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**Minutes of the 3rd Physical Board Meeting**  
**Business year 2015/2016;**  
**March 5 – 8, 2016**  
**Ochoz U Brna, Czech Republic**

**Participants:**

**Board members:**

Chairperson – Anja Wilken  
Projects Officer, Vice-Chairperson – Zaruhi Stepanyan  
External Relations Officer – Christiane Klemm  
Publications and Promotion Officer – Jessica Massucco  
Treasurer – Janis Porietis

**Secretariat:**

Mercedes Fioravanti Alvarez – Secretary General  
Natalia Luchko – Main Coordinator  
Roxana Nica – Networking Coordinator  
Vladimir Jordanov – EVS volunteer  
Judith Suveges – EVS volunteer

**Missing:**

Marieta Baricevic – Member Organisations Officer

**Abbreviations:**

**AM – Annual Meeting**  
**BM – Board Members**  
**EEB – European Environmental Bureau**  
**EU – European Union**  
**EVS – European Voluntary Service**  
**EYF – European Youth Foundation**  
**HR – Human Resources**  
**IA – Internal Audit**  
**MO – Member Organisation**  
**NGO – Non-governmental organisation**  
**PBM – Physical Board Meeting**  
**PoET – Pool of Eco-Trainers**  
**PoR – Pool of Representatives**  
**PR – Public Relations**  
**SG – Secretary General**  
**TC – Training course**  
**UNEP – United Nations Environment Programme**  
**YE – Youth exchange**  
**YEE – Youth and Environment Europe**

## **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 on Work Plans

- Chairperson
- Vice-chairperson, Projects Officer
- External Relations Officer
- Treasurer
- Promotion and Publication Officer
- Member Organisations Officer

#### 1.3. Office update

- Secretary General
- Projects, Publications, EVS Coordinator
- Networking Coordinator
- EVS updates

### **2. PREPARATIONS FOR ANNUAL MEETING 2016**

- Planning of agenda, division of sessions
- Preparation of documents in advance
- Preparation of the Chair of the AM
- Deadlines to remember and follow

### **3. ACTION PLAN FOR NEW DOCUMENTS AND STRUCTURES**

- New Work Plan and Strategies
- Sustainability and Project Policy
- Board Member Policy
- Human Resources Policy
- Pool of Eco-trainers
- Internal Audit – new guidelines

### **4. CHAIRPERSON**

- Future Mandates & Transition of knowledge and experience
- Short-term Strategies 2015-2016

## **5. TREASURER**

- Update about funding possibilities
- Budget 2016

## **6. EXTERNAL RELATIONS OFFICER**

- Political dimension of external relations
- YEE identity

## **7. PROJECTS OFFICER**

- Projects Work Plan 2016
- Pool of Eco-Trainers
- Projects applications for EYF April deadline

## **8. MEMBER ORGANISATIONS OFFICER**

- Communication with YEE member organisations
- Promotion of YEE membership

## **9. PROMOTION AND PUBLICATIONS OFFICER**

- Social media strategy
- Promotional materials

## **10. SECRETARIAT**

- Internal Audit
- Internship in YEE office

## **11. ANY OTHER BUSINESS**

## **12. DATE OF THE NEXT PHYSICAL BOARD MEETING**

## **13. OFFICIAL CLOSING AND EVALUATION**

## MINUTES

**Saturday, 05.03.2016**

Beginning: 16:00

Minutes keeper: Jessica Massucco

### **1. OPENING OF THE BOARD MEETING AND UPDATES**

#### **• Opening**

Anja Wilken announced the start of the PBM. The quorum was reached.

Anja will be the chair of the meeting. Zaruhi Stepanyan was voted in as the time keeper for the first day. Jessica Massucco was voted in as minute keeper for the first day.

Adopting the agenda:

“Update of Human Resources policy” was deleted. The addition of EYF Remix meeting update and attending the Hnuti Brontosaurus Annual Meeting updates from Secretariat was made in point 10.

Anja suggested providing an open space to discuss potential animated film for YEE’s Annual Meeting. Due to lack of capacity the suggestion is not added to agenda.

