

**Minutes of the Nineth  
Board Meeting  
Business year 2014/2015;  
April 8th, 2015  
Skype, Online  
Minutes taker: Mercedes Fioravanti**

**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 Organisations Officer

**Secretariat:**

Mercedes Fioravanti – Secretary General  
Natalia Luchko – Main Coordinator  
Malgorzata Zubowicz-Thull – Consultant

**Missing:**

Vasily Bashutkin – Treasurer

**Agenda:**

1. News from Office and Board
2. News from ET4ET
3. Follow-up of PBM tasks
4. AM animation movie – possible with the new budget?
5. EEB membership
6. AOB

**Abbreviations:**

1. AM – Annual Meeting
2. AOB – any other business
3. BM – Board Meeting
4. COMEM – Council of Members
5. EACEA – Education, Audiovisual and Culture Executive Agency
6. ET4ET – Environmental Training for Eco Trainers
7. EVS – European Voluntary Service
8. EYF – European Youth Foundation
9. NA – National Agency
10. PBM – Physical Board Meeting
11. TC – Training Course
12. VBM – Virtual Board Meeting
13. YFJ – European Youth Forum

## Results:

### 1. News from Office and Board

Natalia: Worked on preparations for new EVS project, closing EVS 2014, final report TC Follow up, preparations for YE Three Rs for the environment (almost all group leaders are selected), meetings with prep team of YE Impact of conflicts on the environment. Joined YEE Climate Campaign. Attended TC ET4ET.

Mercedes: Closing of 2014 accounts, final report admin EACEA, preparations for the TC “Supporting youth creating green start-ups”.

Lira: Identified MOs to review, sent them an email. Contacted some organisations for filling in the MO questionnaire. Contacted some organisations to inform about the possibility of joining YEE network.

Bianca: Sent a reminder to Arsen asking for the projects questionnaires for the internal audit.

Zaruhi: Worked for the TC ET4ET and on the thematic square for the Youth Forum.

Christiane: Worked for the TC ET4ET. She is planning to start working on the creation of the editorial team.

Anja: Worked for the TC ET4ET, YEE values.

More details can be found in the monthly memos and action plans.

### 2. News from ET4ET

Anja as the main coordinator considers it was a big learning experience, the preparatory team had to overcome many problems and could not participate in many sessions. The participants were satisfied with the sessions and they seem interested in helping out in the publication. The preparatory team was working together very well.

Natalia as a participant thinks it was well organised and it was a successful project.

### 3. Follow-up of PBM tasks

Who	What	3. Deadline
Everybody	Welcome pack	15 April
Zaruhi	Tweet from projects/events	In YFJ COMEM in April
Everybody	Learn how to use twitter	Not urgent
Everybody	Videos to report and advertise Board positions*	Advertisement for position – Mid June Report – during the AM
Christiane, Malgorzata	Draft of call for editorial team	Till 25 <sup>th</sup> April
Natalia	Update of Joomla	Till 20 <sup>th</sup> April
Natalia	Share list for subscribing for YEE newsletter	Before next projects
Anja, Keti, Mercedes	Clean Spam from NING platform	Till the end of April
Mercedes	YEE Budget 2015	End of April
Natalia	List of promotional materials available	27 <sup>th</sup> April
Vasily	Draft of a letter to funders	To be decided
Vasily	Draft on rules of accepting funding	End of April
Vasily	List of 5 funders to contact	To be decided
Everybody	Discussion on participants' fee for training courses	Next VBM in May

Mercedes and Vasily	Ways of decreasing bank charges	End of May
Anja, Malgorzata, Zaruhi	Continuation of EMS project	Meeting on Friday 10 April
Lira	Online platform for MOs	Mid June
Zaruhi	Write to PoR representatives whether they will continue being members of PoR or not	May
Zaruhi, Lira	Draft of HR policies	First week of May
Natalia, Mercedes	Topic of the year	Mid of May
Working groups	New official documents	End of April
Vasily, Christiane, Anja	Draft of certificate for Board Members	End of April
Zaruhi and Vasily	Research on "Volunteer Time Recognition"	VBM May

\*Videos to promote Board positions – Christiane thinks that the AM animation is enough. Zaruhi thinks it is not so effective if they promote their position via facebook (as only their friends will see it).

It was agreed to prepare a document with a picture and impressions from Board members to send to participants that will come to the AM.

#### **4. AM animation movie – possible with the new budget?**

We should wait for the results of the project application (TC Give international dimension to your project).

In case the project is approved, there should be some budget for creating the movie.

We will ask the movie maker (friend of Roxana) for the fee estimation.

Anja will ask Roxana for movie maker email and write him.

Natalia will send Roxana's email to Anja.

#### **5. EEB membership**

Christiane does not have any update.

We agreed that in case we can get a discount, we would like to stay as full members.

Christiane will contact EEB and find out if we can get a discount.

#### **6. AOB**

European Youth Award: They contacted Zaruhi and asked YEE to publish some of their news in our website and social media. We could send them our logo, newsletter, publications, etc. and they will promote it. It would be a cooperation where we can promote each other's activities and news.

Zaruhi will forward the email and find more information to send to the Board.