

**Minutes of the Second
Board Meeting
Business year 2015/2016;
September 23rd, 2015
Skype, Online
Minutes taker: Anja Wilken**

Participants:

Board members:

Anja Wilken – Chairperson
Zaruhi Stepanyan – Project Officer, Vice-Chairperson
Christiane Klemm – External Relations Officer
Marieta Baricevic – Member Organizations Officer
Jessica Massucco – Publications and Promotion Officer

Secretariat:

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

EVS volunteers:

Judit Suveges

Missing:

Janis Porietis – Treasurer
Vladimir Jordanov – EVS volunteer

Agenda:

1. News from Office and Board
2. YEE Work Plan (October 1st deadline)
3. Project connected to AM 2016
4. Planning Physical Board Meeting
5. Short-Term-Strategies
6. NING-platform
7. AOB

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. **ET4ET – Environmental Training for Eco-Trainers**
7. **EYF – European Youth Foundation**
8. **MO – Member Organisation**
9. **NA – National Agency**
10. **PBM – Physical Board Meeting**

11. **TC – Training course**
12. **VBM – Virtual Board Meeting**
13. **YE – Youth Exchange**
14. **YFJ – European Youth Forum**

Results:

1. News from Office and Board

Mercedes: worked on EYF structural grant application for 2016/17 (deadline: 1st October) - Gosia and Janis helped checking; prepared TC “How to be a green entrepreneur”; worked on planning PBM.

Natasha: helped with writing the final report of the YE “Three R's for the Environment”, ET4ET and supporting EVS to write the EVS application; she worked on the application of “Sustainability in NGOs” by sending a call, contacting the prep team etc.; she worked on the YE “Art for the Environment” that will happen in November 2015.

Roxana: adjusted to the tasks in the office for the first month, spent some time in the office; familiarised more with the STEP project – will go with Mercedes to the next meeting in Istanbul; helped with YEE promotion on Social Media.

Office: made a local event for the Climate Campaign

Gosia: worked on Climate Campaign (contact with partners); checked applications.

EVS - Judit: selected the next EVS volunteers; worked on the application form; plans to make videos and interviews about Green Entrepreneurship; organised the Climate Campaign local action;

YEE promotes Future is Clean Campaign and Vladimir will work on this more - he sent an email to board (for all to check and comment on).

Jessica: worked on YE “Art for the environment”; proof-read documents; worked on Twitter with Roxana; she is in touch with the PRESIDENT (?) of UK's National Students Union (7 million members) who asked her via LinkedIn for possible cooperation in October and thought about applying for YEE membership. He suggested a great campaign that YEE could join – Jessica will meet him and discuss this more.

Zara: worked on Climate Change Network meeting and resolution; started on the “Action Memo and Plan” shared document; contacted Keti from Georgia twice for the project in the Work Plan, but did not receive any reply yet.

Chris: submitted a report for UNEP; worked more on the issues about “difficult people”; has been in contact with the STEP team.

Marieta: (joined the meeting approx. 20 minutes later) sent welcome letter to IPAS, added them to MO database, and marked the cancelled ones; will work more on the questionnaire made by Lira.

Anja: submitted final report for ET4ET.

2. YEE Work Plan (October 1st deadline)

For the first deadline we apply for:

- admin grant
- Sustainability in NGOs (EYF)
- EVS (Erasmus+)

News about Work Plan projects:

Mercedes, Gosia, Natasha and Zara had a meeting when the responsibilities for projects had been divided. They created a template email to send to contact persons from the project teams.

Mercedes was in contact with Adela for the project “Green your Life”, but the communication was unsuccessful – five times Skype calls failed. It will be suggested to plan for February.

Natasha works on the EVS application for 1st October and the Work Plan grant for EYF for the project “Sustainability in NGOs”.

“Be(e) the change” will be postponed. Biodiversa offered to apply in Spain for 1st October, but because the deadline is close, it has been postponed. The plan is to have the campaign next spring as usual and afterwards a YE.

There had been miscommunication with Gutta-Club as well, due to shortly-before arranged meetings; in their project they wanted to have Esther as a trainer, which was not confirmed (by her).

Ecoclubes: Zara and Natasha are both responsible for this project. Zara will contact them.

