among them to see who uses less resources.

The office makes eco-mapping every year. Jesus left a folder after he left which needs to be sorted. The office makes an action plan after eco-mapping every year to improve things.

Another suggestion: to rather make an environmental system for the whole network, as in the office there is not much to improve as there are limitations.

There could be also even an international project about making an environmental office.

Young people might also not be interested in collecting this information. It also seems that if we show the environmental success of the office to promote it among MOs, some people might not like it as 'shaming'.

We could prepare a document about eco-mapping to send to MOs and encourage them to do it in their offices. The results could be published on the website.

The team will meet and discuss the proposals.

Voting for stopping the project: 1 vote.

The project will be continued by: Malgorzata, Anja, Zaruhi. They will meet and discuss the proposals.

17:17 – Malgorzata leaves the meeting.

5. MEMBERSHIP ISSUES

MOs questionnaire – every year YEE makes interviews with MOs and then the summary is sent to the Board. During the last AM there was a new strategy suggested: to create an online database. There is MOs database, so it was requested to make it available for YEE MOs.

The idea has been raised that we could prepare a pdf format with contact details of the MOs. Lira prepared a draft of a template of organisational information. The draft

has 14 pages with suggested questions. This questionnaire could be done in the format of google form and sent to MOs to fill in.

Lira prepared an example of the form with answers and a legend in a form of letters (A, B, C etc.) connected with the answers at the top of the paper.

It was noted that it is important to keep a balance – there should be enough information but the form should be easy to update every year.
This form will be discussed via email after the PBM.

This questionnaire could be connected with the online platform for MOs. There was a suggestion to form a working group on the topic of online platform for MOs. First Lira will send the draft and then the Board will decide on how to proceed with it.
The deadline for creating an online profile is June 2015 – to present it at the Annual Meeting.

Applying organisations: we do not have any applying organisations at the moment. There is an online document with a list of organisations to contact to invite them to join YEE. YEE Board is invited to give contacts of possible organisations which they consider suitable to join YEE. The document will be shared with the Board, but it is not compulsory to add organisations there. The deadline for organisations to apply is 17 May.

Deadline for comments – 6 March
Deadline to write potential MOs – 13 March

Sleeping MOs:

Lira will update the document about how active MOs are: if they took part in the projects, paid fee.

When we know which organisations are “sleeping”, Lira will contact them to ask why they are not active.

17 June – organisations to review.

End of March – to decide which organisations are “sleeping” and contact them.

Communication with/between MOs

Contacting MOs and project teams – we should be careful how we are “pushing” them and not stepping over our limit – YEE office should support them.

4. EXTERNAL RELATIONS MATTERS

Pool of Representatives – to include the criteria for people to be involved. Additionally, more information about the duties, mandate, etc. should be provided in the next call. We should do the evaluation within the Board to discuss if members of the PoR should stay in the Pool and to ask them if they still want to be involved.

We do not have to have a call for the PoR every year. However, it is important to give space for new people. We can have a maximum mandate for each person, for example 5 years.

In May, Zaruhi will write representatives to ask if they want to stay for longer. Zaruhi will start a discussion with the Board about it. It could be also a rule that the person should be under 30 when they join PoR. It is a plus to be from a YEE MO, but not a requirement.

Zaruhi asks if there is a need to send a call to select new members of the PoR. The Board decided by majority to not send a call for PoR in 2015.

Zaruhi raised the question what to do with PoR members who do not fulfil the criteria and the principles of YEE. Should YEE be represented by someone who does not know anything about YEE or environment?

It makes sense to ask during the skype interviews about the applicant's interest in the environment, what they know about YEE or even ask them to present YEE (like during some conference).

We will contact representatives and try to give them more possibilities to be active in YEE. Some representatives want to be involved even more in YEE, so we will try to give them more opportunities.

Membership in EEB – to revise.

The Board was giving their opinion on whether YEE should stay a member of EEB.

For: lobbying on EU level; networking; younger organisations started to join; reputation; independent; balance in types of membership.

Against: lobbying on EU level (as YEE GA stated that they do not want YEE to be political); no activities (apart from working groups and AM); majority of MOs are not youth organisations; high fee.

Voting: For keeping membership in EEB: 6 people.

Christiane will contact EEB to ask them about the reduction of the fee.

Advisory Council:

Zaruhi explains the situation with the Advisory Council. Zaruhi would like to be nominated by YEE. YEE should also be included as a member first and then select a representative. This way Zaruhi could know about the grants of the EYF and lobby for our projects and also be updated about the inside of the grants. It is also another opportunity to profit more from the membership in European Youth Forum.

