

Minutes of the 3rd Physical Board Meeting
Business year 2016/2017
13-17 March 2017
Horážd'ovice, Czech Republic

Participants:

Board members:

External Relations Officer, Vice-Chairperson – Stefan Rudel
Member Organisations Officer – Ketevan Kochladze
Publications and Promotion Officer – Razmik Sargsyan
Treasurer – Narek Minasyan
Projects Officer – Jovana Mirjanić

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General
Natalia Luchko – Main coordinator
Roxana Nica – Networking Coordinator
Diana Podgurskaia – EVS volunteer
Aljaž Malek – EVS volunteer

Abbreviations:

AM – Annual Meeting
BM – Board Member
VBM – Virtual Board Meeting
PBM – Physical Board Meeting
CoE - Council of Europe
COMEM – Council of Members, European Youth Forum
COP – Conference of Parties
EEB – European Environmental Bureau
EVS – European Voluntary Service
EYF – European Youth Foundation
YFJ – European Youth Forum
HR – Human Resources
MO – Member Organisation
NGO – Non-governmental organisation
PBM – Physical Board Meeting
POR – Pool of Representatives
StS – Study session
T-Kit – Tool Kit
WG – Working group
UNEP – United Nations Environment Programme
YEE – Youth and Environment Europe

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 and Secretariat update

2. CHAIRPERSON – YEE OVERVIEW

- Strategic Plan 2017-2019 - overview and progress
- YEE Vision
- Future Board

3. TREASURER – FINANCES AND FUNDRAISING

- Finances 2016
- Budget 2017
- Financial situation for 2018

4. EXTERNAL RELATIONS OFFICER – EXTERNAL RELATIONS

- Updates from European Environmental Bureau (EEB)
- European Youth Forum - participation in next COMEM
- Involvement in networks YEE is member of

5. PROJECTS OFFICER – YEE PROJECTS

- Updates about ongoing projects
- Erasmus+ February 2nd deadline - submitted applications
- EYF April 1st deadline
- Erasmus+ April 26th deadline
- Summary about the study session

6. MEMBER ORGANISATIONS OFFICER – MEMBERSHIP ISSUES

- Non-active member organisations - review and communication
- Update about questionnaire for member organisations
- Potential new members

- Promotion of YEE membership
- Promotion of most active YEE member organisations

7. PROMOTION AND PUBLICATIONS OFFICER – YEE PROMOTION AND PUBLICATIONS

- Publications 2017
- Cooperation between Work Groups linked to media

8. SECRETARIAT

- Internship 2017
- Planning of Internal Audit
- Changes in YEE office
- Data security

9. ANNUAL MEETING 2017

- Introduction to AM 2017
- Official documents and deadlines
- Preparation of Work Plan 2018
- Preparation of delegates for AM (Welcome Pack AM)
- Call for Board Members and promotion of Board positions
- Draft agenda and division of sessions
- Planning of sessions

10. WORK GROUPS

11. ANY OTHER BUSINESS

12. DATE OF THE NEXT PHYSICAL BOARD MEETING

13. OFFICIAL CLOSING AND EVALUATION

MINUTES

Day 1: Monday, 13 March 2017

Arrival of Board and Secretariat members to the venue of the PBM.

Teambuilding games were organised.

Day 2: Tuesday, 14 March 2017

1. OPENING OF THE BOARD MEETING AND UPDATES

1.1. Opening

The Board meeting was opened by the Vice-Chairperson Stefan Rudel on 14th March 2017 at 10.50.

- Quorum and voting rights

The quorum is reached as 5 Board members are present.

- Distribution of roles: chair, minute keeper, time keeper

The minute taker for 14th March is Natalia Luchko. The time keeper is Raznik Sargsyan.

- Introduction of agenda, amendments, adoption

The agenda was introduced and approved.

1.2. Board and Secretariat update

The Update from Board and Office session was facilitated by Stefan Rudel. He presented 4 different questions about the roles and involvement in YEE and asked everyone to think of them, write them down and hand them to him until the end of the meeting:

- What do you miss?
- What do you expect from other people in Secretariat and Board
- How do you generally feel about your position?
- What do you want to improve in your position and together?

