

**Minutes of the Fourth
Board Meeting
Business year 2014/2015;
November 27th, 2014
Skype, Online
Minutes takers: Lira Hakani
Natalia Luchko**

Participants:

Board members:

Anja Wilken – Chairperson
Christiane Klemn – Publications and Promotion Officer
Zaruhi Stepanyan – External Relations Officer, Vice-Chairperson
Lira Hakani – Member Organizations Officer

Secretariat:

Natalia (Natasha) Luchko – Main Coordinator

EVS:

No

Missing:

Vasily Bashutkin – Tresures
Ana Bianca Badea – Project Officer
Mercedes Fioravanti – Secretary General

Part-time employee:

Malgorzata Zubowicz-Thull (joined the agenda from point from 7 to 12)

Agenda:

1. News from Office and Board
2. PBM 2015 in Prague
3. Status and procedure with STS
4. Project “STEP” (internet platform): Role of YEE
5. Decision on work hours for office staff to participate in trainings [see email “TC Special Effects” – discussion started by Natasha]
6. Twitter account – target group
7. Operating grant 2015 EACEA
8. NING: decision on budget for the beginning of 2015
9. Participation at April COMEM of YFJ.
10. Appraisal interviews – also for EVS? (decision)
11. Christmas Video Message
12. AOB

Abbreviations:

1. **AM – Annual Meeting**
1. **AOB – any other business**

2. **BM – Board Member**
3. **EEB- European Environmental Bureau**
4. **EEF- European Youth Forum**
5. **IYNF- International Young Nature friends**
6. **OECD- Organisation for Economic Co-operation and Development**
7. **STS- Short Term Strategy**
8. **YE– Youth exchange**

Results:

1. News from Office and Board

Natasha: Has worked on the booklet “How to make your project last. Guide on creating impact and follow-up”. The booklet is almost finished, right now the team is working on the design. The office organised the eco-mapping meeting in the office, which was a follow-up activity of the YE “In love with Energy Efficiency”. The office took part in traditional World Water Monitoring Day by organizing a small trip to Nymburk and checking water there.

Natasha has updated the website and she has started to organise her time for the next deadlines that are coming up.

In regards to the website she has discussed with Tomas Protivinsky, former Board member of YEE, that the website needs to be updated to a more current version to be protected from hackers. The update is free of charge. This was decided to be discussed later during this meeting.

Mercedes: beside the tasks which involved all members of the office, she prepared the application for the administrative grant of Erasmus+; she was in communication with the designer for the infographic for the energy saving tips (a follow up activity of the YE “In love with Energy Efficiency”). (The update was been given by Natalia on behalf of Mercedes)

Christiane: was working on the Board video. Preparing for attending the EEB 40th Annual Conference.

Zaruhi: was preparing for the General Assembly of the European Youth Forum: read documents and had interview with candidate for the position of the President. She is the contact person for the ET4ET She will working on report, she will send us the report to see details.

Lira: she has communicated with one organisation on how to become member organization of YEE shared the e-mail to involve the MOs at the STS working group.

Anja: prepared the report after the appraisal interviews with Natasha and Mercedes. After the check from Natasha and Mercedes the report will be sent to the Board. Has started to work on the agenda of the physical board meeting, issue to be discussed, Has organized doodle from the skype with board.

Has worked with Mercedes on:

- the application for the Operating grant.
- the project “Step”.

Has worked with Bianca on the invitation for Member Organisations to work together for the STS of YEE which were approved during the AM 2014.

She has worked on the booklet “How to make your project last”

2. PBM 2015 in Prague

Based on doodle voting the most favorable duration and dates for the Physical Board Meeting are: 3 working days and 13-15 February 2015.

During the PBM it was discussed to have a facilitator and it was proposed to invite Malgorzata Zubowicz-Thull, former Main Coordinator in YEE, for the moment working as an consultant for YEE. The Board agreed on inviting Malgorzata Zubowicz-Thull as a facilitator of the discussion during the PBM.

Office has suggested to include short trainings on various professional and personal skills before the PBM. In this way we can extend the day of staying. We have to select as well a trainer who can give the training in raising competences in how to manage a project for example.

Issue raised: budget to cover the trainer; agenda of the PBM need to be structured (for example, 2 days and a half) and then we can decide on a possible training (office plus Board), for example, 1 day and a half.

3. Status and procedure with STS

Anja reminded the Board to check the STS for which each of the Board member is responsible of. She advised the board to select a topic in the STS and to work on it, at least within the PBM and in this way it will be easier to have an action for the second part of the mandate.

Zara has started to think of the next call for the Pool of Representatives.

Zara from now on together with the action memos sent every month to the Board members, will send as well the STS where which of the Board member can check better the responsibilities covered at the STS.

4. Project “STEP” (internet platform): Role of YEE

The project coordinator is DRAXIS, a company which works with environmental technology and is located in Greece. There is a small misunderstanding in communication because it was Anja and Mercedes communicating in the same time with 2 people from DRAXIS. Thus, they announced YEE to be the leader of a whole

work package on dissemination. The project will last 2.5 years, the total amount supported by Horizon2020 is about 3 million euros.

