
**Minutes of the 2nd Physical Board Meeting
Business year 2015/2016;
October 29 – November 1, 2015
Prague, Czech Republic**

Participants:

Board members:

Chairperson – Anja Wilken
Projects Officer, Vice-Chairperson – Zaruhi Stepanyan
Member Organisations Officer – Marieta Baricevic
Publications and Promotion Officer – Jessica Massucco
Treasurer – Janis Porietis

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General
Natalia Luchko – Main Coordinator
Malgorzata Zubowicz-Thull – Consultant
Roxana Nica – Networking Coordinator
Vladimir Jordanov – EVS volunteer

Missing:

Christiane Klemm – External Relations Officer
Judit Suveges – EVS volunteer

Abbreviations:

AM – Annual Meeting
COP – Conference of Parties
EEB – European Environmental Bureau
EU – European Union
EVS – European Voluntary Service
EYF – European Youth Foundation
HR – Human Resources
MO – Member Organisation
NGO – Non-governmental organisation
PBM – Physical Board Meeting
PoET – Pool of Eco-Trainers
TBD – to be decided
UNEP – United Nations Environment Programme
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, External Relations Officer
- Treasurer
- Promotion and Publication Officer
- Projects Officer
- Member Organisations Officer

1.3. Office update

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

2. YEE VISION AND FUTURE

- How do we see YEE – Where is YEE heading?

3. ACTION PLAN FOR DOCUMENTS FOR THE ANNUAL MEETING 2016

- Strategies and Work Plan
- Policies
- Pool of Eco-trainers
- Internal Audit – new guidelines

4. CHAIRPERSON

- NING platform
- Mediation Committee

5. TREASURER

- Donations
- Reduction of bank fees

6. EXTERNAL RELATIONS OFFICER

- Pool of Representatives
- Membership in EEB

7. PROJECTS OFFICER

- Projects Work Plan 2016

8. MEMBER ORGANISATIONS OFFICER

- Communication with YEE member organisations
- Sleeping organisations
- Promotion of YEE membership

9. PROMOTION AND PUBLICATIONS OFFICER

- Social media strategy
- Update of website
- How to involve member organisations in campaigns

10. DATE OF THE NEXT PHYSICAL BOARD MEETING

11. OFFICIAL CLOSING AND EVALUATION

MINUTES

Thursday, 29.10.2015

Beginning: 15:00

Minutes keeper: Roxana Nica

1. OPENING OF THE BOARD MEETING AND UPDATES

1.1. Opening

Anja Wilken announced the start of the PBM. The minutes keeper, chairperson of the meeting and time keeper have been selected.

It has been agreed that Anja will be the chairperson of the meeting and Zaruhi Stepanyan the time keeper of the meeting, while minutes keepers will take turns throughout the meeting.

It has been agreed that Roxana Nica will take minutes during this day's sessions.

Voting rights were introduced. The draft of the agenda was presented and discussed upon.

Regarding the programme for Friday, Mercedes Fioravanti proposed to swap sessions of Treasurer and MOs Officer in order to have more time for MOs issues, in relation to the visit of Pavlína Martinů from Hnutí Brontosaurus. A session for "Secretariat issues" was proposed to add to the agenda. Everybody agreed to these changes.

With regard to the Sunday schedule – evaluation and closing – Mercedes suggested that it will be a good time to plan when the next PBM will take place and decide on other issues related to it.

Board and Secretariat went over the agenda adding issues to discuss to the Board Members' sessions:

MOs Officer:

- main topics to discuss: communication with MOs; sleeping MOs; promotion of YEE membership; making a certificate for membership fee;
- proposals from the office to add to the session: the situation regarding MOs videos; work on questionnaires that were previously prepared by Lira Hakani.

Treasurer:

- main topics to discuss: donation letters; reduction of bank fees;
- proposals from the office to add to the session: updates on the budget 2015; funding for the AM; situation regarding private funders (in case there is enough time).

Chairperson:

- main topics to discuss: communication within Board and between Board and Secretariat; Mediation Committee (this could be discussed after the PBM); NING platform;
- proposals from the office to add to the session: transfer of knowledge (could also be discussed during the PBM in February).

Projects Officer:

- main topics to discuss: Work Plan 2015/2016; action memos and action plans;
- proposals from the office to add to the session: what projects YEE will apply for with Erasmus+ and EYF for the next deadline; package for project teams; involvement of YEE office in youth exchanges (the issue of finding Czech participants).