The amended agenda was unanimously approved.

#### **• Board update on Work Plans/ Office updates**

Christiane:

Was in communication with Global Youth Biodiversity Network, briefed Zara Vikstrom (from Fältbiologerna) who is on the board of EEB representing YEE, researched and checked on UNEP, checked emails concerning YEE work.

Zaruhi:

Attempted communication with SAEM Georgia regarding the project “Water resource protection”, worked on the next Climate Change Network meeting, checked emails concerning YEE work, created Instagram account for YEE.

Natalia:

Submitted the applications for 3 projects for Erasmus+ deadline (2<sup>nd</sup> February 2016), had a Skype meeting with Gutta-Club, prepared the call for partners for the training course “Non-formal educational methods”, helped to prepare the February e-Newsletter, worked on the YEE intern recruitment, worked on “Art for the Environment” follow up.

Mercedes:

Had Skype meetings with the Work Group for the new structure of Work Plan and Strategies, made info pack and survey, closed the accounts for 2015, worked on the final report for the administrative grant for 2015 (after applying for a deadline extension), prepared for the TC “Green your event”.

Janis:

Worked on Board Member policy, did some research on funding possibilities, checked emails concerning YEE work.

Anja:

Worked on the Work Group for the new structure of Work Plan and Strategies, prepared VBM and made the preparations for PBM and sessions.

Jessica:

Made the Sustainability policy call, worked on social media strategy and alternative funding possibilities from a PR angle.

Judit:

Worked on the “Be(e) the Change” application, worked on the February e-Newsletter and the Office Cuisine blog.

Roxana:

Worked on the Office Cuisine blog interface and recipe competition, had an initial Skype meeting with the Right to Be(e) team and planned local actions for spring, started working on the application for the TC on inclusion for EYF deadline, attended the STEP meeting.

Vladimir:

Worked on the Right to Be(e) campaign, ‘Be(e) the change’ project application and Office Cuisine blog.

## **2. CHAIRPERSON SESSION**

### **• Short-term Strategies 2015-2016**

The Action Plan for the Short-term Strategies was discussed. Additional column with updates was added to the STS document (separate shared document):

#### **I. Impact on environment**

Point 1: Create timeline until the end of March

Point 4: Make guidelines for the session for 2 TCs before end of April

#### **II. Representation in external affairs**

Point 1: Send email to members of PoR – ask them to find event to represent YEE until the end of March. Meeting with PoR until mid April.

Point 4: Research on potential network to join until end of May

#### **III. Communication**

Second Objective, Point 2: Create a basic template profile with some MOs – until AM

#### **IV. Financial management**

Point 3: Mercedes – write to bank about package for transactions – until end of March

Point 4: Create guidelines – until the end of April

#### **V. Publications, website & social media**

Point 1.5: Contact partner organisations from YE Art for the Environment, ask to publish the publication until the end of May (Natalia)

Point 1.6: Judit and Natalia - write to MOs from Newsletter February 2016 - until 10 March

Point 1.7: Jessica to send booklet for Art for the Environment until the end of May

Point 2.1: Natalia to research and prepare report for AM until the end of May

Point 3.2: Create a report about social media to include in Annual Report – Jessica and Mercedes until end of May

Point 3.4: Office will post or share environmental news once per week - Roxana

Point 3.6: Jessica will write to Roxana and decide on the polls – until mid March

- **Future Mandates**

The BM discussed who wants to stay on the YEE Board next year and in which position.

Anja: Will not accept a nomination to be in the next Board.

Chris: Will not accept a nomination to be in the next Board.

Jess: Will accept a nomination for the same position, depending on who else is nominated.

Janis: Will be over the age limit.

Zara: Will accept a nomination for Chair depending on her employment status.

Session closed: 17:45

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\*Break\*

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Session opened: 18:00

### **3. PROJECT OFFICER SESSION**

- **Updates on the projects from YEE workplan**

TC “Bee the Change”:

It was applied by YEE on 2<sup>nd</sup> February deadline for Erasmus+. If approved, it will happen in the Czech Republic.

TC “Water Resource Protection”:

Zaruhi was continuously communicating with SAEM. They are still searching for an applying organisation.