2. CHAIRPERSON – YEE OVERVIEW

- Strategic Plan 2017-2019 - overview and progress

The session is facilitated by Mercedes Fioravanti and Stefan Rudel. First, we looked at the Strategic Plan to see how it is being implemented and if some parts of it are not being addressed.

The objectives are read one-by-one and comments are collected.

Objective 1:

- It is easy to get info from where people come from and how they travel, we can evaluate their travel impact and think of the ways of reducing the environmental impact (for example, CO2 offsetting).

- There are some ways of controlling the projects to ensure the environmental-friendly way, we should measure this also – but we have this kind of questions in the Internal Audit questionnaire.
- EEB asks the participants to evaluate the CO2 footprint and fill in the travel reimbursement form and put info there. Good way to collect the information.
- We should also measure the implementation of the Strategic Plan.
- Atmosfair programme – collecting donations for CO2 offsetting – Stefan will check this later. Some people are against this programme because it gives a lot of money for river dams.

Objective 2:

- We can develop a feedback system for Strategic Plan in order to present its development.
- Short infos to organise more intensive infographics, share it with members.
- We are not working much on waste management at the moment – how to address it?
- We should include it more in projects – explanations on environmentally-friendly practices and why.
- We should develop the system of suggesting some solutions to environmental problems.

Objective 3:

- We are not working much on the topic of entrepreneurship.
- Spreading the knowledge about environmental issues within YEE – check further.

Objective 4:

- 4.5 – finding new donors
- 4.6 – we could develop a system or organise a group who could support Mercedes and Narek with researching for funding opportunities.
- 4.7 – to organise a training for facilitators and trainers.
- 4.4 – is the communication better? Stefan wants to know how many emails the office sends out to MOs every day.

Objective 5:

- 5.2 find ways to get more involved with the Council of Europe to introduce the topic of environmental work more.

- YEE Vision

This session was cancelled due to the absence of Zaruhi Stepanyan because of urgent personal issues, who was in charge of planning it.

- Future Board

Stefan Rudel explains his view in the continuity of the Board and asks to the Board if they plan to nominate themselves for another mandate.

3. TREASURER – FINANCES AND FUNDRAISING

- Finances 2016

The financial report for 2016 was presented by Mercedes. The accounts for 2016 will be closed by the end of March, so we will know the results of 2016 then.

- Budget 2017

Budget of 2017 is presented by Narek – the budget was approved by the Board already and there were no changes made since then.

The admin grant of the Erasmus+ was approved and YEE received it. YEE plans to change to a new bank. An email with the details of the new bank was sent to all Board. Mercedes needs to prepare some documents to Zara in order to close the old bank account and open the new one.

- Financial situation for 2018

YEE needs to prepare for the financial situation of 2018-19, since most probably YEE will not receive the admin grant of the EYF. There are some solutions: finding alternative funding sources or cutting some costs. The working group of the donation strategy will have a discussion about this issue. The working group is open for new members as well.

4. EXTERNAL RELATIONS OFFICER – EXTERNAL RELATIONS

- Updates from European Environmental Bureau (EEB)

The next Board meeting will take place on 14-15 June. Stefan joined the task force for 2018 EEB summit (big annual event with the conference). There is not a main topic yet. YEE can think about what we want to include. Stefan had a skype interview with one member of the Swedish YEE MO Fältbiologerna (also member of EEB) – they have financial issues and do not feel connected with EEB, they try to refocus their involvement in other networks and already feel represented in EEB by YEE and that's why they want to leave EEB. The representative of the organisation did not know about YEE e-Newsletter, so there was a suggestion to improve our ways to reach people. He also asked how YEE wants to connect to EEB.

- European Youth Forum - participation in next COMEM

Stefan will attend the next meeting in April in Brussels. It will be first time for him. Stefan also met the vice-president of the European Youth Forum at the study session. Suggestion for Stefan to have a skype meeting with Zara to prepare for the meeting. Sebastiaan Rood is the new contact person for YEE from the Board. Mercedes will ask him to send updates to Stefan and her.

- Involvement in networks YEE is member of

EEB will have a conference on noise. Stefan would like to attend it.

