
**AGENDA OF THE 1ST PHYSICAL BOARD MEETING OF THE EXECUTIVE
BOARD OF YOUTH AND ENVIRONMENT EUROPE 2016-2017
1st September 2016, PRAGUE, CZECH REPUBLIC**

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