TC “Call of nature” (initially called “Sustainable lifestyle”)

Biodiversa was going to apply but there is no Erasmus+ National Agency in their region. A call was sent to all MOs for new partners. YEE cannot apply but will support them in finding an applying organisation.

TC “Sustainability in NGOs”

It was applied on 2<sup>nd</sup> February deadline for Erasmus+. The team is awaiting news on approval.

### TC “Training for Trainers”

It was applied on 2<sup>nd</sup> February deadline for Erasmus+. The team is awaiting news on approval. Partner MOs have been selected, there will be 35 participants in the project.

### TC “Green your life”

For six months, there were some communication difficulties between YEE and IPAS. So, Mercedes has proposed that YEE discontinues this cooperation to the Board’s approval. YEE will continue to work on a reshaped version of this project with the Latvian partner homo ecos:. IPAS has been informed via email by Mercedes. It will happen in Latvia in October 2016.

### TC “Empower youth to change climate change” (initially called “Climate Change and Adaptation”)

It was applied on 2<sup>nd</sup> February deadline for Erasmus+ by YEE. It will happen in June 2016.

### Strategic partnership: Multiplying Ecos

OPE applied on 2<sup>nd</sup> February deadline for Erasmus+.

### STEP:

YEE attended the 3<sup>rd</sup> project meeting in Spain. The next step for the project is working on the technical elements and launching the e-platform at the end of May. YEE will organise a workshop to identify the needs of young people who will use the platform. YEE is trying to contact an organisation from Prague who is experienced in youth participation to help coordinate the workshop in April/May.

### The Right to Be(e)

The project team was confirmed and the first skype meeting took place. The team is working on the spring campaign.

### Office Cuisine:

YEE office plans to organise seasonal recipe competitions. The website interface was improved and office has regular blog posts.

### EVS:

Final two EVS volunteers were selected. If the new application is approved, the first volunteer will arrive in June 2016 and the other in September 2016 due to visa needs.

### • **Projects applications for EYF April deadline**

- TC “Non-formal educational methods”;
- TC “Inclusion in environmental youth projects” – it was suggested to refer to the European Youth Forum for support;
- Study session to study and explore gender perspective, gender equality, with an environmental focus.

Session closed: 19:00

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**Sunday, 06.03.2016**

Beginning: 9:00

*Minutes keeper: Jessica Massucco*

#### **4. WORKING GROUPS**

##### **Work Group for the new Work Plan and Strategies:**

Board and Secretariat were divided into two groups to discuss the possible strategies according to the objectives suggested by the work group. Halfway through the session the groups swapped over and reviewed suggestions made by the other group.

Session closed: 10:50

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\*Break\*

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Session opened: 11:10

##### **Open space for the following issues:**

- Internal Audit
- Sustainability Policy
- Welcome pack for the new Board
- Pool of Eco-Trainers

11:15 – 12:00

Welcome pack for the new Board: Action plan was created; no questions regarding it.

Sustainability policy: Concerns and confusion over the word ‘policy’. The group identified areas to work on and will review with the official working group.

12:00 – 12:30

Pool of Eco-Trainers: Discussed how to proceed and about basic criteria for selecting trainers. Work will begin after the Annual Meeting before the TC “Training of Trainers”.

Internal Audit: Discussed potential improvements and created an action plan. A document with the improvements in the procedure will be presented at the AM 2016.

Session closed: 12:45

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**Other business to discuss:**

- All Board Members signed the attendance forms for Board Meetings
- Presentation of YEE business cards

Closed: 13:00pm

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\*Lunch\*

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Session opened: 14:30pm

**5. TREASURER SESSION**

- **Update about funding/donation possibilities**

Janis asked YEE MOs and other NGOs about their funding. Everyone relies on the same government grants. Janis looked into GlobalGiving crowdfunding and the Czech US Embassy small grants programme. The office suggested looking to the Visegrad scheme.

Future action:

Make a list of potential funders, also by country and upload to YEE website.

Start to seriously research non-EU or Council of Europe funding options in order to have a secure plan to prepare for future years when we may need it. Focus on a programme funding based approach.