UNEP – Stefan did not manage to get any connections yet, as they always have events in Nairobi. Stefan should check with Zara and Sara Svenson about YEE participation there.

Other networks: Young Friends of the Earth Europe – Stefan found out about this network and brings it into discussion if this is one we should join. It is not clear how they work though. Aljaz suggested to consider instead Youth Climate Movement. The question is if we really need to join a network – suggestion that we need more new partnerships. To share competences, ideas for funding, create projects together, etc.

Suggestion: to connect our MOs to the bigger networks we are part of.

5. PROJECTS OFFICER – YEE PROJECTS

- Updates about ongoing projects

Update is given by Jovana Mirjanic.

There is a suggestion to organise webinar to share results of the Study Session “Exploring gender equality in environmental projects”.

Stefan asked to mark “Vegan” marks to recipes on Office cuisine.

We need to discuss how to reach Czech people with YEE local projects.

- Erasmus+ February 2nd deadline - submitted applications

“Uniting Youth for Ecotourism” and EVS applications were submitted. Results will be published by the beginning of April.

- EYF April 1st deadline

YEE is working on the application for Work Plan “Environment – young people’s right too”.

- Erasmus+ April 26th deadline

YEE will apply for the same collection of activities of “Environment – young people’s right too” for the Erasmus+ deadline.

- Summary about the study session

Natalia Luchko shared her suggestion to apply again for a study session. Jovana Mirjanic – it was good to share the call openly, there were a lot of good facilitators and experts. Ketevan supported the suggestion to apply again for a study session.

The topics were connected and the project was successful. Ketevan liked that Board Members could participate in the project and promote YEE.

6. MEMBER ORGANISATIONS OFFICER – MEMBERSHIP ISSUES

- Non-active member organisations - review and communication

Three organisations were identified: Libertas International, Jeunes et Nature, Natuur 2000. Ketevan and Mercedes will contact these organisations to find out why they are not active and search for solutions. YEE should make a report of the reviewed organisations and send the report to all MOs 45 days before the Annual Meeting.

- Update about questionnaire for member organisations

Summary from Ketevan on questionnaires, how they are usually done – to collect info about member organisations. Ketevan wants to send the questionnaire to new MOs which were accepted in 2016.

- Potential new members

There are two organisations who showed interest in joining YEE so far: “Concept Ecology-Energy-Economy” NGO, Serbia and “Public Awareness and Monitoring Centre”, Armenia

- Promotion of YEE membership

Promo posters WG worked on posters and is finalizing the draft of the posters.

Suggestion to target counties which are not represented in YEE yet.

- Promotion of most active YEE member organisations

How can we appreciate the most active YEE MOs – we could interview them and write an article in next Newsletter (April).

7. PROMOTION AND PUBLICATIONS OFFICER – YEE PROMOTION AND PUBLICATIONS

- Publications 2017

Publications will be linked to projects (Study session “Exploring gender equality in environmental projects” and TC “YEE-nclude”).

- Cooperation between Work Groups linked to media

We should decide on a common style together in several work groups. We can involve the designer on choosing the same style for all YEE materials.

The session is facilitated by Razmik and first he gives an update about social media. Raz suggests to use Youtube instead of Vimeo – it’s free and more user-friendly. It is much easier to promote videos on Youtube.

Another suggestion – involve celebrities in our campaigns. It may be hard to implement, as in every country there are different celebrities. Suggestion to invite prominent researchers. There should be a very concrete strategy and project.

Public post ideas:

Posts regarding work plan – creating guidebooks and infographics connected with some specific projects.

The engagement on the social media is not so big, but is it an important thing? We don’t get many likes, but the posts promote YEE activities and website.

If we want to attract people, maybe it is good to decide first why we want to attract them – for example, to donate or to show visibility for funders.

LinkedIn account of YEE – it is not so active, but has 70 followers. We should prioritize some networks. We can connect all social media together.

8. SECRETARIAT

- Internship 2017

The update is given by Mercedes – YEE would like to open the call for an intern and we want to follow the same procedure like last year. We would like to invite someone for summer. The Secretariat will lead the selection process and just confirm the final choice with the Board.