External Relations Officer:

Due to health reasons, Christiane Klemm cannot attend the PBM but there is the possibility she could attend it by Skype.

- main topics to discuss: membership in EEB; role of External Relations Officer; Pool of Representatives;
- proposals from the office to add to the session: involvement with COP; membership in UNEP.

The topics will be discussed depending on Christiane's attendance. Anja proposed to have external relations skype meeting after the PBM, in case Christiane cannot attend in any way. Natalia Luchko proposed that this topic can also be discussed in the next PBM.

Publications and Promotion Officer:

- main topics to discuss: social media strategy; updating the website; creating a framework of steps how to promote campaigns among MOs;
- proposals from the office to add to the session: updating Joomla with a new version – a specialist will be hired for this, as well as possibly for making a mobile version of the website; updating the newsletter.

Sessions added to the agenda:

- Secretariat session
- Communication Board-Secretariat (under Chairperson session)
- Certification after payment of fee by member organisations (under Member Organisations officer session)
- Update of e-Newsletter (under Promotion and Publications officer session)

The agenda was approved unanimously.

1.2/1.3. Board update on Work Plans/ Office updates

Updates from Secretariat and Board were presented in the form of a game facilitated by Anja.

2. YEE VISION AND FUTURE

Malgorzata Zubowicz-Thull facilitated the session. Topics like YEE current situation and how we see the development of YEE were discussed. Each person had to think about two questions: why YEE exists; what is the need for YEE currently?

Answers for “why YEE exists”:

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- it gives stability to youth organisations, offers quality partnerships and campaigns; unites organisations with shared goals and they are more visible in the network
 - organisations need an umbrella organisation to unite them, a bridge to go to Europe; YEE also provides support and help with the projects
 - it helps people get inspiration from each other
 - it gives young people possibilities to get experienced and learn
 - it promotes respect for nature and sustainable practices
 - it exists for international cooperation, it allows organisations to work on things together
 - it is a space for young people to get involved
 - it helps members to develop a wide range of projects like training courses, youth exchanges, campaigns, local actions
 - it inspires young people to think about improving their lifestyle
 - it gives a chance for participation in wider sense; also, it exists because of partners who trusted YEE for long time and thus continued with their projects
 - it is a guarantee of a good quality projects
 - it helps spreading methods of environmental education.

Jessica Massucco added that YEE needs a clearer identity - as an NGO it needs to take back its own priorities. Malgorzata added that YEE has many identities now according to how reality is also changing.

Moreover, there was a discussion on YEE mission. Certain points were made: YEE is inspiring, however somehow it went away from nature and awareness of competences and skills; people coming to projects but not having enough knowledge on environmental aspects/topics; the issue of how we “communicate our identity” to our members.

It was mentioned we should not just raise awareness ourselves, but unite people who raise awareness.

Regarding new possible members – how would they benefit from YEE? We should remember about the different reality when YEE was created. It was suggested to maybe promote the past/history of YEE – it was tried before with “Old Socks” and 30 years anniversary campaign. It was also suggested that it would be interesting to contact the people who were involved in the past and learn from their experiences.

As a conclusion it was suggested to think more over whether YEE’s activities should fit more to the mission or recreate the mission in order to fit what YEE is doing now.

Board members and office were then asked to think about YEE in 3 years and also about 3 changes that will be made in order to achieve such a new stage. Answers included: deciding on what is the priority of YEE, having a strong identity, being less dependent on EU funds, having more active MOs, being stronger, having closer connection between MOs and YEE, developing more long-term projects and more partnerships with other European network, having clearer strategy and objectives, defining the target groups, having more focus on nature, more environmental impact (depending on the role of YEE), giving more support to young people in concrete projects, providing a project management consultancy, having bigger influence in bigger organisations in the context of sustainability.

It was added that strategies are connected to the functioning of YEE. We do not speak much about changes content-wise. As we want to change the work plan, short-term

strategies and shift them into content, we will reflect on the areas on which YEE should work in the next 2 years. Board members and office then worked in pairs to identify 2-3 main areas on which they think YEE should work in the next 2 years, content-wise.

