
Minutes of the 4th Physical Board Meeting
Business year 2015/2016;
August 29th 2016 - Prague, Czech Republic
Minute taker: Christiane Klemm

Participants:

Board members 2015-2016:

Chairperson – Anja Wilken

Project officer/Vice-chairperson – Zaruhi Stepanyan

Member organisations officer – Marieta Baricevic

External relations officer – Christiane Klemm

Promotional and Publications officer – Jessica Massucco

Treasurer – Janis Porietis

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General

Natalia Luchko – Main coordinator

Roxana Nica – Networking Coordinator

Aljaz Malek – EVS volunteer

Abbreviations:

1. YEE – Youth and Environment Europe
2. AM – Annual Meeting
3. EEB – European Environmental Bureau
4. EVS – European Voluntary Service
5. GA – General Assembly
6. IA – Internal Audit
7. LTS – Long-term strategies
8. MO – Member Organisation
9. NGO – Non-governmental organisation
10. PBM – Physical Board Meeting
11. STS – Short-term Strategies
12. VBM – Virtual Board Meeting
13. WP – Working Plan
14. YFJ – European Youth Forum

Agenda:

1. OPENING OF THE BOARD MEETING AND UPDATES

1.1. Opening

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

- 1.2. Board update
- 1.3. Secretariat update

2. ANNUAL MEETING 2016

- 2.1. Agenda and division of tasks
- 2.2. Review of session outlines
- 2.3. Logistics
- 2.4. Chair of the Annual Meeting

3. HANDOVER TO NEW BOARD

- 3.1. General information
- 3.2. External Relations
- 3.3. Future of Pool of Representatives
- 3.4. Collection of upcoming events and deadlines
- 3.5. Ideas for next Board and Office trainings/workshops

4. EVALUATION OF THE BUSINESS YEAR 2015-2016

5. ANY OTHER BUSINESS

6. OFFICIAL CLOSING

Minutes:

1. OPENING OF THE BOARD MEETING AND UPDATES

1.1 Opening

- Quorum and voting rights
- Distribution of roles: Anja is chair, Christiane minute keeper and Zaruhi time keeper.
- Introduction of agenda and amendments. The agenda has been adopted.

1.2 Board update

Anja: She worked on preparing AM and her application got approved for TC creative potential (social entrepreneurship).

Janis: He was very busy at work, so he mostly worked on checking mails.

Zaruhi: She worked on water campaign and training of trainers. It is not clear what will happen with the climate change network of Youth Forum after the change of their board.

Marieta: She checked mails, prepared report about MO and preparations for AM.

Jessica: She contributed to various issues and prepared for AM.

Christianne: She worked mostly checking mails. She was approved as GYBN delegate for COP 13 of CBD in Cancun.

1.3 Secretariat update

Roxana: She worked on the TC that just finished and is working on Visegrad application for the TC in inclusion.

Natasha: She prepared for new EVS volunteer that will be coming, working on water campaign, worked on sustainability in NGOs with Anja and attended a meeting for Environmental Challenge Accepted with Amelys.

Mercedes: She is also working on Visegrad application, preparations for AM, had the final evaluation with the intern Amelys, which was successful and YEE can consider having interns again. She worked on preparation for the registration in the court of YEE with lawyer.

Aljaz: He is already at YEE for almost 3 month, just participated in TC Bee the change, involved in variety of tasks (projects, newsletter, supporting office...), so far he likes the EVS project in YEE.

2 ANNUAL MEETING 2016

- 2.1 Agenda and division of tasks
- 2.2 Review of session outlines
- 2.3 Logistics
- 2.4 Chair of the Annual Meeting

We went through the agendas and all the tasks and sessions were confirmed. Details noted on personal agendas.

Projects for work plan: it should be at least 5 projects, criteria should be clear before they start planning the projects, 2/3 majority, provide time for GA to talk about projects among themselves (because of pressure from group), it would be good to have at least 5 projects approved.

Logistics were discussed in the office and will be taken care of by office members.

Secretariat will recommend Aljaz (EVS volunteer) as chair of the AM.

To facilitate the work of the chair of AM, we will mark chairs for voting delegates on one side of the room.

3 HANDOVER TO NEW BOARD

3.1 General information

Most of the current Board members expressed their wish to not continue in the Board next mandate. That means that most of the members of next Board will be new.

Face-to-face-training for new Board by old Board, first divided by position, then we will meet all together. Old Board should participate in first VBM of new Board.

Handing over of mail accounts should be done latest in two weeks after elections.

3.2 External Relations

European Youth Forum: upcoming elections of new Board.

EEB: Annual Meeting and Conference will take place at the end of September.

3.3 Future of Pool of Representatives

POR: Members of the PoR had a meeting with new and old ERO. It was suggested that future members of the PoR are former Board members or people who know well YEE.

3.4 Collection of upcoming events and deadlines

EEB Annual Meeting and Conference

YFJ COMEM

Funding deadlines – 1st of October (Erasmus+ and EYF)

PBM – First PBM should take place in autumn

VBM – First VBM should take place within the first month after elections.

3.5 Ideas for next Board and Office trainings/workshops

Communication and public speaking

Time management

Financial consultation for funding outside Erasmus+

If completely new Board: what is YEE, all positions, details

Environmental dimension (of Board and Office)

Facilitation

4 EVALUATION OF THE BUSINESS YEAR 2015-2016

Ideas for improvement of next Board:

- At PBM spend time working together, instead of just planning
- More planning for AM
- Bigger teambuilding at the beginning
- Not having everything on Google -> different programs for different purposes
- If possible have regular fixed date for VBMs (like every 1st Monday of the month)

5 ANY OTHER BUSINESS

N/A

6 OFFICIAL CLOSING

Anja closed the meeting