Mercedes and Anja negotiated with the project coordinators so that YEE will get max. 50000 EUR. YEE will hire a person that will be responsible for the dissemination. YEE's role is to provide users that will join the network and test the version that will be online. However, YEE will not keep the role as work package leader for dissemination. The project is great but very big. Anja will be in charge of the project as much as she can, being or not in Board.

Anja will share the draft of the project with the Board.

5. Decision on work hours for office staff to participate in trainings [see email “TC Special Effects” – discussion started by Natasha]

The point on the agenda dealt with the staff's work hours for participating in trainings which are not organised by YEE. IYNF has a policy for Human Resources which they could share with YEE. The working hours to be counted during a participation in a meeting/training will be discussed and decided during the PBM.

After a preliminary discussion the board agreed as follows on the number of the working hours to be counted at the training course “Special Effects” attended by Natasha:

6 Hours: Anja, Zara, Christiane

8 Hours: Lira

Natasha proposed that she will first participate in this meeting and will share her experience and impression afterwards with the Board.

Lira and Zara will work on the draft of the IYNF, to check the document and be prepared for the discussion during the PBM.

6. Twitter account – target group

Christiane explained that YEE Twitter account has very different followers (OECD is as well a follower) and the account indeed is not so active. A good way to benefit from Twitter is to get connected with other organizations or networks (YFJ, EEB).

Anja proposed to have a Skype with friend of hers who knows a lot about Twitter and can give some advice.

7. Operating grant 2015 EACEA

The Board discussed if YEE should apply for the administrative grant for one year or for three years.

In the application for three years grant there is an additional question about the strategic development of YEE for the next three years, question that needs to be well

formulated and structured. The advantage for three years is as well that it is possible to ask for bigger grant per year.

Based on the arguments in favour for the application for three years (more sustainability, bigger grant per year, less work for the office in applying every year, the advantages of YEE of being solely a youth organisation, the positive feeling of Mercedes for the application after some informal discussions, the work done till now from Mercedes and Malgorzata on the application) the board agreed as follows:

For three year application in favor: Christiane, Zara, Lira, Anja.

The question about publications for 2015: we should write in the admin grant about topics of publications. One of the publication will be based on results of the project 'Environmental Training for Eco-Trainers'. The second one will be decided after speaking with project teams (for example the youth exchange 'Art for Environment').

Contact-making event organised for YEE MOs:

The next deadline for the Erasmus+ grant application is 4 February 2015. Natasha and Malgorzata suggested the following topics for organising a contact-making event:

- transferring local projects to international level
- quality of projects
- youth participation

The proposed venue: Prague , Toulcův dvůr (office of YEE).

Discussions for the three topics:

- Quality of projects - It makes sense to have a project on quality of projects as we will gather people from many different countries and organizations who will work on future projects together.
- Local projects to international level - it is very similar to the previous one.
- Youth participation – it is a topic that has already been used in the training course “Youth participation for environment” in 2011. The difference will be if we find another way of approaching it.

Discussions for the venue:

The office suggests to organise this project at Toulcův Dvůr in Prague, Czech Republic. However, some members of the Board think it would be better to organise this project in Cluj-Napoca, Romania. This will be discussed later.

The minutes are taken from this point by Natalia Luchko, as Lira left the meeting.

The discussions over contact-making: all three suggested topics could be covered together. Natasha suggested to include international eco campaigns as a dimension. Natasha and Malgorzata will make an open document to decide on the topic of the project. The deadline to decide on the topic is **3rd December**.

8. NING: decision on budget for the beginning of 2015

The question of this platform is still on. The price for paying it could be divided between YEE and NAJU. Ketevan (from Georgia) is interested in being an admin of this page. The whole price is 12 Eur per month, for YEE it would be 2/3 (8 Eur) and NAJU 4 Eur. The question is not only money, but the page being active. Now it is not updated, so if we take responsibility for this page, we should think of strategy to make it more active. The idea from Anja is to try to use this website for some trial period and see if it changes in this time. Malgorzata added that it is good to have an objective and check how many people will visit it. Now the idea is to split the money in half. Anja will discuss it with NAJU and suggest that YEE pays 7 Eur, NAJU 5 Eur, and give it a 6 months trial period.

9. Participation at April COMEM of YFJ

It will be discussed via email. Zara wants to apply to Advisory Council from YEE. She does not want to go alone, as she will need support. She wanted to suggest Kyrylo as he was in the Advisory Council before. YEE will need to pay some part of travel or accommodation if he comes.

10. Appraisal interviews – also for EVS? (decision)

Will be discussed via the email.

11. Christmas Video Message

There is some footage already from the last year, so it is only Christiane who needs to add her video. It is unclear if the office members should be added.

11. AOB

The question of website will be discussed another time as it is not urgent. Anja, Zara and Christiane will have a separate skype meeting about EEB.

Malgorzata raised the question of Sunny Campaign website – we should decide if YEE will keep the website of this campaign. She will write an email to the Board with more explanations. It is possible to have a back-up copy of the whole data so that we can restore it in the future. Malgorzata wrote the company to ask about it, but did not receive an answer yet.