Zaruhi also suggests to invite Kyrylo Ivliev to help her to campaign. The mandate lasts 2016-2017, so the representative will be elected in 2015 and will have around 8 months to get prepared for it. We could also ask for additional funding for the second person attending the GA. If Kyrylo can join, YEE will need to pay for his expenses.

The dates are 17-18 April in Brussels, Belgium. The second candidate to join in case Kyrylo cannot come: to be decided.

The Board agreed that Zaruhi will apply. By 16 March Zaruhi should prepare certain documents and send it to apply.

3rd day 15 February 2015

Minute Keeper: Mercedes Fioravanti

The meeting was opened at 9:30
Time keeper: Vasily Bashutkin

TRAINING ON STRATEGY DESIGN

During the morning we had a training on strategy design, facilitated by a trainer Lucie Frisova.

We had a look to the current situation of YEE strategy and what is needed. Lucie suggested us to keep in mind that “Less is more and small is beautiful.”

Break from 10.50 to 11.00.

We decided to review the mission statement of YEE. All the members of Board and Secretariat agreed to keep the mission as it is. We understand the meaning of the different parts of the mission in a wide sense. Some of us miss a reference to concepts like inspire, empower, support, train, educate.

We decided to start working on a draft document on core principles of YEE. We made 3 groups to brainstorm about possible principles; we selected 5 or 6 to share with everyone.

Lunch break from 13.00 to 14.30.

After the lunch break, we presented the results of the brainstorming groups.

Results of the brainstorming:

YEE strives to protect the environment
YEE believes in youth potential in bringing positive change
YEE believes that international cooperation has a wider impact
education, learning from each other
non profit organisation
Democracy, equality
YEE is a non profit democratic organisation driven by young people
YEE believes opening up opportunities and possibilities for young people to learn and gain experience
YEE endeavours to raise environmental awareness and provide environmental education
YEE believes in promotion of multicultural environment (cooperation) and Europe without borders
YEE respects nature and believes in sustainable development
YEE gives opportunities for building networking connections and friendship
YEE believes in mutual respect and tolerance
YEE gives a chance to any young person willing to contribute to the network
YEE believes in the possibility of a life in harmony with the environment
YEE is an ongoing learning process and tolerates trials and deals with failure in constructive way

YEE is open to new ideas and methods

YEE seeks to empower young people and that small changes can have great effect

A working group was created to work on grouping and reformulating the principles. Anja, Christiane, Vasily, Malgorzata, Natalia and Mercedes joined the working group. They will send a draft of the principles till the end of April.

It has been discussed if we should try to create new strategy documents for AM 2015 or have long term process and have new documents once the LTS 2013-16 will finish – for AM 2016.

Lucie suggested that if we choose to work on the second option, we should already inform the GA in AM 2015.

8. YEE VISION AND FUTURE

We think of 3 adjectives, 3 main changes and 3 activities that YEE will have in 5 years time.

Adjectives:

- Independent
- Professional
- Experienced
- Capacity
- Technology advanced
- Influential - powerful
- Committed
- Coherent
- Environmental
- Reputation
- Popular
- Diverse geographically
- Open – available for everyone
- Fresh view – innovative
- Close cooperation
- Motivational

Main changes:

- More stuff
- Bigger funding – diverse funders
- More external partners
- Longer mandate for the Board
- More diverse project
- Office/Board proposing projects for the network
- More committed people
- Plan 2 years in advance
- More environmental MOs

- More stuff with environmental background
- Clear structure – documents

Activities:

- Grass-root projects
- Environmental projects
- Traditional set of projects for Mos organised by the office – capacity building
- Long term projects
- More connected with nature and exploring it
- Bigger publication with research
- Longer AM (one week)
- Planning meeting
- Partnership activities
- Advanced level of capacity building projects

We continued with analysing YEE official documents.

We made a list of the existing documents:

- Mission
- Statutes
- Rules of Procedure
- Work plan
- STS
- LTS
- Policies
- Board work plans
- Annual Report
- Guidelines

We discussed how we see the change in the documents that need to be reviewed. We decided that we need to review the following documents:

- Work plan
- STS- LTS
- Policies

Different proposals have been collected and then the conclusion has been drawn.

Each of us had to vote for the different parts of the proposals

The proposals with more votes were:

- Add part of the STS to the WP
- Merge policies into 1 document
- To plan the WP 2 years in advance

Malgorzata reminded us that we should also discuss the “topic of the year”.

We discussed if we should plan first the strategies and then the topic of the year or the other way round.

The topic of the year was discussed.