- Planning of Internal Audit

Ideally we should send the report from the auditors 30 days before the AM. We need to find a suitable date for the Internal Audit with auditors. It should be in May-June.

- Changes in YEE office

There are no updates, since there probably won't be changes in the composition of the office in 2017.

- Data security

Update about the situation is given by Mercedes. We received feedback from a member of FOJ-Aktiv that YEE is using unethical providers that store our data. Should we store our documents and personal data in Google?

We should check the law for protection of data and how to work with it. The next Board could make a WG on this.

Suggestion to develop a study session on this topic.

Day 3: Wednesday, 15 March 2017

The minute taker is Aljaz Malek. The timekeeper is Narek Minasyan.

9. ANNUAL MEETING 2017

- Introduction to AM 2017

Session facilitated by Mercedes. AM will take place in Finland on 14-16 July, after the TC "International Environmental Action Days". The current board members can bring a new perspective to this year's AM, as they have taken part in the AM last year; they know how it looks like and may have ideas on how to make the meeting more attractive and yet formal/professional. Luonto-Liitto from Finland will host the TC and AM. The venue is already booked. Mercedes and Natalia will take care of logistics with Auli from Luonto-Liitto. All the sessions and materials have to be prepared beforehand. The purpose for this PBM session is to start working/preparing for the AM.

Food during the Annual Meeting will be covered by YEE. In addition, reimbursement of 10 additional MO delegates that will not attend the TC will be covered by YEE. The number of non-TC delegates is limited. BM and office discussion on how and who to invite for AM. In addition, Board and office discussion on reimbursement limits. Mercedes will prepare a proposal for the criteria for selection of delegates for AM and the limits of reimbursement. She will send it to the Board for comments and approval.

Stefan – expresses the idea of inviting EEB co-president to AM, as he lives in Helsinki. Natalia will discuss it with Auli and let Stefan know.

- Official documents and deadlines

Deadlines:

14th May at the latest (12th of May deadline check-up by BM and office) – send notice and draft agenda for AM to MOs

14th May – deadline for organisations to apply for membership

30th May – membership review report (done by MOs officer + Secretary General)

14th June – all other documents (final agenda, membership applications (done by MOs officer + Secretary general), board reports (everyone), annual report (Jovana, Stefan), internal audit report (internal auditors), policies (depend on the workgroups)) need to be sent to MOs for check-up/comments.

Prepare other documents (14th of June deadline) to send to MOs and General Assembly: Project Policy, Pool of Representatives document, Human Resources Policy, Donation Strategy, new website draft, e-Newsletter draft, brand guide. 1st of June deadline for office and BM to check/comment on these documents.

Presentation of other issues:

BM and office agrees that there is no need to mention/present/summarize the work of all workgroups at the Annual Meeting.

- Preparation of Work Plan 2018

Discussion/ideas of the criteria for projects

- Include/encourage/give extra points to projects that focus on topics from YEE strategy that are currently not addressed as much, e.g. waste management or entrepreneurship.
- Organisations should be aware of projects proposed by their delegates.
- Ask MOs beforehand, to send project ideas for Work Plan 2018 before AM.
- Keep in mind the capacities of the office – how many projects the office can work on.
- How to make a review of projects and guidance in planning – previously it was done by the office only. The office suggests that the Board could also do the review during the Annual Meeting, as BM are from MOs and could add a different perspective to the assessment.

Jovana – good to have the opinion of both Board and office before voting on projects.

Discussion/ideas on how to make the call for projects

- The call of last year was clear and concise; those present agree that there is no need to change the call each year. Maybe just make small adjustments.

Discussion/ideas on project assessment/project planning/application form

Jovana – expressed that the project planning session on last year's AM was good and engaging - the collecting stamp procedure.

Natalia – got the impression that the project planning session was too short last year and suggests to make the session easier this year.

- Preparation of delegates for AM (Welcome Pack AM)

Invitation of additional delegates to AM:

The number of additional delegates (those that will not take part in the TC) that can be invited to the AM is limited. Those present discussed how to make the invitation, which MO delegates to invite, what criteria to use for the selection.

There are two selection criteria options: 1. the first MOs to respond/apply get the place and 2. depending on motivation and plans of involvement. Board members favour option 2. – selection according to how motivated and active the applicants are in the network.

