
Minutes of the eighth Board Meeting
Business year 2015/2016;
July 27th 2016 - Skype, Online
Minutes taker: Natalia Luchko

Participants:

Board members:

Anja Wilken – Chairperson

Zaruhi Stepanyan – Project Officer, Vice-Chairperson

Christiane Klemm – External Relations Officer

Janis Porietis – Treasurer (joined later)

Jessica Massucco – Publications and Promotion Officer (joined later)

Secretariat:

Mercedes Fioravanti – Secretary General

Natalia Luchko – Main Coordinator

Roxana Nica – Network Coordinator

Missing:

Marieta Baricevic – Member Organisations Officer

Agenda:

1. News and Updates
2. Annual Meeting
3. Work Plan and Strategic Plan
4. Numeration of YEE official documents (especially policies)
5. Voting: Structure of Annual Report
6. Prepare Email account for new board
7. EEB Annual Meeting & Conference
8. Any other business:
 - GYBN
 - Reminder – Urgent und important emails
 - STS

Abbreviations:

1. AM – Annual Meeting
2. AOB – Any other business
3. BM – Board Member
4. EVS – European Voluntary Service

5. EYC – European Youth Center
6. EYF – European Youth Foundation
7. GYBN – Global Youth Biodiversity Network
8. MO – Member organisation
9. EEB – European Environmental Bureau
10. PBM – Physical Board Meeting
11. TC – Training course
12. VBM – Virtual Board Meeting
13. YE – Youth Exchange
14. WG – Work Group
15. PoET – Pool of Eco Trainers

Minutes:

1. News and updates

The Board and the office gave short updates on their work.

2. Annual Meeting 2016

Some discussions about the first days of the Annual Meeting: The participants will start to arrive on 29 August, which will be the last day of the training course.

The training course will finish a bit earlier on Monday, 29th, and we will organise a small session to introduce new people. We will also have evening program to say goodbye to people who will leave and introduce new people.

There was a suggestion to introduce YEE already on the night of 29 August and show YEE movie already in the evening. But finally it was decided not to.

The office has a suggestion for the Chair of the Annual Meeting – Aljaz Malek, EVS volunteer.

We have to prepare the agenda for the next Physical Board Meeting to send to MOs – Anja will do it.

There is a flipchart about voting rules from the last year which will be re-used this year.

The agenda of the AM was discussed in details about each session and updated directly in the shared online document used as a working document for planning. The people responsible for each session were appointed.

Janis Porietis joined the call during the discussion about AM.

Anja suggested a different system of voting on membership review – print out papers already with written titles to cross.

There was a question about how to prevent situations when some project teams might think that they have to suggest a project for Work plan (as an obligation rather than an

option). That they might feel the pressure to suggest a project even if they do not plan to work on it. So we should give some people chance to join low commitment projects where there will be less pressure put on them.

The training of the new Board (on 1 September) will depend on the times of their departures.

There was a suggestion that someone from the Board could prepare the call for Board members.

The deadline to plan sessions is 12 August.

Logistics meeting – to send bullet points list to the Board. Anja and Chris will be preparing some flipcharts for the AM already during the training course. So, Board members should think in advance and write to Anja and Chris about it.

3. Work Plan and Strategic Plan

There are some projects which will be suggested for the next Work Plan 2017 by the Secretariat, so they need to be discussed with the Board.

Jessica Massucco joined the meeting.

Mercedes Fioravanti presented some projects which the office would like to propose. The Board discussed and voted if the projects will be proposed or not for the Work Plan 2017.

Updating website/mobile version: will be proposed

Updating the template of newsletter: will be proposed

TC Non-formal educational methods: this project will not be suggested for the Work plan as a first option.

Training of trainers – Zara will still see if she has capacity to work on it, but most probably yes.

Pool of trainers: Anja suggests to link it with ToT and Zara agrees. So it was decided like this.

Art for the Environment blog – The Board will think about it until the next Board meeting if it should be suggested for the Work Plan.

People4Soil – we are partners of this project so maybe it could be suggested for the Work Plan also?

4. Numeration of YEE official documents (especially policies)

The Board and office discussed the unified form of numeration in YEE documents.

There was an idea of using abbreviations for documents names – like PP for Project Policy. However, the Board decided not to use it.

The numeration of YEE documents will be letters for titles and letters and numbers for sub-points as in example:

A. Chairperson

A.1 Shall be representative of YEE.

The Board also checked the draft of the Board Member policy and agreed on the same structure.

Zaruhi Stepanyan left the call.

5. Voting: Structure of Annual Report

Mercedes presented the issue: she suggests to make report for the actual calendar year (business year). The Board voted on approval (4 votes).

6. Prepare Email account for the new Board

Christiane raised the point that the email accounts should be tidied up for the next Board. So the question occurred whether the Board Members should/are allowed to delete emails or not.

After a short discussion, it has been decided that some email discussions are put into an archive by the office anyways, so that Board Members could delete some emails in order to tidy up the account for the following board. However, as many emails as possible should be kept for the new board members to research and find good templates from the past.

This point will be discussed more in the future. The Board will discuss it at the next Board meeting.

The Board will tidy up their accounts before handing them over to the new board.

7. EEB Annual Meeting and Conference

The deadline to apply to this event is 2 September. This year the event will take place in Vienna, Austria. Somebody from YEE can attend, but we need to decide soon and there will be a new Board right before the deadline.

There is a suggestion that someone from the office can attend.

We were discussing what would be the benefit of attending it: EEB are interested in working with youth, for networking, for learning more about the organisation, etc.

Mercedes suggested to write to EEB and ask them if we can apply but without a name. It was agreed.

8. Any other business:

- GYBN

They have informal “Ok” from German Ministry connected with the environment who will give money for workshop. The representative from GYBN wanted to come and present the workshop at the AM.

They want to make a 5 day workshop.

Christiane should make sure that he makes some presentation about this project in a video or in some other way.

- Reminder – Urgent and important emails

Reminder to check emails.

- STS

Reminder to check short-term strategies and see if there are some pending tasks from there.

The VBM was closed by the Chairperson.