- **Budget 2016**

The budget was presented and discussed – agreed that extra money will fall into the External Relations budget (currently at €0.00).

External relations activities were discussed – to promote general campaigns and particularly the STEP project.

Session closed: 15:30pm

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Session opened: 15:30pm

**6. PROMOTION AND PUBLICATIONS OFFICER SESSION**

Presentation of different social media and statistics, discussed key messages and made decisions on what YEE will post in the future concerning external issues. YEE will not

post anything related to another NGO unless deliberated and agreed upon by Board and office. We will post about environmental issues when we can provide a positive solution and link back to our campaigns.

Key messages are: Celebrating successes, advertising opportunities, sharing network news.

Secondary messages include, sharing tips for sustainable living and news about environmental issues.

Future Action: Monthly environmental topics for social media, profiles of YEE members shared (format approved).

Session closed: 16:30

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\*Break\*

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Session opened: 17:00

## 7. EXTERNAL RELATIONS OFFICER SESSION

- **YEE identity**

Exploring YEE identity: considering what YEE means to all at present and discussing what MOs really want/need.

Structural identity problems – do we follow MOs needs regardless or do we set standards. Thematic problems – focused on youth development and neglecting environmental focus?

What do we want YEE to be? (ideally):

Natalia: To proudly say we are an environmental organisation and an expert in what we do. A good idea is to promote local projects as well as international projects.

Mercedes: Strong network with strategy and direction. Good transfer of knowledge and experience between YEE ‘generations’.

Roxana: Strong network which is useful and relevant for MOs. Supporting new MOs with expectations of them giving back later on. YEE should try to get as much input as possible from MOs active in environmental work and allow them to lead a little within the network.

Zaruhi: Agrees with all points mentioned so far. She would like YEE to have a perfect balance between youth and environment, so all activities involve both aspects. Would

like to see YEE becoming more inclusive regarding marginalised groups. To have a more local focus and for YEE to try and become more independently funded.

Anja: YEE to be ‘half indoors, half outdoors’ (half soft skills, half environmental practice). Strong follow-ups and celebrating successes. And for YEE to have a position on political and news stories, so we can be quoted in media etc. A focus on passion, motivation and inspiration on the project topic itself to ensure commitment to projects.

Janis: Vision for next year where YEE will have more MOs committed to environmental activities so MOs can find better partners. There should be better criteria for MO applications.

Vladimir: YEE should have its own identity but also an identity through its members and always be proud of its members. A really active network with all MOs active in something. Would like to see YEE in the news, “breaking a record”. Being confident to approach alumni for advice or help. Showcasing successful examples of projects and members. Embracing focus on inclusion.

Judit: Focus on quality partnerships instead of quantity and building strong working relationships. The organisations would use their initiative and creativity. But still work as a platform and open space for everyone who is really committed to learn.

Jessica: Hopes for a network with active, passionate people who can unite to inspire and motivate each other, and do environmental projects together. Thinks YEE needs to partially exit the Erasmus+ world and use it only when needed. To seek Erasmus+ funding when we have a great project to fund, not look for opportunities to do an Erasmus+ project. To support grassroots projects and participation that do not require excessive funding.

Christiane: Focus on the environmental aspect. Mentioned the example of a Swedish MO that is disheartened with lack of environmental focus and may leave.

Further comments – Mercedes: YEE could work more on campaigns and grassroots activities. Natalia: Giving feedback to Erasmus+ on spending. Anja: setting clear criteria for MOs.

Conclusion from Christiane: We want YEE to be more environmental, more nature focused and more funding independent, with a bigger stronger standpoint.

Session closed: 18:30

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Session opened: 18:30

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## 8. MEMBER ORGANISATIONS OFFICER SESSION

The session was led by Mercedes.

Groups brainstormed ideas for identifying and recruiting new MOs. Ideas will be sent to Marieta.

New MOs applications were reviewed.