Applying organisations:

If the budget permits, potential applying organisations will be invited to AM. This matter will be discussed once the budget and the number of joining MOs are more clear. Applying organisations are reimbursed maximum 50% for their travel costs.

Ideas on the welcome pack for delegates:

Natalia – shared her experience of Youth Forum welcome package; what it involved. A pdf, one file that contained all information for the Annual Meeting and the roles and procedures of delegates. Youth forum also had a session for first attendees, YEE could explore if it is feasible to make in YEE AM. She also expressed the question on how to involve associate members more in AM, as they do not vote, so that they are not just sitting and listening.

Ketevan and Razmik – expressed the idea for an AM infographic, which was shared with Ketevan by Anja.

Stefan – when we write to delegates we need to express and explain the importance of coming prepared to the AM, e.g. the meeting will go faster and will be more effective.

Mercedes – to include in the welcome pack an organigram, to explain who is who and what they do. To explain what the official documents are. A guideline with the important parts in these documents and how to check them out.

Jovana - shared the experience of the open space during previous AM, where board members presented the Annual Meeting. Create a space for that in next AM. She also shared her experience of preparing for the meeting. She suggests to explain more on what the documents are to delegates.

- Call for Board Members and promotion of Board positions

The call for BM and ideas for promotion of Board positions will be done by the WG Promotion of Board Positions (Raz, Diana and Mercedes).

- Draft agenda and division of sessions

BM and office decided to work on the agenda during the PBM. The agenda pre-prepared by the Office was checked/commented/adjusted by Office and BM.

Some comments on Draft Agenda:

Stefan - suggests a general introduction of staff and Board right at the beginning of the first day, before the meeting starts

Ketevan – suggests presentation of promo posters, to get feedback from MOs. Mercedes, Roxana and Natalia suggest skipping this due to time limitations and practical reasons

Stefan – Day 2, point 3 – suggests showing member distribution with a map, to make it more interactive, to increase of the understanding on where members come from

Jovana – asks whether there should be a person responsible for the General Assembly, to facilitate the group when they discuss issues/voting

Additions to draft agenda:

Day 1, Point 9 - Report on how the YEE Strategic Plan 2017-2019 is going – implementation of the first half 2017

Day 2, Point 1 – presentation of working group outcomes + discussion

During the meeting the division of sessions was done as follows (what/who):

Day 1

Introduction – Ketevan, Mercedes

Official opening – Zara, Chair AM

YEE Annual report 2016 – Natalia, Jovana

Financial report – Narek, Mercedes

Secretariat report – Roxana, office

Internal audit report – Auditors, Mercedes

Reports of the Executive Board – Zara, Ketevan

Clearing of the Executive Board – Mercedes, Chair AM

Opening for nominations BM 2017/2018 – Mercedes, Chair AM

YEE strategic plan 2017-2019 – Raz, Natalia

Day 2

Outcomes of workgroups – Roxana, Stefan

YEE updated Policies – Natalia, Zara

YEE opportunities, rights and responsibilities – Ketevan, Mercedes, Stefan

Member organisations issues – Ketevan, Mercedes

Project planning – Natalia, Jovana

Presentation and discussion of projects – Natalia, Jovana

YEE work plan – Natalia, Jovana

Elections – Mercedes, Chair of AM

Day 3

Draft budget – Narek, Mercedes

Evaluation and closing – Zara, Stefan

1st Board meeting of new board – New + old Chairperson

- Planning of sessions

Presentations of session ideas:

Project planning

Two questions came up during session idea brainstorming: Should we allow new projects to be proposed during AM and should we make a project selection before AM.

Session – keep it simple, come up with a flipchart with general ideas, points that need to be discussed/addressed. Later every group can work on project in whichever way they see fit. This is

followed by project presentations and then board/office and general assembly have the time to discuss projects. At last the GA votes on projects.

YEE opportunities, rights and responsibilities

3 flipcharts/posters, 1-2 people facilitating, people have the time to walk around freely and write down their ideas/understanding on the topics, e.g. what do you think are the rights of MOs. Board and office summarize and present these ideas. The purpose of this session is to get both feedback and give space to participants to reflect on their role/understanding/wishes of being a MO. Results are food for thought for future improvement in work of YEE.

