
**AGENDA OF THE 2ND PHYSICAL BOARD MEETING OF THE EXECUTIVE
BOARD OF YOUTH AND ENVIRONMENT EUROPE 2016-2017
3 – 6 DECEMBER 2016, PRAGUE, CZECH REPUBLIC**

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 and Secretariat update

2. CHAIRPERSON – YEE VISION

- Summary of Board roles and tasks
- YEE vision
- Strategic Plan 2017-2019

3. TREASURER – FINANCES AND FUNDRAISING

- Financial report
- Budget 2017
- Administrative grants from 2018

4. EXTERNAL RELATIONS OFFICER – EXTERNAL RELATIONS

- Pool of Representatives
- European Environmental Bureau
- European Youth Forum
- European Youth Event (EYE) 2018
- Involvement in UNEP and COP

5. PROJECTS OFFICER – YEE PROJECTS

- Work Plan 2016
- Work Plan 2017
- Upcoming funding deadlines
- Cancelled projects from YEE Work Plan

6. MEMBER ORGANISATIONS OFFICER – MEMBERSHIP ISSUES

- Membership overview
- Promotion of YEE membership
- Review of member organisations

7. PROMOTION AND PUBLICATIONS OFFICER – YEE PROMOTION AND PUBLICATIONS

- Social media strategy/guidelines
- Update of website
- Update of e-Newsletter
- Publications 2017

8. SECRETARIAT

- Internship
- HR Policy

9. ANNUAL MEETING 2017

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

10. DATE OF THE NEXT PHYSICAL BOARD MEETING

11. OFFICIAL CLOSING AND EVALUATION