Ideas - areas that YEE should focus on next year: ecosystems (ocean, city, forest, migratory birds); biodiversity and biodiversity – food; raise awareness on protection of bees; climate change (also through environmental education); climate change – COP; lobbying for environmental priorities; sustainable mobility; job shadowing; active youth participation; youth unemployment (in environment); inclusion of young people with fewer opportunities; informing general population on environmental topics (sustainability); strategic long-term projects; providing tools for eco-education; making environment "sexy" (supporting MOs in making successful environmental projects); eco-awards; build YEE strong identity; influence in sustainability practices of other European networks or institutions.

The day concluded with a summary on the shared vision and teambuilding activity.

Friday, 30.10.2015

Beginning: 9:30

Minutes keeper: Malgorzata Zubowicz-Thull

3. ACTION PLAN FOR DOCUMENTS FOR THE ANNUAL MEETING 2016

- **Introduction: Strategies and Work Plan**

Mercedes presented the upcoming change of official documents. Strategies and work plan will be linked. There will be few general objectives, under each one there will be more specific strategies. Under each strategy there will be activities (work plan). For each activity we should have a person responsible and indicators. There will be also a section "Other projects" which will include projects of MOs which will not follow specific strategies.

We should decide what will be the name of the new type of document.

The work group should decide how the projects will be proposed and how to involve members in creating a new work plan.

The work plan will be probably planned for 2 years' period.

- **Working groups**

Presentation of Open Space and division into groups.

Topics: New structure of Strategies and Work Plan; HR policy; Pool of Eco-trainers; Update Board Members policy; Review Policy documents (projects plus sustainability).

Each group will have a leader (person in charge) who will facilitate the meeting and also coordinate the group after the meeting.

- **Results of discussion in working groups**

1. New structure of Strategies and Work Plan

- Planned outcomes: template (draft document); action plan; how to involve MOs; the name of the new document; how projects will be proposed; how to identify difficulties; list of possible strategies.

- Involvement of MOs: working group; voting – pool for voting, answering e-mail; comments to the document (give, for example, 1 month to comment); in the future we could have a physical meeting for the working group.

- Template: we will maybe skip indicators for some activities for this year but ask project teams to reflect on them in the project proposal form and maybe the next year we will include them – we can call them (desirable) outcomes, results and not indicators; the work group has to decide on the template – also if we should include external partners and membership fees.

- How projects will be proposed: in the project proposal form there should be a question to which strategy the project will answer; there will be voting on proposed projects during the AM.

- Difficulties: Other projects – how they will be included; how MOs will vote on strategies.

- Action plan: e-mail to invite to the work group for board and office – November – Anja; call to MOs for joining the work group (give precise information – how much time is required, how often the Skype meetings; comment on online documents; to make it clear what people will gain) – November – Anja; details about the call will be decided by email; announce first meeting of the work group – December; document with all results of the discussion in the PBM; to plan a timeline; the document for comments will be sent to MOs in April; March – voting for some objectives/strategies; February/March – document with ideas for objectives/strategies; shared document – Mercedes.

Coordinators of the work group: Anja and Mercedes

The work group should discuss for how many years the objectives and strategies will apply.

2. Update Board Members Policy

To create a work group; to discuss what the policy is; the results will be shared in December; then the discussion with the whole board; first draft for the next PBM; after the action plan will be created.

3. HR Policy

Timeline was created; the draft of HR Policy will be created until the AM; Work group: Zaruhi, Marieta and Vladimir; the call for work group will be sent; collect existing data and good examples – December; till March – first draft; time for comments; consultation with lawyer or accountant; end of May – ready version to be sent to MOs; maybe before it will be shared with MOs.

4. Review of Project Policy document

The idea is to shorten the existing Project Policy. The project management tips should be moved to guidelines and the part on sustainability should be moved to the new Sustainability Policy.

Expected outcomes: action plan

- Action plan: create work group; share the shared document with the draft from last year; the call to board, office and MOs; create the timeline; till the AM to have updated Project Policy and create new Sustainability Policy; the final draft – May; later we can blend all policies into one document; call to comment on first draft – January.

The work group should decide: to propose a work group to review all policies; work on updating Project Policy; create Sustainability Policy; resign from Travel Policy and move it to Sustainability Policy; 2 different work groups will work separately on Project Policy (coordinated by Natalia) and Sustainability (coordinated by Jessica).

5. Pool of Eco-Trainers (PoET)

The needs of creating the pool; timeline; call for members; criteria for members of the pool.