Outcomes of WGs

For example, 6 workgroups, 6 flipcharts, one facilitator per poster. 10 min time per poster, 5 min for presentation, 5 min for questions. Participants can stay at one poster longer, if they wish to. Facilitators explain the WG to participants and later answer the questions.

Financial report+ draft budget 2017

Financial report - to show comparisons between years using graphs, columns of different colours.

Draft budget – also presented with graphics, to make it clearer, easier to understand.

Strategic plan implementation

To be discussed later.

Reports of board

Divide board members, each takes up a different place and presents its work in a relaxed manner. Presentations similar to last year. Brief presentation and focus on questions. To show examples of work so that people can better understand what it means to be a board member.

Annual report

New system, a different type of presentation or even a summarizing video, something more interactive. Another idea was to invite participating organisations to share their experience of taking part in projects.

Introduction to YEE

A nice graphic, organigram of YEE. Present different parts of YEE (office, board...what each part is, what it does, how it does it). Presenting with examples, to make it clearer, e.g. this is the factory, the machine of the factory is... At the end time for questions. Consider the idea of a registration desk, introduce different ribbons/badges, each group has a different colour (MO, GA, Board, and Office).

Secretariat Report

Interactive and funny session. First a game with questions, similar to last year. 2 groups, 2 rows of people, that would race to press a bell, the one who presses first has the right to answer. The second part is to show one year in office life in pictures.

An option is to combine both, where the answer is shown as a picture - answers are pictures.

10. WORK GROUPS

Those present discussed the schedule for the work groups taking place next day.

Schedule for work groups:

9:30 – 10:30 : Pool of representatives, EYF work plan
11:30 – 12:00 : Newsletter, HR policy
12:00 – 12:30 : Promo of board positions, Promo poster
15:00 – 15:00 : Welcome pack AM, Brand Guide
15:30 – 16:00 : Donation strategy

Day 4: Thursday, 16 March 2017

The minute taker is Jovana Mirjanic. The time keeper is Ketevan Kohladze.

Work Groups met according to the plan drafted previous day. A presentation of the results of the Work Groups was done after.

Presentations of WGs outcomes

- **Pool of representatives**

Mercedes explained the work that was previously done and showed the draft document (guideline). The group selected people whom they could include in the PoR.

It was also clarified what exactly the PoR is and what are the objectives of the PoR. The ERO is the person in charge of representing YEE, but people from the PoR can also do this in specific cases. The pool is composed of members selected and invited by YEE Board and Secretariat. It was also discussed what are the duties and how are the participants selected.

Every time a new member of the PoR is selected, he/she is supposed to have meeting in order to be fully informed about the work. At the end of the working year the Board is supposed to review the work of the PoR. The roles of the members were closely explained: represent YEE in external meetings and conferences; prepare and coordinate YEE delegations to external events; send a report 30 days after the event.

The specific cases in which the member of the PoR can be selected to represent YEE were established. The PoR members would also have certain benefits. It was agreed that the WG should add what does it mean to represent YEE (attracting new MOs to YEE, etc.)

The main idea is to have the PoR ready to by the AM 2017.

- **EYF Deadline**

Natalia explained the work done. The topic for the Work Plan 2018 is youth participation in environmental decision making. EYF has published the priorities and one of them is youth participation.

The call for partners was already sent and the group was concentrating on the main activities of the workplan, which are: TC on youth participation, TC 2 and local actions (about Paris Agreement, COPs, ...). Narek mentioned that not all the countries have ratified the Agreement, which should also be considered.

The WG will start writing the application form next week (should be submitted until 30th of March).

There will be a second call for partners before the Erasmus + April 26th deadline.

- **Update of E-Newsletter**

Aljaz shared the news about the research that the WG has done – statistics about the clicks and openings (the opinion is that around 20 % of subscribers are opening the newsletter, which is good).

New ideas are that the design should be changed – less pictures, one column, general design.

Frequency should also be changed – the WG suggested that the newsletter should be published every month, in order to be more accurate with the news.