Session closed: 19:15

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### **Monday, 07.03.2016**

Beginning: 9:00

*Minutes keeper: Zaruhi Stepanyan*

## 9. PREPARATIONS FOR ANNUAL MEETING 2016

The Board and Secretariat created and discussed on a “to do” list including: Agenda; Timeline; Sessions; Documents; Brief participants; Chair of AM; Evaluation; Logistics; Farewell party; Invitation; Call for Board Members; Project planning; PR plan; Follow-up; BM Certificates; Member Certificates. Division of Tasks; Planning of Board Meetings; Membership Fees.

The tasks were grouped and small working groups were formed in order to discuss how we are going to prepare for the Annual Meeting, who will be responsible for which task and prepare an Action Plan.

09:40-10:00

1<sup>st</sup> Group - Documents, Administration, Invitation, Board and Membership Certificates, Reimbursement

Will prepare invitation to AM by mid-April, to send by end of April (in case we have positive results for the funding application for the TC before AM).

Will contact sleeping MOs by mid-May, by the end of May will send the notice of review. Rest of documents will be send by mid of June.

2<sup>nd</sup> Group – Briefing for Participants, Project Planning, Follow-up (projects)

Will prepare documents about YEE and GA for participants.

Will have Skype meetings by end of March-beginning of April.

We want to specify what is a project in YEE, how we work. A PDF text will be prepared so that the participants have more information.

Follow-up to be discussed at Skype meeting.

### 3<sup>rd</sup> Group – Call for BMs, PR plan

Will revise the template for BM's call by mid-May.

PR plan – identify aims of PR and the target audience. Create a shared document for ideas. Strategy will be decided by mid-April, actions by mid-May.

During AM the actions will continue by EVS/intern who will be posting.

A special logo/sign of AM which will make it visual that all documents belong to the same meeting – Roxana.

10:15-10:35

### 4<sup>th</sup> Group – Agenda, Sessions, Planning of the BMs, Preparation of Chair of AM

Agenda – We need to send draft by end of April, we will create a shared document for everyone to add comments, Skype meeting for discussing the importance of sessions and division of tasks, there will be chance to comment afterwards.

Sessions – There will be time after Skype to work on them, we will have a shared Excel table to put the session outline but more specific and with timing – till the beginning of July.

Planning of BMs – We will have shorter meetings every evening and work more in groups + very short check-up sessions with everyone. We will plan the agenda of the meeting before.

### 5<sup>th</sup> Group – Division of tasks, Logistics, Farewell Party

Logistics – Natalia will work with Balta Daba on logistics. Roxana will help Mercedes with participants. Natalia will have a Skype meeting with Balta Daba about venue. We should think of some specific criteria of venue.

Farewell party – We will have a topic of party and ask participants to prepare. We will plan it before going there.

Division of tasks – Make sure that everybody has equal tasks, to have a person each day for logistics (take photos, materials, space, etc).

### 6<sup>th</sup> Group – Evaluation

Will send an online form, revise the last version. It will be sent during AM. To be able to compare results of different years. Positive quotes from evaluation forms of last year will be used for PR this years (FB, twitter, Instagram). To be created at least by June.

In the shared folder everyone will sign up for being the contact person for each group.

Session closed: 10:55

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Session opened: 10:55

### **Things to be discussed:**

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## Dates of Annual Meeting 2016

Availability was discussed:

Jessica is not available on 5-7<sup>th</sup>, 26-28<sup>th</sup> August.

Christiane is not available 11<sup>th</sup> July – 30<sup>th</sup> September (not plannable because of exams), can only come on weekends.

Mercedes is not available 12-14<sup>th</sup> August, 9-11<sup>th</sup> September.

Anja is not available for the first two weeks of July.

Roxana is not available in the beginning of July.

Janis is not available on 26-28<sup>th</sup> August.

Balta Daba is available from 26<sup>th</sup> July.

Zara is not available in the first two weeks of September.

Initial dates were 29<sup>th</sup> July – 4<sup>th</sup> August for the TC and 5<sup>th</sup> – 7<sup>th</sup> August for the AM.

Options TC+AM:

**27<sup>th</sup> July – 5<sup>th</sup> August** will be the first option. If Balta Daba is not available than we will discuss **16-25<sup>th</sup> August** and **16-25<sup>th</sup> September**. Balta Daba confirmed that the dates **27<sup>th</sup> July – 5<sup>th</sup> August** fit.

