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**Minutes of the 2<sup>nd</sup> Physical Board Meeting**  
**Business year 2016/2017;**  
**3-6 December 2016**  
**Prague, Czech Republic**

**Participants:**

**Board members:**

Chairperson – Zaruhi Stepanyan  
External Relations Officer, Vice-Chairperson – Stefan Rudel  
Member Organisations Officer – Ketevan Kochladze  
Publications and Promotion Officer – Razmik Sargsyan  
Treasurer – Narek Minasyan (present only on 3 December)  
Projects Officer – Jovana Mirjanić

**Secretariat:**

Mercedes Fioravanti Alvarez – Secretary General  
Natalia Luchko – Main coordinator  
Roxana Nica – Networking Coordinator  
Malgorzata Zubowicz-Thull – Consultant (present only on 3 December)  
Diana Podgurskaia – EVS volunteer  
Aljaž Malek – EVS volunteer

**Abbreviations:**

**AM** – Annual Meeting  
**BM** – Board Member  
**VBM** – Virtual Board Meeting  
**PBM** – Physical Board Meeting  
**COP** – Conference of Parties  
**EEB** – European Environmental Bureau  
**EU** – European Union  
**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  
**WG** – Working group  
**UNEP** – United Nations Environment Programme  
**YEE** – Youth and Environment Europe

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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 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**

## **MINUTES**

### **Day 1: Saturday, 3 December 2016**

#### **1. OPENING OF THE BOARD MEETING AND UPDATES**

##### **Opening**

##### **- Quorum and voting rights**

All six members of the Board are present. Quorum is reached.

From 4 December Narek Minasyan will not be present. With five Board member, the quorum will be reached also from 4 December.

The voting right were explained.

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

The role of minute keeper will be taken by a different person each day. The minute keeper for 3 December is Natalia Luchko.

The time keeper for 3 December is Narek Minasyan. The time keeper for other days is Razmik Sargosyan.

##### **- Introduction of agenda, amendments, adoption**

Voting for agenda: 6 BMs voted for, agenda was adopted.

## **Board and Secretariat update**

The session is facilitated by Malgorzata Zubowicz-Thull, who introduced herself and her experience in YEE. The session included sharing challenges, habits and situations connected with working in YEE.

### Working habits of the Board and Secretariat:

Diana – works every day for 7 hours.

Stefan – once a week checking emails, sometimes more often, sometimes not.

Jovana – tries to check emails every day. If she has to study, then she cannot check regularly. When it is a bigger task – she spends 2-3 hours per weekend working on it.

Zaruhi – usually in the evenings, 5-6 hours per week, depending on tasks.

Narek – depends on his everyday work, tries to check emails twice a week, checks after work. 1-2 hours per week.

Natalia – works 8 hours, only working days, starts between 9 and 10. Doesn't work on the weekends.

Mercedes – similar to Natalia, 8 hours, 5 days per week, at the moment she leaves office usually at around 16.30-17:00. Doesn't work on the weekends.

Razmik – checks whenever he has time. Checks emails every day and sets reminders to reply to emails.

Ketevan – always online, checked strategies to be more productive. Stays in touch with the office.

Aljaž – 5 days per week, 7 hours per day.

Gosia – depends on the situation, tries to check every day, but mostly works in the evenings. Not more than 1-2 hours.

Roxana – 5 days, 8 hours, starts at 9-9.30. She has a lot of over-hours and she also checks social media at home after work.

### Challenges and solutions:

Diana – EVS is a big challenge, living abroad, speaking in three languages. The work is new. Something she still needs to adjust to.

Stefan – understanding network organisations that YEE is part of, finding connections with them. Solution – to ask for advice from previous Board members. To check emails constantly. Suggestions – to focus on one organization and dedicate more time to YEE membership there, instead of all of them.

Jovana – agrees with things which were mentioned before. Challenge – to let something go, she likes to do everything really well. Wants to do all tasks, but sometimes it is really impossible. Suggestion from Ketevan: cut tasks into smaller ones and focus on small things.

Roxana – investing time in YEE work. She plans to do tasks and would often overwork to finish them. She realised that there is always time to work the next day, so she doesn't need to stay at work for longer. Gosia suggested to make plans for the evenings so that Roxana needs to leave on time.

Zaruhi – time management – before she worked in the mornings. Now she checks YEE emails in the evening and is tired. Tries to check emails on her phone. Challenge – new position in the Board, being a Chairperson requires new tasks. Solution – to keep in touch with the office. Suggestion – to ask Anja for some tips. Better to do less tasks and not be stressed.

Narek – the challenge is to limit himself and be more of an observer. He wants to find new ideas for fundraising. Solution is to take part in many trainings and get more experience, learn from the experience of other organisations. Suggestion – to ask Janis for his ideas.

Natalia – task management (better task planning). Solution – to make lists of tasks. Lack of response of people so the works stops. Suggested solution – communicate the needs. Work is repetitive.

Aljaž – time management, new tasks come along, so it is hard to plan. Solution – setting up timetables, trying to do the new stuff as soon as possible.

Gosia – the biggest challenge is finding time to work and she is involved in many projects. Solution would be to find 1 hour per week.

Ketevan – to become a vegetarian. Travel – because of environmental impact. Working in English. Wants to take an online course to improve it.

Razmik – familiar with the work that he should do in YEE. The biggest challenge is to find time. The only solution is to sleep less. Suggestion from Mercedes – Board members can connect on skype and work together.

Mercedes – Czech language (takes Czech classes already and asks Gosia to help). Time management – working with urgent tasks. Solution: keep 30 min – 1 hours to work on these urgent things.