Gosia: She works on the Climate Change project with EDEN but Florence left the organisation and they do not have any other EU partners, so probably YEE will apply in February.

Zara: is responsible for the Georgian project about water. She contacted Florence, Suzanna and Ketii but none of them replied yet. The project “Training of Trainers” will be applied in February.

Information about some NAs were shared:

- The Spanish NA seems to only have money for 2-3 YEs left, but not any more for TCs.
- The situation seems to be difficult in several countries (also Czech NA) according to the last deadline in 2015.

It has been discussed how to give feedback at EYF or info day in Brussels (that Mercedes will attend) to/about the NAs.

3. Project connected to AM 2016

Natasha gave the following update:

The project “Sustainability in NGOs” includes 1 activity - a “seminar” - which could be connected to the AM, with a duration of 3-4 days. Natasha will check with the NA in Erasmus+. For EYF it would be okay. Biodiversa offered to host the activity, but in July and August the venue is not available.

The board decided that Natasha should ask Balta Daba about hosting the activity and that it would be best to link the AM to the seminar. Natasha will contact Balta Daba on Thursday and update the Board about it.

4. Planning Physical Board Meeting

The PBM will take place from 29th Oct- 1st Nov in Prague, Czech Republic.

Because the hostel in Toulcuv Dvur is already booked, Mercedes looks for a place close to Toulcuv Dvur; alternatively Mercedes and Natasha could host. Mercedes has already asked for the working room.

Mercedes has created a shared document for planning travel options and programme – everyone needs to fill in the table and find travel connections ASAP.

Judit cannot join the PBM; Gosia tries to join and facilitate – she needs to know when exactly and what she can prepare for it.

Anja suggested ideas for the agenda (each board member gets 45 minutes, where s/he can prepare the session and suggest/work on a certain topic/draft document, etc.) and starting working on the documents content-wise.

The agenda should include team building activities, maybe a training for office and board, then the “normal topics of the agenda” - to be brainstormed on from now on in the shared document, and time for already working on the formation of documents. Until October 7th, everybody should contribute to the agenda for PBM, as it will be sent to MOs on October 13th.

In case we want a training, we need to decide on a topic, then find a trainer who also needs time to prepare, so the decision should be made soon (in the shared document).

5. Short-Term-Strategies

Anja reminded everyone to make a small Action Plan to tackle one or two aspects from the Short-Term-Strategies that are related to their position within October/until or during the PBM.

6. NING-platform

Anja updated the board about the history/development of the eurotope.ning.com platform.

Jessica added that she thinks the design is attractive, but we would need a reason to have it and to be unique.

Mercedes suggested that the NING work group (Mercedes, Anja, EVS, Keti) write a draft proposal until PBM to present to the board and try to meet beforehand.

7. AOB

- Appraisal interviews: Will be done during the PBM (partly, in case it fits into the schedule) or after. The interviews will be done with Mercedes, Natasha, Gosia and Roxana. Other board members can join if they like to get an insight into YEE (office) working style etc.

- EEB AM in Brussels: It will take place from 19-21st of October. Chris could have time to participate. Anja cannot go. Marieta cannot go. However, we should send someone!

- Jessica wants to ask Sven Aerts for a meet while she is in Brussels.

- Christiane will not be available for about 2-3 weeks in November – she will let us know about exact dates.

Who	What	Deadline
Everybody	Check and comment on Vladimir's email	ASAP
Natasha	Contact Balta Daba about hosting the project related to AM 2016; and update board afterwards about results	Thursday (24th)
Everybody	Check travel options	ASAP
Everybody	- Suggest topics for the PBM agenda; - each board member should plan a session of 45 min, what they would like to tackle; decide whether we want a training, if yes - which topic	Oct 7th
Everybody	VOTE for a topic for PBM training	October 1 st !
Mercedes	Send PBM agenda to MOs; find a trainer for the PBM training	Oct 13 th
Everybody	Make an Action Plan to work on the implementation of 1-2 aspects of the Short-Term-Strategies	Until PBM
Mercedes, Anja, Keti, EVS	Have a NING meeting and create a proposal to be presented to the board	Until PBM
Anja	Prepare the appraisal interview (questions)	~ 1 week before PBM