Session closed: 11:10

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\*Break\*

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Session opened: 11:30

## **10. OPEN SPACE**

### **• Board Member Policy**

We have a policy that describes the rules, there are quotes that are repeating the statutes and rules and procedures. So the easiest way is to make it more updated and current. The old and the new documents were presented and the Board Members were asked to update their parts. Some points that were added or rephrased were discussed. It was decided to have all the policies in one style (with numbering).

Natalia will send a reminder to the Board Members to update their parts in the policy. Janis will send his part as an example for others. There will be two drafts so that everyone has a chance to comment and to check others comments.

The deadline of the first draft is 11<sup>th</sup> of April. The deadline for everyone to put comments is 25<sup>th</sup> of April. The deadline for the second draft is 9<sup>th</sup> of May. The documents should be ready by the end of May.

- **Project Policy**

We have to check what was done and to make some general comments. The work on it started last year. The previous document was improved and divided into some sections to make it easier.

Natalia will send the finalised draft to the Board.

The deadline for sending is 11<sup>th</sup> March. The comments should be sent till 27<sup>th</sup> March. The final draft will be sent to the board till 22<sup>nd</sup> of April. The final comment by the Board have to be sent by 2<sup>nd</sup> May.

- **Transition of Knowledge and Experience**

There was a brainstorming on which areas Board Members think are relevant for transition:

- Google drive (technical things)
- Handover notes
- Best practices of communication (style, amount, channels)
- Task and time management techniques
- Make sure that all of the information in emails is in separate folders (categories)
- 'Ongoing topics'
- Explain why/how changes have been made
- Have 'next steps to be done'
- Time to be available for questions (Skype)
- Mentor creation of new BMs Work Plans
- Share contact databases
- Agreement on where to contact ex-BMs (share contact details)
- Evaluation on how the mandate went (share experience; reflection)
- Share printouts with new BMs

The Board Members were asked to go through these points personally and to think what they can do and by when.

Session closed: 12:55

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\*Lunch\*

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In the afternoon the Board and Secretariat had a training course on the topic of communication led by trainer Carmine Rodi Falanga.

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**Tuesday, 08.03.2016**

Beginning: 9:30

Minutes keeper: Zaruhi Stepanyan

## **10. SECRETARIAT SESSION**

### **• Internal Audit**

The dates of AM were confirmed: 3<sup>rd</sup> – 5<sup>th</sup> August.

30 days before we need to send the IA report. IA have 14 days to make the report, and the Office and Board need to have two weeks for comments. Thus, the IA will be until 3<sup>rd</sup> June 2016.

All Board and Office should add availability for whole May and beginning of June (add until 21<sup>st</sup> March) in case the Internal Auditors need anything from them.

The timeline and Action Plan were developed, the deadlines for sending the documents for Internal Audit were confirmed.

### **• Intern in YEE Office**

YEE has no funding. The call was published and there were specific criteria that the intern has to find the grant for the internship. The plan is to have one intern from 1<sup>st</sup> May to 1<sup>st</sup> September. There are quite many applications; Mercedes, Roxana and Natalia will make pre-selection Skype meetings. The plan is to have the name of intern till end of March.

### **• Bonus for Secretary General**

In the contract of SG there is a bonus which is based on the Administrative Grant. The conditions are not mentioned clearly in the contract. The idea is either to improve it or to delete it.

The Board agrees to delete the bonus part as it is unclear. Mercedes will make a research on how it is done in different organisations and in the future we will try to include a more developed bonus system.

### **• Law in Czech Republic about NGOs**

Before, the NGOs had to be registered in the Ministry; now they have to be registered in the Court. It has to be done in an online system and all the changes have to be registered online. One of the laws is that all the NGOs have to have the word “spolek” at the end of their name and the statutes have to fit the law.

YEE appointed a lawyer to advise on the situation and write a letter to the court requesting that YEE is excused from the law based on the network’s international status. The lawyer checked the statutes and the Czech version did not have good terminology and he found something we should add (that the Board is the governing body of the



Federation). Mercedes will ask the lawyer what are the changes and whether we need to change all or only big things.

