

**Minutes of the 4th Physical Board Meeting  
Business year 2016/2017;  
July 13th 2017 - Helsinki, Finland  
Minute takers: Jovana Mirjanic, Stefan Rudel**

**Participants:**

**Board members 2016-2017:**

Chairperson – Zaruhi Stepanyan

External relations officer/Vice-chairperson – Stefan Rudel

Treasurer – Narek Minasyan

Member organisations officer – Ketevan Kochladze

Project officer – Jovana Mirjanic

Promotion and Publications officer – Razmik Sargsyan

**Secretariat:**

Mercedes Fioravanti Alvarez – Secretary General

Natalia Luchko – Main coordinator

Roxana Nica – Networking Coordinator

Diana Podgurskaia – EVS volunteer

Oguzhan Kamberoglu - Intern

**Abbreviations:**

1. YEE – Youth and Environment Europe
2. AM – Annual Meeting
3. EEB – European Environmental Bureau
4. EVS – European Voluntary Service
5. MO – Member Organisation
6. PBM – Physical Board Meeting
7. VBM – Virtual Board Meeting
8. EYF - European Youth Foundation
9. YFJ - European Youth Forum
10. PoR – Pool of Representatives

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## **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

#### 1.3 Secretariat update

### **2 ANNUAL MEETING 2017**

#### 2.1 Agenda and division of tasks

#### 2.2 Review of session outlines

#### 2.3 Logistics

#### 2.4 Chair of the Annual Meeting

### **3 HANDOVER TO NEW BOARD**

#### 3.1 General information

#### 3.2 External Relations

#### 3.3 Work Groups

#### 3.4 Collection of upcoming events and deadlines

#### 3.5 Ideas for next Board and Office trainings/workshops

### **4 EVALUATION OF THE BUSINESS YEAR 2016-2017**

### **5 ANY OTHER BUSINESS**

### **6 OFFICIAL CLOSING**

## Minutes:

### 1. OPENING OF THE BOARD MEETING

#### 1. Opening

*The fourth Physical Board Meeting for the mandate 2016-17 was officially opened by Zaruhi Stepanyan at 21.00.*

- Quorum and voting rights  
6 members of the Board are present so the quorum is reached.  
Distribution of roles: chair, minute keeper, time keeper  
Zaruhi will chair the meeting. Jovana and Stefan will be the minute takers. Razmik will be the timekeeper.
- Introduction of agenda, amendments, adoption  
The agenda was presented and adopted.

#### 2. Board update

- Ketevan: We will review 3 organizations and 3 which will apply for membership, was working with Mercedes on it.
- Jovana: Working on TC Uniting Youth for Eco-tourism.
- Stefan: Contacted EEB, stays in contact with Emma; sent email to potential members for PoR.
- Zara: Kept up with the emails.
- Narek: Was working on preparing Donation strategy, researched potential funds, was participating in Eco tourism project
- Razmik: busy with exams; the WG for brandguide will postpone the work.

#### 3. Secretariat update

- Mercedes: worked on some sessions for the TC and on sessions for AM; was in Spain for STEP project meeting, did eco mapping in the office
- Natasha: preparations for the TC and the AM, worked on TC Uniting Youth for Eco-tourism; worked on the competition for Environmental challenge accepted, was preparing EVS project
- Roxana: working on the follow up of the TC YEE-include, printing the youthpasses, working on the follow up of YE Postcards from Nature; was at the STEP meeting in Spain; preparing the activities for Sziget festival in August.

### 2. ANNUAL MEETING 2017

#### 2.1 Agenda and division of tasks

The board and office were discussing the schedule of the meeting (breaks time). There is a suggestion that we prolong the lunch break for half an hour and make Project Planning I ½ shorter on 14th. Also the Elections should be moved from 17:00 to 19:00 on 15th.

## 2.2 Review of sessions outlines

Diana and Oguzhan will present YEE with a short movie, small group activity and presentation.