Working groups – composition

Topic of the group	Coordinator	Members
New structure of Strategies and Work Plan	Anja and Mercedes	Anja, Mercedes, Malgorzata
Board Members Policy	Natalia	Natalia, Janis
HR Policy	Marieta	Marieta, Natalia, Vladimir, Zaruhi, Mercedes, Malgorzata
Project Policy	Natalia	Natalia, Anja, Malgorzata
Sustainability Policy	Jessica	Jessica, Anja, Janis, Roxana
Pool of Eco-Trainers	Zaruhi	Zaruhi, Mercedes, Marieta

• **SECRETARIAT SESSION**

Contracts of Natalia and Mercedes will have to be prolonged next year. In November the appraisal interviews for both of them will be announced. The contracts should be prolonged as unlimited contracts according to Czech law. Decision will be done in December.

Appraisal interview with Roxana will take place in November.
Appraisal interview with Malgorzata will be done in January.

There was a discussion on EVS application and the probability of not getting funds because of low budget in Czech National Agency.

If the project is not approved, the volunteers would come in September and the new application would be submitted in February.

- **UPDATE ON SHORT-TERM STRATEGIES 2015-2016**

The Action Plan was created. Check the separate document for details.

8. MEMBER ORGANISATIONS OFFICER SESSION

- Communication with YEE MOs

The communication with MOs does not go through MOs Officer so Marieta has not many possibilities to get to know MOs and follow news.

The questionnaire was sent to MOs that did not answer it last year.

- Sleeping organisations

Marieta will consider organising Skype meetings with sleeping MOs.

Mercedes will share the document with Marieta stating the involvement of MOs in YEE.

- Notification after payment of membership fee

The confirmation of paying the membership fee was discussed. The template email will be prepared by Mercedes.

- Promotion of YEE membership

There has to be a partnership established by Marieta with Jessica which will help to promote the membership.

When searching for new members, it is very important to find out whether each organisation fits YEE or not.

We can spread the call for members through the active MOs and ask them to recommend organisations which can become partners and to promote YEE. We can develop a campaign to encourage membership.

We have already one application for membership from Macedonia. There are organisations from Italy and Canary Islands which are arranging the documents to send the application. We have to remind them to send the documents.

We will create a letter or video to promote membership in YEE. This will be decided later.

- NGO page

The idea was to make a new page of member organisations via a small video message. We have already received some videos. The preparatory team of "Give international dimension to your projects" will check the videos received from the members and will post the best

video as an example and send guidelines to others to follow. Mercedes will share the guidelines for Green Entrepreneurship videos to be used as a template.

Ask the members to send the description of structure of their organisation to find out more about them. YEE should make an example for them to follow.

Marieta will send a reminder to fill in the questionnaire.

Natalia will share the needs analysis with Marieta.

Minutes taker: Zaruhi Stepanyan

5. TREASURER SESSION

Janis presented the situation with YEE bank charges.

Three solutions were presented to overcome huge bank fees:

- 1) Either to use the package offered by the bank or to use a website (transferwise.com) which helps to transfer money with a little charge.
- 2) Another option is to open an account in another country which will also save some bank charges.
- 3) The third solution was to use special offer for bank transfers from the bank which YEE is using at the moment. There are several offers which allow to save money while making transfers. It was decided to explore more this solution this time.

Mercedes will check with the contact person in the bank and the Board will choose the best option.

Donation letter: Janis prepared a donation letter which was sent to the Board before the PBM. The Board had a chance to comment on it.

There was a proposal to cover the costs for the Treasurer to attend fundraising events.

Janis will send a letter about the donation button.

Saturday, 31.10.2015

In the morning the Board and Secretariat had a hike and teambuilding activities.

Beginning: 14:00

Minutes keeper: Roxana Nica

4. CHAIRPERSON SESSION

- NING platform

Anja gave updates about the NING platform. After a trial period of 6 months it was

proposed not to invest time and money in the platform anymore. Voting was conducted and it was unanimously agreed to cancel the account with 5 votes in favor of cancelling.

- Communication Board-Secretariat

Discussions about communication within Board and within Board and Secretariat followed. Board and Secretariat was asked to fill in a table regarding general communication, amount of e-mails and Skype meetings, length/duration of e-mails and Skype meetings. Comments were made particularly on the length and amount of e-mails, how to make them more efficient.

