
**Minutes of the 3rd Physical Board Meeting
Business year 2015/2016;
July 16th 2015 - Prague, Czech Republic
Minute taker: Christiane Klemm**

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
Vasily Bashutkin - Treasurer

Secretariat:

Mercedes Fioravanti – Secretary General
Natalia Luchko – Main Coordinator
Judit Suveges – EVS volunteer
Vladimir Jordanov – EVS volunteer

Missing:

Margolzata Zubowicz-Thull - Consultant

Abbreviations:

AM - Annual Meeting
PoR - Pool of Representatives
AOB - Any other business
YFJ - European Youth Forum
TC - Training Course
BM - Board member
IA - Internal audit
PAX - participants
ERO - External Relations Officer
EB - Executive Board
EEB - European Environmental Bureau
PPO - Promotion and Publications Officer
COP21 - UN Climate Conference

AGENDA

1. OPENING OF THE BOARD MEETING AND UPDATES

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

2. ANNUAL MEETING 2015

- Agenda and division of tasks
- Review of session outlines
- Logistics
- Chair of the Annual Meeting

3. HANDOVER TO NEW BOARD

- General information
- Future of Pool of Representatives
- Future of the Editorial Team
- Creation of Pool of Eco-Trainers
- Ideas for next Board and Office Trainings/Workshops

4. EVALUATION OF THE BUSINESS YEAR 2014-2015

5. ANY OTHER BUSINESS

6. OFFICIAL CLOSING

MINUTES

1. OPENING OF THE BOARD MEETING AND UPDATES

- Opening
 - Quorum and voting rights

The Physical Board Meeting was officially opened by Anja Wilken at 18.00
Quorum was reached (all Board members were present).
Voting rights were explained.

- Distribution of roles: chair, minute keeper, time keeper

The board has agreed unanimously that

- Anja Wilken will chair the meeting.
- Christianne Klemm will be the minute taker.
- Vasily Bashutkin will be the time keeper.

- Introduction of agenda, amendments, adoption

The agenda was approved.

- Board update

Anja: She worked on Board Members Certificates

Christiane: She took part in an online meeting of the STEP project.

Zaruhi: YEE got approved for Climate Change network of the European Youth Forum.

No updates from the other attendees.

- Secretariat update

Mercedes: A call for new employee (Networking Coordinator) has been published and promotion started, also the call for participants the TC 'How to be a green entrepreneur' in October has been published.

Natalia: She published the call for next year's EVS volunteers, the Youth Exchange 'Arts for environment' was approved.

2. ANNUAL MEETING 2015

- Agenda and division of tasks

Board and Secretariat suggested some changes to the agenda. The agenda for the AM after approval from the General Assembly should be the following:

Friday, 17 July 2015

- 1) *Official Opening of the Annual Meeting*
 - Quorum
 - Voting rights
 - Election of the Chair of the AM, Minute Takers, Election Committee
 - Introduction to the Agenda of the AM
 - Amendments to the Agenda
 - Adoption of the Agenda
- 2) *YEE Annual Report 2014/2015*
- 3) *Financial Report*
- 4) *Secretariat Report*
- 5) *Internal Audit Report*
- 6) *Reports of the Executive Board 2014/2015*
- 7) *Clearing of the Executive Board 2014/2015*
- 8) *Opening of nominations for the Executive Board 2015/2016*
- 9) *Project planning I*

Saturday, 18 July 2015

- 1) *Proposal of changes in the structure of YEE strategic documents*
- 2) *YEE short term strategies: Presentation, discussion and approval*
- 3) *YEE opportunities, rights and responsibilities of YEE MOs*
- 4) *Member organisations issues*
 - Review and cancellation of membership
 - Acceptance of new MOs
- 5) *YEE Values: Presentation and voting*
- 6) *Project planning II*
- 7) *Presentation and discussion of projects*
- 8) *YEE Work Plan 2016: prioritisation and approval of projects*
- 9) *Elections*
 - Executive Board
 - Internal Auditors

Sunday, 19 July 2015

- 1) *Draft budget 2016: presentation, discussion and approval*
- 2) *Evaluation & Closing of the Annual Meeting*
- 3) *First Board Meeting of the newly elected Board*

The final division of tasks between Board and Secretariat members for the Annual Meeting took place.

- Review of session outlines

Sessions outlines will be reviewed in pairs by the responsible people of each session.

- Logistics

Natalia and Judit will be in charge of the logistics during the AM. They will try to involve delegates and make them feel responsible for the space and maintenance.

- Chair of the Annual Meeting

Board agreed on proposing Vladimir Jordanov as Chair and Judit Suveges as Vice-Chair for the AM.

3. HANDOVER TO NEW BOARD

- General information

The handover to the new Board should be min. 1 1/2 hours long and start at 8:30. One or two versions of the welcome pack, should be printed, to have a symbolic handover to new BMs.

- Future of Pool of Representatives

Three members of the PoR expressed their interest in continuing their mandate. The other two members informed Zaruhi about their impossibility to continue in the PoR. Voting on whether a new call for the PoR should be done (5 votes for, 0 against, 1 abstention). It shall be published, but for max. 4 additional new members and for limited mandates only.

- Future of the Editorial Team

Current Board votes in favour (6 in favour) for new Promotion and Publications Officer to implement an Editorial Team together with Natalia.

- Creation of Pool of Eco-Trainers

Anja and Zaruhi created a document to describe tasks and responsibilities, Zaruhi and Anja will include it in their working plans if they get re-elected. In the past there was a „questionnaire for experts” which was not successful, but might help. YEE will not exclusively work with this pool but aims to hire less experienced trainers and experienced ones to work alongside in order to provide some form of job-shadowing. The pool shall serve as a database for YEE.

- Ideas for next Board and Office Trainings/Workshops
 - Collection of ideas with the old Board's and Office's experience (suggestion from IA)
 - Training on media solutions: Doodle, Titanpad, etc.
 - Self-Management / Human resource and sustainable personality
 - Budgeting and Accounting basics
 - Team building
 - Time efficiency/ management

- Life-long Learning, How to learn
- Communication
- Needs assessment
- Training does not need to match the PAX 100% if the trainer is very good
- Representing the organisation, Lobbying

4. EVALUATION OF THE BUSINESS YEAR 2014-2015

The Board and Secretariat members shared feedback about their cooperation during the business year 2014-2015.

5. ANY OTHER BUSINESS

YFJ representation

Zaruhi would like to continue representing YEE in the European Youth Forum since she knows the organisation well. However, an argument was brought up that this could be unfair for the new ERO, if old BMs stay connected and new ones do not have a chance to get experienced in their position. The decision will be up to the new Board, with advice by the retiring Board to send two people for a transition period if the budget is sufficient. This makes only sense if the new ERO stays in the position for more than one year.

EEB

A communications Workshop for EEB members will take place on 28th and 29th of September. Who will attend the workshop shall be decided during the handover meeting, preferably ERO or PPO.

Future is clean campaign

YEE has been invited by the campaign team to join. It aims at spreading the message of solar impulse at COP21. There will be no financial commitment, only to spread information and to show support with logo on campaign website. (6 votes for joining)

6. OFFICIAL CLOSING

The Physical Board Meeting was officially closed by Anja Wilken at 22.30.

Minutes were proofread by: Mercedes Fioravanti, Zaruhi Stepanyan and Anja Wilken.