

**Minutes of the Sixth  
Board Meeting  
Business year 2014/2015;  
January 12th , 2015  
Skype, Online  
Minutes taker: Ana Bianca Badea**

**Participants:**

**Board members:**

Anja Wilken – Chairperson  
Christiane Klemn – 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 (Natasha) Luchko – Main Coordinator  
Malgorzata Zubowicz-Thull – Consultant

**Agenda**

1. News from Office and Board
2. Membership issues (fees, new MOs for 2015)
3. NGO-market online
4. Appraisal interviews with EVS
5. Contact making event
6. PBM 2015 in Prague
7. AOB

**Abbreviations:**

**AOB – any other business**  
**EEB – European Environmental Bureau**  
**ET4ET – Environmental Training for Eco-Trainers**  
**EVS – European Voluntary Service**  
**EYF – European Youth Foundation**  
**IYNF – International Young Naturefriends**  
**MO – Member Organisation**  
**PBM – Physical Board Meeting**  
**PoR – Pool of Representatives**  
**TC – Training Course**  
**YE – Youth Exchange**

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## Results:

### 1. News from Office and Board

#### Office

**Mercedes:** worked for the final report of the administrative grant. She also worked on the travel reimbursements and youthpasses for the YE “In love with energy efficiency” that took place last year in Albania.

**Natasha:** worked on preparations for the new EVS. She couldn't work to the final report on the TC “Follow-up and impact in international projects” because the form was not published yet.

#### Board

**Zara:** worked on the participants' selection for the TC ET4ET

**Chris:** was searching for a location for the TC ET4ET and start preparing some new documents for “The right to be(e)” campaign. She also worked at the Christmas video that was posted on the YEE webpage

**Lira:** start working with Mercedes on a new strategy on how to contact more NGOs and invite them to join YEE

**Anja:** worked on the participants selection for the TC ET4ET and contact Eva (from the MO NAJU) and Ketí (from SAEM, Georgia) regarding NING platform

**Bianca:** read and respond to e-mails to be on time with all the news regarding YEE activities

### 2. Membership issues (fees, new MOs for 2015)

Lira and Mercedes want to involve in YEE new MOs. They started to work to a strategy for attracting new members.

The office received an e-mail from an NGO that is not from Europe willing to collaborate with YEE. It was decided that all the NGOs that contact us, but are not from Europe, will be included in a list, so whenever we have the capacities to involve them in a project we can contact them. Also, in some cases, depending on their capacity of support, YEE could join their projects.

Lira and Mercedes will share the contact list for potential new MOs with the board members, so anyone can updated.

Regarding the fee, YEE will not stress the MOs to pay their fees, the office will send them reminders from time to time.

### 3. NGO-market online

Chris proposed that every MO to have a link on the YEE MOs map, with a small and attractive presentation. Bianca and Lira will start grouping the NGOs on mutual activities, so that contact making between MOs will be facilitated.

#### 4. Appraisal interviews with EVS

This could be very useful for having an overview on EVS experience in YEE and could help to improve the project. From this year will be implemented. Anja will keep working on the questions for the interviews. Natasha will send her the evaluation forms that are already in use for the EVS.

#### 5. Contact making event

This project will be linked to the AM, which will be held in Prague, in the end of June-beginning of July (a doodle will be set on for choosing the exact dates). Gosia is working on the agenda. She and Natasha will share this document and will establish a deadline until everyone could include their proposals for sessions.

#### 6. PBM 2015 in Prague

The meeting will start officially on 13<sup>th</sup> of February, in the afternoon, and will end on 16<sup>th</sup> at the lunch time. There were proposed topics for a small training session, that were included in the PBM shared doc. In maximum two days we shall vote one topic and after the agenda of the meeting will be arrange.

#### 7. AOB

The two subjects proposed by Anja (NING platform) and Bianca (the AM of European Youth Forum) will be discussed via e-mails.

Task	Who	Deadline
Arrange the travel for the PBM	board	14 <sup>th</sup> of February
Choose a theme for the training	all	14 <sup>th</sup> of February
share the MOs contact list with the board members	Lira and Mercedes	
Grouping the MOs on mutual activities	Bianca and Lira	As soon as possible
Working on the web page for the online NGO market	Chris	
Send the evaluation forms for EVS to Anja	Natasha	
Doodle for choosing the dates for AM	Anja	14 <sup>th</sup> of February
Share the agenda for the AM, choosing a deadline	Natasha and Gosia	
Adding activities for the Contact making event	All	