

**Minutes of the Third Board Meeting
Business year 2015/2016;
December 3rd, 2015
Skype, Online
Minutes taker: Zaruhi Stepanyan**

Participants:

Board members:

Anja Wilken – Chairperson
Zaruhi Stepanyan – Project Officer, Vice-Chairperson
Christiane Klemm – External Relations Officer
Marieta Baricevic – Member Organisations Officer
Janis Porietis – Treasurer
Jessica Massucco – Publications and Promotion Officer (joined at 19.30)

Secretariat:

Mercedes Fioravanti – Secretary General
Natalia Luchko – Main Coordinator
Malgorzata (Gosia) Zubowicz-Thull – Consultant (joined at 19.00)
Roxana Nica – Networking Coordinator

EVS:

Judit Suveges

Missing:

Vladimir Jordanov

Agenda:

1. News and update from Office, Board, EVS
2. After-PBM: review of Action Table (and “task”)
3. PBM 2016
4. Work Group Updates and next steps
5. External Relations Matters → planning of extra meeting?
6. Legal Issues (Statutes)
7. European Youth Event 2016
8. AOB
 - 8.1 Business cards
 - 8.2 NING closing – which month?
 - 8.3 STS (Action Plan Table)
 - 8.4 (optional: preparation for next time: Mediation Committee?)

Abbreviations:

1. **AM – Annual Meeting**
2. **AOB – any other business**
3. **Asap – as soon as possible**
4. **BM – Board Member**
5. **EEB – European Environmental Bureau**
6. **EYF – European Youth Foundation**
7. **GA – General Assembly**
8. **IYNF – International Young Nature Friends**

9. **MO – Member organisation**
10. **NA – National Agency**
11. **PBM – Physical Board Meeting**
12. **PoET – Pool of Eco Trainers**
13. **PoR – Pool of Representatives**
14. **TBD – to be decided**
15. **TC – Training course**
16. **VBM – Virtual Board Meeting**
17. **WG – Work Group**
18. **YE – Youth Exchange**
19. **YFJ – European Youth Forum**

Results:

1. News from Office and Board

Mercedes: prepared and submitted the Administrative Grant for the second year for Erasmus+. She was also working on the follow-up of the TC “Green entrepreneurship”. She worked with Adela on the call for partners of the TC “Green your Event”.

Roxana: was working on the STEP project. She works together with Mercedes on first financial report of the STEP project. She also works on the Right to be(e) campaign, they had preparatory meetings in the office, and she works on the Office Cuisine. She also worked on the video promotion of the TC “Green entrepreneurship”. She had skype call with Natasha and OPE about “Insecta Rules”.

EVS - Judit: Similar to Roxana’s activities, she also worked on Office Cuisine, the Right to be(e) campaign, went to the YE “Art for Environment”, after that Vladimir and her worked on the follow-up of the YE The office also had World Water Monitoring day and promotion of the TC “Green Entrepreneurship” videos.

Chris: was recovering from the surgery, she finished tasks for Mercedes, did the UNEP survey, and was in contact with Fältbiologerna (a Swedish organisation) for external matters.

Janis: was busy with his work, started to search for different funding possibilities and for some donations, also checked the grant for the next year with Anja.

Marieta: was working on involvement of MOs; she will contact those who have not placed our logo on their websites (as Roxana checked the MOs websites). She got a lot of responses for the questionnaire, so she will finish the database started by Lira. They discussed about who will communicate with HB.

Zara: Represented YEE at the European Youth forum Council of Members. YEE held there a Thematic Square on Climate Change Resolution and further activities of Climate Change Network. She also contacted the project teams she is responsible for.

Anja: Reviewed the “ABOUT” section on YEE webpage, created the call on the “New WP” work group, checked PBM minutes, and had appraisal interviews with Mercedes, Roxana and Natasha. She will share all of the results soon.