It should be shown what is the content of the article, rather than just to copy the link and the title should be catchier.

- **HR Policy**

Mercedes presented the structure of the policy. The policy is divided in several parts, each including a group of employees/volunteers/other. The draft will be shared with everyone, so that we can discuss it further.

There was a list of things to discuss with the Board to take decision on: conditions recruitment employees; benefits; hours for business trips and projects; reimbursement costs; trainings for employees; sick days.

Mercedes pointed out that there are some specific situations for Office when they are travelling for the YEE projects. Previous decision was that 60% of the working hours that are actually spent on travelling should be covered and this should be reviewed. The topic of sick days was brought up and we agreed that we should research how other companies/organisations do it and come up with a solution.

- **Promotion of Board positions**

The group has only started working today, but came up with several ideas: making posters, videos about the board positions, doing the online meeting with people who are interested in joining the board. We will still collect letters of motivation from people who are interested to join, and then spread them among the members. Aljaz added that BMs should also share one specific experience that they had while in YEE.

- **Promo poster**

Ketevan presented the work done – the group has already prepared two posters, which are draft versions. The future steps are: Diana will make one design for two posters, WG will comment so that Diana can finish the design and then Board and Office will give feedback. After that, we will publish the posters.

- **Welcome pack AM**

The group came with some ideas about the welcome pack. It should be ready at least one month before the AM and WG will consult next steps with Zara.

- **Brand Guide**

WG discussed some topics that should be included in the brand guide. It should be in line with the new design of the website.

- **The Donation Strategy**

The strategy should have fixed goals, principles and regulations. There will be a draft that BMs should comment on.

Day 5: Friday, 17 March 2017

Minute taker is Natalia Luchko. Time keeper is Diana Podgurskaia.

11. ANY OTHER BUSINESS

- Sziget festival

YEE would like to promote STEP project by participating in the NGO island of the Sziget festival which takes place in August in Budapest. There are 100 NGOs taking part. 9-16 August are the dates of the event. Roxana checked the prices – there are discounted prices for the festival, for NGO weekly pass costs 187 EUR per person. If YEE wants to apply, we need to send the proposal, describe the activities, etc. YEE can cover the costs with the STEP budget. But YEE should promote mostly STEP at the festival. 3 people from the office (1 employee, 1 EVS and 1 intern) can attend and there can be one place for a Board member.

What is the goal of attending this festival? To promote STEP and reach more young people, disseminate the platform. We could also invite someone from PoR. There was also a question if BMs will no longer be in the Board in August – but it is fair to give current BMs chance to attend because they will plan the event now.

All 5 present BMs agree with this idea, but we will also write to Zara to check with her.

- T-Kit on Sustainability

YEE was invited to contribute to the development of the T-Kit on Sustainability which is prepared by the partnership between CoE and European Commission. YEE is asked to try out activities which will be included in the T-kit and send them feedback.

Should YEE take part in this: all 5 present BMs agree.

- Be(e) the change follow-up.

Aljaz will give flower seeds to BMs who were participants at the TC to plant this spring.

ACTION PLAN

The Action plan was created to follow-up on the work done at PBM.

12. DATE OF THE NEXT PHYSICAL BOARD MEETING

Next physical meeting will take on Thursday 13 July 2017.

13. OFFICIAL CLOSING AND EVALUATION

The session is facilitated by Stefan Rudel.

Stefan checked the replies to the questions that he asked at the beginning of the Board Meeting. Most of the point included are linked to communication:

- Having answers to emails, even just “yes/no”.
- Answer to emails in 3 days/one week the latest.
- Suggestion to contact person by Whatsapp/phone only when urgent and person didn't reply to e-mail. We will make an online collection of contacts from the Board and office – on how they would prefer to be contacted.
- Give more open and constructive feedback.
- More direct and structured emails.
- Using Google calendar.

Evaluation was led by Stefan Rudel. Everyone shared impressions from the meeting and ideas for improvement.

The Physical Board Meeting was closed on Friday 17th March at 12:00.

Minutes proofread by Mercedes Fioravanti, Ketevan Kochladze, Aljaž Malek, Stefan Rudel and Natalia Luchko.