

**Minutes of the 1st Physical Board Meeting
Business year 2016/2017;
September 1st 2016 - Prague, Czech Republic
Minute taker: Ketevan Kochladze**

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
Promotional and Publications officer – Razmik Sargsyan

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

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General
Natalia Luchko – Main coordinator
Roxana Nica – Networking Coordinator
Aljaz Malek – 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

The first Physical Board Meeting for the mandate 2016-17 was officially opened by Zaruhi Stepanyan at 11.00 am.

- Quorum and voting rights
All the members of the new Board are present so the quorum is reached. Voting rights were explained.
- Distribution of roles: chair, minute keeper, time keeper

Zaruhi will chair the meeting. Ketevan will be minute taker. Razmik will be the time keeper.

- Introduction of agenda, amendments, adoption
The agenda was presented and adopted.

1.2. Board: Expectations, Needs, Wishes

Board members shared their expectations, wishes and need for the upcoming mandate:

- Ketevan: She would like to be in contact with Marieta (previous Board member) to know better how to work in this position.
- Razmik: He thinks it will be a challenging year. He expects a very regular communication.
- Narek: He expects effective cooperation and communication and sharing of experience.
- Jovana: She is glad she will have the support of Zara, the Chairperson. She expects that the Board will support each other and work as a team.
- Stefan: He will try to find what he can share with the rest. He wishes to have open communication, be objective and let other know if someone will be absent.
- Zaruhi: She expects a very fruitful year. She wished for the Board to communicate all problems and needs so members can support each other.

1.3. Secretariat: Expectations, Needs, Wishes

Office members shared their expectations:

- Mercedes: It will be a challenging year, as there are many new Board members. She expects there will be a good communication and that we will manage to set priorities.
- Natalia: She thinks there will be new ideas with the new Board. She hopes there will be good communication.
- Aljaz: He expects to have a good cooperation and communication.
- Roxana: She hopes we will support each other and that it will be a fruitful year.

2. HANDOVER TO NEW BOARD

2.1. Welcome Pack

The Welcome Pack for Board will be shared by mid-September.

2.2. First tasks

The first task for each Board member will be to prepare the Work Plan for their mandate.

They will also need to complete an interview for the next e-Newsletter until the end of September.

2.3. Transfer of YEE official emails

Former Board should transfer YEE email accounts to new Board by 10th September.

2.4. Working plans of Board Members

The new Board should prepare their work plans until 1st October.

2.5. Upcoming deadlines

- EEB Annual Meeting and Conference: Stefan will attend it.
- European Youth Forum – General Assembly (Varna, Bulgaria 17-19 November): Deadline to apply is 15 October.
- Funding deadlines: Beginning of October. Secretariat will prepare a proposal for project to apply in this deadline and share it with Board for approval.

3. COMMUNICATION

- Email should be checked regularly – at least once per week.
- Skype meetings will take place once per month. They will take place during the week (not on weekends). It is recommended to have headphones and microphone for the meetings.
- Emails to Board and/or Secretariat should have the following subject structure: [deadline] descriptive subject, specifying who it involved and what is required.
- Group emails should be always replied with option “Reply to all”.
- Each email conversation should have only 1 topic (1 topic – 1 email).
- Google calendar should be updated regularly with availability.

4. DATE OF NEXT BOARD MEETING

- Virtual meeting: Before 1st October. Zaruhi will send a doodle by 15th September.
- Physical Board Meeting: We will share our availability for autumn by email.

5. ANY OTHER BUSINESS

- New website: Anja suggested to have a structure of YEE and an “NGO market” in the MOs section.
- It was suggested to create a movie to explain how the AM and the Work Plan work.

6. OFFICIAL CLOSING

The Physical Board Meeting was officially closed by Zaruhi Stepanyan at 13.00.

Minutes proofread by Mercedes Fioravanti.