2. After-PBM: review of Action Table (and “task”)

Was decided to discuss the Action Plan created during the PBM line by line.

| Who | What | Deadline | Results from VBM |
|-------------------|---|----------|------------------|
| Anja and Mercedes | Coordinating the work group on New structure of Strategies and Work Plan (cf. p. 7/8) | | |

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| Anja | - Send an e-mail to invite to the work group for board and office | November - DONE | The call was sent. There are some members interested. The agenda of the 1 st meeting will be discussed. Most probably it will be in December. |
| Anja | - Send a call to MOs for joining the work group | November - DONE | |
| TBD | - Announce first meeting of the work group; | December | |
| Mercedes | - Make a document with all results of the discussion in the PBM; | April | |
| | - Make a document for comments from MOs; - Make a document with ideas for objectives/strategies; - Create a shared document | February/March | |
| Natalia | Update the Board Member policy | | |
| Marieta | HR Policy - Send the call for work group; - Collect existing data and good examples; - Make first draft of the policy; - Second draft (comments; consultation with lawyer or accountant); - Have a final version ready to be sent to MOs. | November December March April End of May | It was decided not to have a call for this WG. Members will be involved during the discussion of the second draft. The work will start this month. |
| Natalia Jessica | Review of Project Policy Create Sustainability Policy - Create work group; - Share the shared document with the draft from last year; - Make the call to board, office and MOs; - Make a call to comment on first draft - Have the final draft | TBD TBD TBD January May | Not discussed. |
| Zaruhi | PoET work group | | During December active YEE trainers will be involved as the first members of the PoEt |
| Anja | Have appraisal interviews with: - Natalia and Mercedes - Roxana - Malgorzata | November - DONE November - DONE January | Anja had appraisal interviews with Mercedes, Natasha and Roxana. Gosia will be interviewed in January. |
| Mercedes | - Confirmation for the payment of membership fees – prepare an e-mail template - share the document about the involvement of MOs in YEE with Marieta | February DONE | Mercedes has shared the document with Marieta. Other things will be done in February. |
| Anja, Roxana, Marieta | Create a video to promote membership in YEE | TBD | Anja will keep track and remind the Board and Office. |
| Natasha, Zara, Anja | NGOs page - to post the best video as an example and send guidelines to others to | | To be discussed. |

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| | follow | | |
| Mercedes | Share the Green Entrepreneurship video guidelines with the “Give international dimensions” team (as template) | December | Mercedes will send the video guidelines from the “Green Entrepreneurship”. The preparatory team of “Give International Dimension to your Project” will update it for MOs and will ask them to send their videos. |
| TBD | Ask the members to send their structure to find out more about their organisations | February | Could be done by Marieta when she contacts MOs for questionnaires. Anja will most probably create a template for FÖJ-AKTIV. |
| Marieta | Send a reminder to MOs to fill in the questionnaire | DONE | |
| Natalia | Share the needs analysis of members with Marieta | | Marieta will remind Natasha |
| Mercedes | Check with the contact person in the bank for the package offered by the bank to reduce bank charges | (DONE) | Mercedes will call the bank again and remind to send her the information. |
| Janis | Send a letter about donation button | February | Will be done by February. |
| Jessica | Make a new photogallery on Flickr | | |
| Natalia and Jessica (Roxana and Valdimir) | Send an e-mail to the Board with the action plan regarding updating the template of the e-newsletter | TBD | Vladimir and Roxana will work on the next issue of the Newsletter TBD |
| Board | Decide on the exact date of the next PBM | until Christmas | Next point on the Agenda |
| Board | Decide on the topic of training for the next PBM | Beginning of December | Next point on the Agenda |
| Mercedes | Create a shared document with proposed topics for the training for the next PBM | DONE | |

Anja asked all the board members to check their work plans and to send to all the board what was done and what will be done in near future.

3. PBM 2016

The dates which fit everyone are February 18-21 or March 3-6. On the first dates there is the board meeting of Hnutí Brontosaurus, where YEE is invited. For the second dates YEE got an invitation from EYF event for international organisations. Mercedes will check the possibilities for the accommodation in the countryside.

Alternative option: PBM could also include weekdays and in order to have both EYF event and the BM, the dates can be shifted to March 7-8. Mercedes will check the availability of venues and will inform the board.

The office was considering the place close to Brno (where the YE “Art for the environment” has taken place), which is very nice and convenient.