Mercedes and Keti will explain the organigram that Mercedes previously prepared.

Annual reports presentation: Natasha and Jovana will present the Annual Report.

Mercedes and Narek will present the financial report.

The board and office members agreed on the agenda.

## 2.3 Logistics

Luonto Liitto will arrange the logistics.

## 2.4 Chair of the Annual Meeting

The suggestion of the Office is that Diana could be proposed as chair of the AM and Oguzhan could be part of the Election Committee.

# 3. HANDOVER TO NEW BOARD

## 3.1 General information

Board and office members were discussing how the handover will go, new board members will have a short meeting with old BMs.

## 3.2 External Relations

It was discussed who will stay in touch with EEB, YFJ and other organizations.

## 3.3 Work Groups

It could be discussed with the new Board what we will continue to work on. The unfinished WGs are Brand guide, Donation strategy and Website. Most of the capacities should go to providing new funds for next year. Pool of Representatives should also be discussed and next Board should also work on it.

## 3.4 Collection of upcoming events and deadlines

Sziget festival, August

Annual event of EEB in Scotland, November

EYF Information day, September

Erasmus plus 4th of October deadline

EYF 1st of October deadline

YFJ event, November

YEE Physical Board Meeting, November

TC Uniting Youth for Eco-tourism, November

## 3.5 Ideas for next Board and Office trainings/workshops

Suggestions: communication training, public speaking, time management (depending on needs of new Board and budget).

#### 4. EVALUATION OF THE BUSINESS YEAR 2016-2017

Connected to questions of internal audit:

How was communication to the board? How was communication to the office?

Mercedes: really enjoyed the work with the Board, nice to see that new Board took over quite fast (since there were so many new board members); work plans were fulfilled quite realistically; sometimes a bit frustrating when some Board members didn't reply to e-mails (slowed down work, led to stressful situations); we had fun together, respectful group, took it seriously, but also knew how to enjoy ourselves; she felt supported – thank you from her.

Keti: tried to be really really quickly, work from her office; enjoys general feeling in Board (didn't expect it to be that nice); sometimes struggled to stay in communication with members, but in general good feelings inside her heart.

Jovana: also felt that Board and office succeeded to keep up with the work (considering that there was such a new board); sometimes problems in communication; Keti did a lot, Jovana recommends her to relax ;-); big thank you to Zara and office, Jovana felt really supported and liked working with team.

Natalia: thinks that the year has been quite productive; a lot of projects approved; a lot of things were done; enjoyed working with board a lot; mentions lack of communication (which she thinks is present in every board in different extent); personally she's feeling that she's coming to an end with her in YEE after 5 years (she likes it, gaining motivation gets harder for her).

Stefan: is satisfied with the work; enjoyed and is thankful for the experiences he made and we made in the team together; also learned a lot for his organizational year in Germany.

Zara: that was the best year for her in the board after 5 years in the Board (really good team); thank you for working, being there, supporting; hopes that the next Board will be even more responsible and effective and still so fun as this year's group has been.

Roxana: we achieved quite a lot for this year; different issues discussed and worked on throughout the year; appreciates the board's enthusiasm especially of the new Board members; also feels that the Board supported the office and appreciates the work together in the work groups; appreciates Board member's support at the training course.

Narek: good experience being a Board member, interesting, enjoyed atmosphere and mutual respect; sees that everything was not ideal, also sees the mostly new Board as a special situation (challenge that was managed well); hopes that the next Board will be more productive with less lack in communication; suggestion: skype meeting of old Board members with new Board members in process of giving over board positions (together)

Raz: thanks for the experience gained in the Board; a lot of things were on his list and planned for his year; didn't realise in the beginning that his personal life would be that full, so he didn't manage to get so much done; he tried to contribute and left some little impact in YEE.

**5. ANY OTHER BUSINESS**

N/A

**6. OFFICIAL CLOSING**

*The Physical Board Meeting was officially closed by Zaruhi Stepanyan at 23:19.*

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