Session closed: 10:30

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Session opened: 10:30

## **11. ANY OTHER BUSINESS**

- **EVS selection**

The procedure now is: office receives all the applications and pre-selects. Then the Board votes. Office holds Skype meetings and suggests candidates. But sometimes there are candidates that are favourable for office but due to little amount of voice they are not being interviewed.

The Board and office discussed on changing the procedure of selection. Next time we will try to prioritize the candidates as well as have a Google form (with hidden votes) so that the voters are not influenced.

- **Membership application**

On the YEE webpage we have the section 'How to become member'. The procedure of application was discussed.

Mercedes will be coordinating the process of making a new application procedure. She will send a document with ideas by the end of June and all the Board Members will have to comment on it by the end of July.

- **EYF (Re)mix meeting**

Natalia presented the most important points of the EYF seminar she attended on 1<sup>st</sup>-4<sup>th</sup> of March in Strasbourg. She will send a report later.

- **Hnuti Brontosaurus Annual Meeting**

Natalia and Mercedes presented the outcomes of the Annual Meeting of Hnuti Brontosaurus which they attended on 20<sup>th</sup> February.

Session closed: 11:00

### 13. OFFICIAL CLOSING AND EVALUATION

The Chairperson officially closed the Physical Board Meeting. A short evaluation of the PBM took place.

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*Minutes proofread by Roxana Nica, Jessica Massuco, Anja Wilken and Natalia Luchko.*

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#### **Annexes:** Action Plan

#### **ACTION PLAN**

<b>What</b>	<b>Who</b>	<b>Deadline</b>
Organise a workshop for the STEP project	Roxana	April/May
EYF project applications: -TC "Inclusion in environmental youth projects" -TC "Methodologies on non-formal education" -Study session on gender	Roxana Natalia Natalia	1 <sup>st</sup> April
Start to share monthly environmental topics for social media and profiles of YEE members	Jessica	April/May
<b>Preparations for the AM 2016:</b>		
<b>Documents, Administration, Invitation, Board and Membership Certificates, Reimbursement</b> -prepare invitation to AM -contact sleeping MOs -send the notice of review -send rest of documents	Mercedes Roxana	Mid-April; to be sent by end of April Mid-May End of May Mid-June

<b>Briefing for Participants, Project Planning, Follow-up (projects)</b> -prepare documents about YEE and GA for participants -have Skype meetings	?	?  End of March-beginning of April
<b>Call for BMs, PR plan</b> -revise the template for BM's call -decide on a PR strategy will be decided -make actions following the PR strategy -make a special logo/sign of AM which will make it visual that all documents belong to the same meeting	Jessica/Christiane/Vladimir?  Roxana	Mid-May Mid-April Mid-May Mid-April?
<b>Agenda, Sessions, Planning of the BMs, Preparation of Chair of AM</b> -send draft of agenda for AM -create a shared document for everyone to add comments -have a Skype meeting for discussing the importance of sessions and division of tasks -have a shared Excel table to put the AM session outlines	?	End of April ? ? Beginning of July
<b>Evaluation</b> -send an online evaluation form, revise the last version. -promote positive quotes from evaluation forms of last year in this year's PR strategy	?	During the AM?  June
<b>Board Member Policy</b> -have the first draft is 11th of April. -have comments on the first draft from everyone -have second draft - have the document ready	Natalia (coord.)	11 <sup>th</sup> April 25 <sup>th</sup> April 9 <sup>th</sup> May End of May
<b>Project Policy</b> -send the finalised draft (?) to the Board -add comments to the draft -send the final draft to the Board -have final comments by the Board	Natalia All Natalia (?) Board	11 <sup>th</sup> March 27 <sup>th</sup> March 22 <sup>nd</sup> April 2 <sup>nd</sup> May
Add availability in the shared document for the Internal Audit	All	21 <sup>st</sup> March
Select the new intern in YEE office	Office	End of March
Make a shared document about new procedure for applying for membership in YEE Add comments to the document	Mercedes  All	End of June  End of July