The board has to vote for the topic for the training of next PBM. The agenda has already to be planned. There was an idea last time to define a general objective for this meeting. Thus, all the board members should start to think of their sessions.

4. Work Group Updates and next steps

Discussed during the 2nd point: After-PBM: review of Action Table (and “task”). It was decided to keep this point in the agendas of all the upcoming board meetings.

5. External Relations Matters → planning of extra meeting?

Chris has mostly been working on EEB, she attended the EEB event, where she met with a member of NAJU who is a senior consultant of European Commission, leading the department of environment for several years. He was planning to travel through Europe to discover NGOs as he wants to write report on how people perceive European Commission, etc., Chris suggested to invite him to YEE office. Anja or Chris meet him when he comes to Germany. It can be also promoted in YEE Newsletter. It would also be good to also ask MOs whether they want to invite him to any event they have. He could be a great contact for the STEP project - so Roxana could stay in touch with him.

There were many changes made during EEB meeting. Now they have a section for international NGOs (where YEE belongs to now) which makes it easier for Czech NGOs (to announce their board delegate etc.). They are very interested in youth and were asking to be more active and proposed running for the board. Chris did not run for board due to enough other tasks. Finally, Sara Olsen from Fältbiologerna – that is a MO of YEE – ran for EEB board and will represent YEE in EEB board.

Some other rules in EEB also changed. In the past, organisations could become full members when they were eligible, now we can become associate member and only the fee will be different. Depending on Sara’s reports about the EEB development Chris will open a discussion about the change of the membership and the board will decide.

6. Legal Issues (Statutes)

There is a new law in Czech Republic for NGOs and as a result of this law YEE has to change the name and add an ending. Mercedes was in contact with a lawyer who said that since we are an international organisation we can ask the court not to change the name. He will help us to write an official letter.

He also checked the statutes and said that some parts are not really written in the official and legal register according to the law. We have time to change it until the end of next year. In case it is only the terminology it does not have to be approved by the GA, however, if it is the content, then it needs to be approved. We will know before the AM to be able to prepare.

Now we have to wait for lawyer to tell us what we need to change exactly.

7. European Youth Event 2016

IYNF invited YEE to take part in EYE and organise workshops and other activities. They would really like to have YEE as a partner, but we have to follow the official procedures and apply. Only Roxana expressed her will and capacities to go there, she could be the coordinator who is planning the activities. YEE has to decide who else is going and how many places we want to have.

We can have one place for Germany: in case Chis cannot go, Anja will go.

Roxana will ask IYNF whether we can present the exact names afterwards, and only then we will have the call for members to join.

For now we have Roxana, Judit, Christiane, maybe one or two of the new EVS volunteers and maybe some members of the PoR.

Thus, YEE will have 6-7 places. Malgorzata will introduce Roxana and Lucie (who contacted YEE on behalf of IYNF) to each other.

8. AOB

8.1 Business cards

Mercedes will contact the designer to see how the cards can be done. Mercedes is suggesting to have more cards for the board members with the e-mail and position. Mercedes will report us back on the progress.

8.2 NING closing – which month?

YEE have to decide whether we have it for one month longer before we close it. The board decided to have the support for NING platform for one more month (i.e. until January).

8.3 STS (Action Plan Table)

In the google drive there is an Action Plan to keep track on the STS, and to monitor our progress on those points. The deadline was till 30th November. The new deadline is 20th of December: Everyone should check it before the new year starts.

8.4 (optional: preparation for next time: Mediation Committee?)

Will be discussed at next VBM. Anja will send the document so that everyone can get acquainted to it.

| Who | What | Deadline |
|-----------|--|---|
| Everybody | Check their work plans and share an email with a short “evaluation”/report | Until the end of 2015 |
| Everybody | Check the progress on STS | 20 th December |
| Anja | Share Mediation Committee proposal | Until next VBM |
| Board | Plan their sessions for next PBM | Until next VBM |
| Board | Vote on topic and check dates for next PBM | Until next VBM |
| Everybody | Get started in the Work Groups | |
| Mercedes | - Check the venue for PBM - Update board on legal issues - (Update board and) order business cards | - Asap - whenever there are news - not urgent |