The team discussed what works well in their communication, what does not. There were suggestions regarding long e-mail threads, to add short updates not to lose track of information and also keep to the initial topic.

The question of relevance of forwarding some e-mails from external sources was also raised. It was suggested that it could be good to consult with a Board member when this happens.

The "system"/rhythm of checking e-mails by Board members was discussed. It was suggested to make it very clear whether the matter is urgent so that the Board would reply quickly.

- Mediation Committee

The discussion about Mediation Committee will be postponed.

7. PROJECTS OFFICER SESSION

Updates on the projects:

From the Work Plan 2015

- *YE Art for the environment* – will take place on 9-15 November 2015;
- *Green Entrepreneurship* – the second training course took place in October, the international campaign is still ongoing;
- *YE The impact of the conflicts on the environment* – project was cancelled due to funding reasons;
- *Discover the soul of the Carpathian mountains* – it was applied for the April deadline but was not approved;
- *International Eco-school partnership* – project was cancelled and can be replaced by the project “River reMEmbers” organised by YEE member organisations Balta Daba and OPE;
- *Climate Campaign* – results and plan for the follow-up were shared with Board and Secretariat; the campaign is still running at present;
- *The Right to Be(e) Campaign* – the planning of the campaign and youth exchange are discussed;
- *Insecta Rules* – discussions go on between office and OPE on how to develop the campaign further;

From the Work Plan 2016

- *YE Be(e) the change* – will be applied for February 2nd 2016 or April 30th 2016 deadlines;
- *YE Water resources protection* – it was suggested that Zaruhi would try to contact SAEM for a Skype meeting;

- YE *Sustainable lifestyle* – Natalia will have a Skype meeting with Serghei from Gutta-Club;
- TC *Sustainability in NGOs* – it was applied for the 1st of October 2015 to EYF. Will be applied for co-funding from Erasmus+ on 2nd of April 2016 deadline;
- *Training for trainers* – will be applied for the 2nd of February 2016 deadline and it is planned for the end of September;
- *Green your life* – will take place throughout 2016. It was suggested to try to apply for funds for 30th of April deadline;
- TC *Climate change and adaptation* – will try to apply for 2nd of February 2016 deadline;
- TC *Ecoclubs around Europe* – OPE plans to apply for 2nd of February 2016.

Zaruhi, Natalia, Mercedes and Malgorzata are in contact with project teams.

What YEE will apply for Erasmus + 2nd of February 2016 deadline:

Project	Funder
Be(e) the change	Erasmus+
Sustainability in NGOs	Erasmus+
EVS	Erasmus+
Climate change and adaptation	Erasmus+

It was proposed that for 2nd of April 2016 deadline to try to find partners and give support for "Water resources protection", "Sustainable lifestyle" and "Green your life". Moreover, the project teams should consider the possibility that YEE could apply for one of these projects for the next deadline.

There was a discussion about which project we should apply for the 1st of April 2016 for the EYF. The activity should take place in 2017.

It was suggested that the topics of info package for project teams and involvement of YEE office in youth exchanges will be postponed.

Minutes taker: Malgorzata Zubowicz-Thull

9. PUBLICATIONS AND PROMOTION OFFICER SESSION

- Social media strategy

Presentation of all YEE social media activity was made by Jessica Massucco.

Twitter has 43 followers and the goal would be to raise this amount to around 50 [according to the short-term strategies].

It was decided to add in the description of YEE of YEE Facebook page all links to other Facebook YEE groups/pages and other social media.

We should add on Facebook more posts about concrete people. We should try to create the community.

It was advised to share news of MOs in YEE Facebook page.

- Update of website

While changing website to new Joomla a “search” function will be added.

There will be a shared document created to propose changes in YEE page.

Jessica will make a new photo-gallery on Flickr.

- Update of e-Newsletter

Natalia proposed to update the template of the e-Newsletter. We could prepare a new version of e-Newsletter and check the statistics and see what works well. We could have short texts with photos to give basic information and "read more" buttons. It was proposed to include articles about stages of project planning and updates about projects.

Jessica and Natalia will send an e-mail to the Board with the action plan.

Natalia proposed to discuss during the next PBM the promotional materials.

