
**Minutes of the 1st Physical Board Meeting
Business year 2015/2016;
July 19th 2015 - Prague, Czech Republic
Minute taker: Mercedes Fioravanti**

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

Board members 2014-2015:

Chairperson – Anja Wilken
Project officer – Ana Bianca Badea
Member organisations officer – Lira Hakani
External relations officer/Vice-chairperson – Zaruhi Stepanyan
Promotional and Publications officer – Christiane Klemm
Treasurer – Vasily Bashutkin

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General
Natalia Luchko – Main coordinator
Malgorzata Zubowicz-Thull – Consultant
Judit Suveges – EVS volunteer
Vladimir Jordanov – 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

1.1 Opening

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

1.2 Board: Expectations, Needs, Wishes

1.3 Secretariat: Expectations, Needs, Wishes

2 HANDOVER TO NEW BOARD

2.1 Welcome Pack

2.2 First tasks

2.3 Transfer of YEE official emails

2.4 Working plans of Board Members

2.5 Upcoming deadlines

3 COMMUNICATION

3.1 Means and usual practices

3.2 Communication between Board Members

3.3 Communication Board – Secretariat

4 DATE OF NEXT BOARD MEETING

5 ANY OTHER BUSINESS

5.1 Open questions

6 OFFICIAL CLOSING

MINUTES

1 OPENING OF THE BOARD MEETING

1.1 Opening

- Quorum and voting rights

All Board members are present, quorum is therefore reached.

- Distribution of roles

Mercedes volunteered to be the minute taker and it the Board approved it.

- Introduction of agenda, amendments, adoption

Agenda was introduced and approved.

1.2 Board: Expectations, Needs, Wishes

Janis – He expects good communication and coordination among the Board members.

Marieta – She expects a great learning experience and a big contribution from her side.

Zaruhi – She expects more regular communication and hopes she will perform well in her new position.

Jessica – She expects everyone is honest in what they are able to do.

Anja – She expects they will all form a good team, and fruitful discussion in the transformation of old and the creation of new documents.

Christiane – She wishes they can all figure out how much they can do and keep a balanced work load, and be more productive.

1.3 Secretariat: Expectations, Needs, Wishes

Natalia – She looks forward to work with the new board, to work close to the BM connected with her position. She hopes the Board enjoys working in YEE.

Gosia – She is happy she is back in YEE, she wishes that they all (Board and Secretariat) work as a team, it is important for the board to inform what are they capable to do and what not, so others can support.

Mercedes – She expects they will all identify and focus on the things they want to work on.

Vladimir – He expects that the BM will do a good job, he hopes they will all be more simple and informal in their communication.

Judit – She expects shorter and more concrete communication with the Board.

2 HANDOVER TO NEW BOARD

2.1 Welcome Pack

The Welcome Pack will be sent by the Secretariat to the new Board Members. It will include all the useful official documents, guidelines and other materials that will help them in their new positions.

2.2 First tasks

New BM should send a picture of themselves for the website until 24th July. The interview for the website and newsletter should be ready by the end of August. Natalia will write new BM with the specific deadline and questions.

2.3 Transfer of YEE official emails

Old BM should clean and pass the email account to the new officers by the end of July.

2.4 Working plans of Board Members

Each BM should have a skype meeting with the Chairperson and Secretary General to discuss their tasks and work plan for their mandate. The meetings will take place by mid August. The Work Plans should be ready by 19th of August.

2.5 Upcoming deadlines

- Minutes of the Annual Meeting should be checked by Chairperson – 30 days after the AM.

- All BM should set their work plan until 19th August

- Application for EEB communication meeting – We want to send someone to the meeting. Mercedes will ask if it is possible to apply and decide who is the representative later on. Anja and Jessica will check if they can attend.

- Voting for the new EVS volunteers and the new Networking Coordinator:

Deadline for sending EVS applications is 11th August. Board and office should vote for candidates between 21st to 28th of August. EVS volunteers will be selected by 4th of September. Interviews will be held in the end of August or beginning of September.

Deadline for applying for Networking coordinator is 16th August. There will be maximum 15 applicants for the Board to review. There will be voting to select the applicants to be interviewed on the 3rd week of August.

- Mercedes will write to the cancelled organisations about the results of the voting.

3 COMMUNICATION

3.1 Means and usual practices

- Write to Board email and make sure also Secretariat receives the email.
- Use “Reply to all” email function.
- One topic one email and follow the conversation with the same topic (do not open a new email with an existing topic).
- Format for urgent emails is [Deadline / relevant person] – Topic
- Do not reply an email if the deadline is gone
- Silent agreement – if someone doesn’t reply, it is taken as an agreement
- Calendar – update the calendar when you are out of office

3.2 Communication between Board Members

Anja is open to feedback on communication in the Board.

Some of the BM will need to cooperate closely in order to fulfill some of their tasks.

3.3 Communication Board – Secretariat

The Board and Secretariat meet approximately once per month online.

We try to have VBM during working days, so the office members do not need to work during weekends.

For Skype meetings it would be required to open an account, have a microphone and a headset.

This mandate there will be three further physical Board meetings. First one should take place in autumn, second one in spring and third one before the Annual Meeting.

Gosia is working only 2 days per week.

4 DATE OF NEXT BOARD MEETING

Some Board and office members will have holidays in the upcoming weeks:

- Bianca: 23 July - 12 August
- Gosia: 25 July – 2 August
- Mercedes: 24 July – 9 August

- Lira: first 3 weeks of August

We will have individual meetings on 2nd and 3rd week of August.

The VBM should take place on the last week of August.

5 ANY OTHER BUSINESS

5.1 Open questions

Zara would like to continue being the representative of YEE with the European Youth Forum. She will open an email conversation and there will a voting on it.

Bianca says on behalf of the old Board, that Zara is recommended to be the representative for YFJ, since she has worked on it for already 3 years and she already has experience and has contacts within the network.

Anja says that we should keep in mind the transition process.

6 OFFICIAL CLOSING

The first Physical Board Meeting of the business year 2015-2016 was officially closed by Anja Wilken.

Minutes were proofread by: Jessica Massucco and Anja Wilken