Arguments in favour:

- It will avoid the inclusion of “bad” projects in the WP
- It will make the work of office easier and more coherent – focus more on the network in general
- Group projects together

Arguments against:

- Some MOs might not present projects
- Topic limitation
- How we will choose the topic?

Board voted if YEE will have the topic of the year. 4 votes for and 2 votes against. The topic of the year is approved. The conditions and way this will be done will be discussed. A working group formed by Natalia and Mercedes will work on it and send a proposal to the Board to comment on.

The Board agreed on preparing a draft of the new structure of documents and present it in the AM 2015. The final documents and structure will be presented in the AM 2016.

Working groups will work on the merged policies and the new structure for strategies and WP.

- Structure (strategies) – Zaruhi, Lira, Mercedes, Natalia. Coordinator: Mercedes
- Merged policies – Anja, Vasily, Bianca, Malgorzata. Coordinator: Vasily

4th day 16 February 2015

Minute Keeper: Natalia Luchko

The meeting was opened at 9:00

Time keeper: Vasily Bashutkin

11. ANNUAL MEETING 2015

There is a prepared draft of the agenda for the Annual Meeting. It is based on the agenda from the last year. The Board discussed the draft and suggested the changes. The changes will be recorded in the agenda.

After the discussion of the agenda, the Board divided the sessions between the members – it is recorded in the draft agenda document.

After the division of sessions, the Board discussed the deadlines for sending the official documents.

Mercedes will check in the statutes whether the original documents of applying organisations should be received two months before the AM – if they were sent by post. It was agreed at least the scans of the documents should be received two months before the AM and that the original documents can arrive later by post.

Short-term strategies: it is suggested to follow the structure which was done before (to have short-term strategy) or to have a working group to work on them.

The Board could talk over which topics or objectives we would like to have for the next year.

Opinions about strategies:

Anja – everyone checks long-term strategies and takes certain points which are connected with their position and make the short-term strategy for 2015-2016.

Christiane – we work on the short-term strategy now while working on the new document to suggest to the General Assembly.

It was decided to work on short-term strategies online – each Board Member will check long-term strategies and take parts from there to develop their part of short-term strategies.

12. REWARDS FOR BOARD MEMBERS

The idea is to give certificate for Board Members to prove that they were active. First a question – why is it cool to be a Board Member? Answers: friendship, more important position, more responsibility, leadership position, developing the organisation, contribution, involvement, decision-making, engagement.

Competences which could be written in the certificate: developing communication skills, leadership skills, experience in working in international team, knowledge how the international network works, organisational skills, team work, learning how to make decisions, decision-making, project management, time management, multitasking, human resource management, stress resistance.

The working group will work on the template of the certificate. Peer review: reference from a fellow Board member. The issue of potentially having too subjective opinion will be discussed by the working group.

The system of issuing recommendation letters will be discussed by the working group as well. How to give it, to whom to give it, who gives it.

Other/Additional rewards for the Board Members: priority for attending YEE projects from their MOs, as there are two PBMs, then some additional training organised, job shadowing, internships.

The general idea is to enable Board Members to benefit from being in the Board. YEE could issue a small certificate for trainings attended by Board members.

As each of the position of BM describes the tasks, the trainings could depend on the position also, and the certificate could point out the special competencies gained and developed in this position.

The working group (consisting of Vasily, Christiane and Anja) will continue working on this topic using the ideas from this sessions. They will also consider how to tackle the question of previous Board Members.

13. HUMAN RESOURCES POLICY

The structure is presented by Zaruhi and Lira.

Reward for the Secretariat/Board/EVS:

The Board could have travel costs 100% covered when they attend a training (not from YEE). We also need to think over the situations what to do when EVS wants to leave, when the Board member is not active.

Salary in YEE is fluctuating depending on the budget of the administrative grant. This could be specified in the human resources policy. There could be a minimal wage set in the policy.

Working with trainers, experts could be also included in the policy.

The working group will work on the draft till the beginning of April and then sent to the Board and Office to check. The draft will be prepared for the AM to decide.

Two types of participating of the office staff in trainings:

YEE as a participant – 8 hours

YEE as an organiser – 10 hours

The topic of the training course should be discussed with the Board. It could be proposed to have 1 paid training course per year.

We also need to discuss when the office travels a lot of hours to attend some event clearly connected with YEE – how is it counted, is the food covered. It will be discussed by the working group.

The evaluation of the Board Meeting

Everyone is asked to think about success and challenge at this BM.

The Chairperson officially closed the Board Meeting.

Minutes were proofread by: Anja, Natalia, Malgorzata and Mercedes.