- **SESSION ON PLANNING OBJECTIVES FOR THE NEW WORK PLAN**

The session of External Relations Officer was cancelled because Christiane Klemm could not be present, either online or physically, in the meeting. The session will be postponed for a virtual meeting or for the next PBM.

This session has been added after approval of everyone to work more on the New Work Plan:

It was decided to plan around five objectives for the new Work Plan. Main areas proposed during the session were:

1. Environment
2. Opportunities for young people
3. Internal development
4. External relations

The session was based on results of brainstorming from the session YEE Vision and future.

Sunday, 1.11.2015

Beginning: 9:45

Minutes keeper: Malgorzata Zubowicz-Thull

- **TRAINING ON TASK MANAGEMENT**

The training was led by Malgorzata Zubowicz-Thull. The topics that were covered: reflection of our task management; tips for task management; basic principles of task management; questionnaire to identify thieves of time; urgent/important table; resources. The results of the training can be found in the separate document.

10. DATE OF THE NEXT PHYSICAL BOARD MEETING

Planning next PBM

Date: end of February/March
Date will be decided till Christmas.

The topic of the next training was discussed. Proposed topics were: time management; life-work balance / motivation; business/formal English; fundraising; law and rights in NGOs – HR; marketing / promotion; media / web design; how to work in teams; HR management – people/team; sustainability expert – maybe campaigning; communication (intercultural) – conflict management.

The topic will be selected at the beginning of December.

Mercedes will create a shared document with proposed topics for the training.

11. OFFICIAL CLOSING AND EVALUATION

There was an evaluation of the PBM. The Chairperson officially closed the Physical Board Meeting.

Minutes proofread by Roxana Nica, Malgorzata Zubowicz-Thull, Anja Wilken, Natalia Luchko and Mercedes Fioravanti.

Annexes: Working groups composition and Action Plan

Recap: Working groups – composition

Topic of the group	Coordinator	Members
New structure of Strategies and Work Plan	Anja and Mercedes	Anja, Mercedes, Malgorzata
Board Members Policy	Natalia	Natalia, Janis
HR Policy	Marieta	Marieta, Natalia, Vladimir, Zaruhi, Mercedes, Malgorzata
Project Policy	Natalia	Natalia, Anja, Malgorzata
Sustainability Policy	Jessica	Jessica, Anja, Janis, Roxana
Pool of Eco-Trainers	Zaruhi	Zaruhi, Mercedes, Marieta

ACTION PLAN

Who	What	Deadline
Anja and Mercedes	Coordinating the work group on New structure of Strategies and Work Plan (cf. p. 7/8)	
Anja	- Send an e-mail to invite to the work group for board and office	November
Anja	- Send a call to MOs for joining the work group	November
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;	February/March
	- Make a document with ideas for objectives/strategies;	
	- Create a shared document	
Natalia	Update the Board Member policy	
Marieta	HR Policy	
	- Send the call for work group;	November
	- Collect existing data and good examples;	December
	- Make first draft of the policy;	March
	- Second draft (comments; consultation with lawyer or accountant);	April
	- Have a final version ready to be sent to MOs.	End of May
Natalia Jessica	Review of Project Policy Create Sustainability Policy	
	- Create work group;	TBD
	- Share the shared document with the draft from last year;	TBD
	- Make the call to board, office and MOs;	TBD
	- Make a call to comment on first draft	January
	- Have the final draft	May
Zaruhi	PoET work group	
Anja	Have appraisal interviews with:	
	- Natalia and Mercedes	November
	- Roxana	November
	- Malgorzata	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	
	Create a letter or video to promote membership in YEE	
	NGOs page - to post the best video as an example and send guidelines to others to follow	
Mercedes	Share the Green Entrepreneurship video guidelines with the “Give international dimensions” team (as template)	
	Ask the members to send their structure to find out more about their organisations	
Marieta	Send a reminder to MOs to fill in the questionnaire	
Natalia	Share the needs analysis of members with Marieta	
Mercedes	Check with the contact person in the bank for the package offered by the bank to reduce bank charges	
Janis	Send a letter about donation button	
Jessica	Make a new photogallery on Flickr	
Natalia and Jessica	Send an e-mail to the Board with the action plan regarding updating the template of the e-newsletter	
Board	Decide on the exact date of the next PBM	until Christmas
Board	Decide on the topic of training for the next PBM	Beginning of December
Mercedes	Create a shared document with proposed topics for the training for the next PBM	done