## **2. CHAIRPERSON – YEE VISION**

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

Session is facilitated by Zaruhi Stepanyan. First task – to take 5 minutes to think about each person's role in YEE and which tasks they have.

After discussing roles and tasks, we had an overview of the Strategic Plan 2017-2019. The next task – to divide into groups of two, discuss YEE Past, Present, Future. Impressions from each smaller group were shared with the whole group.

## **3. TREASURER – FINANCES AND FUNDRAISING**

- Financial report
- Budget 2017
- Administrative grants from 2018

The session is facilitated by Narek Minasyan and Mercedes Fioravanti. First there is a presentation of adjusted budget 2016.

Presentation of the planned budget 2017 by Mercedes. Suggestion by Narek to vote on the budget at the end of PBM. The budget will be discussed further at the end of the PBM. It was decided that the Board will vote on this budget at the beginning of 2017.

Narek suggests to have donation button on the website and to have a strategy for promoting it. Ketevan points out that it should be connected with some project. A work

group could be formed on this topic. Zaruhi suggests to have a trial period for working on this.

Another point to consider – institutes, business companies, foundations, etc. Narek will continue working on Janis' suggestions for fundraising.

Another idea – crowdfunding. Narek suggests to try it once. There are different opinions, but it is hard to decide on it now without discussing specific projects. We should focus more on projects first, see if there is a need for it. Narek could collect some information about websites and how to do it – so that we could use some working document in the future in case we need to use it.

Narek is also asking if there is a “bank of ideas” – if we keep project ideas which we suggested before but didn't work on them.

Narek suggests to have a working group on crowdfunding. Narek will prepare a short information about crowdfunding. Deadline: end of January 2017.

Mercedes gives a short presentation about how YEE works with administrative grants. We do not have secured funds from 2018 yet, so next year YEE will need to apply for new administrative grants again. YEE most probably will have problems with obtaining administrative grant from the European Youth Foundation next year. We need to keep that in mind – probably the budget will be smaller and it will affect office's work.

*The session is closed at 14:11.*

*Lunch break 14:15-15:00*

From 15:00 to 19:30 there is a training with the invited facilitator Carmine Rodi on the topic of communication.

## **Day 2: Sunday, 4 December 2016**

*The minute taker is Jovana Mirjanić*

### **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

The session is facilitated by Stefan Rudel.

Stefan brought programs from the conferences he attended. YEE is part of 3 big networks (EEB, YFJ, UNEP) as a member organisation. We also collaborate with Global Youth Biodiversity Network (GYBN).

**General Assembly of EEB Vienna, September 2016** – Stefan presented YEE experience in Erasmus+ programme (youth exchanges and EVS). There was a

discussion about Board members in EEB – there is a representative from each country in which there is a member organisation and one from each network organisation.

YEE is one of two youth organisations who are members of EEB, the others are mainly concerned about environment.

Stefan also attended the work group meeting about circular economy during the GA. There are several work groups within EEB and for now YEE is not included in any of them. But it was discussed how we can engage in the future, for example, a representative from YEE could be somebody from our MOs. Stefan explained that there are also many professionals working in the network. It was discussed if Stefan should be more active in EEB.

During the General Assembly two presidents of the network were elected. The MO of the current president is not included in the network anymore. Budget, fundraising, WP and other organisational things were discussed.

Stefan got the contact of many potential partners for YEE. He will update a shared document with contacts.

**International Youth Conference on Environment, Health and Mobility**, 27-29 November 2016, Vienna (Austria) attended by Stefan Rudel.

The EEHP (European Environment + Health Process), the EEHYC (European Environment and Health Youth Coalition) and THE PEP (Transport, Health and Environment Pan-European Programme) and WHO-Europe were introduced.

There were working groups, Stefan was in one about waste and circular economy.

It was agreed that Stefan will write an article about the conference and it will be posted on YEE website

**The General Assembly of the European Youth Forum**, 16-20 November 2016, Varna, Bulgaria – attended by Natalia Luchko and Jovana Mirjanić.

Natalia has already sent a report. There was an election of board members, accepting of strategies, Work Plan 2017-2019, etc. All applying MOs were accepted, so now there are 103 members. There were several thematic squares, Natalia attended the one about EVS.

It was discussed how YEE should choose delegates in the future – for example, one person could be responsible for the events for 2-3 years. There are two types of organisations in the network – national youth councils and international youth organisations. Natalia explained that the process of becoming a full member of YFJ is very long (takes several years), so it was decided that it is useful for YEE to still be a member, although YFJ is more politically oriented. Mercedes suggested that YEE Pool of Representatives could be more involved in the activities of YFJ. We discussed if YEE should suggest a sustainability policy to YFJ, since Natalia and Jovana noticed that environmental impact during the GA was very high. We agreed that we can discuss this topic further on the next PBM.

**European Youth Event (EYE)**

Happens every 2 years. In 2014 EVS volunteer Kristina Huda attended the event as part of IYNF (International Young Nature Friends) delegation and in May 2016 YEE had a bigger group which was coordinated by Roxana – however, the group was still part of IYNF delegation. Mercedes stated that we usually start thinking of preparing the



delegation late and do not have time to join the event, so we discussed if it is a priority for YEE to take part. Roxana shared her experience.

We agreed that it could be useful for YEE and our members that we take part in EYE in 2018.

### **UNEP and COP**

The similar question was raised – YEE does not take part in COPs and maybe we should plan participation in COP 2017 already now. PoR could be people more informed about it and planning it in more details.

### **Pool of Representatives**

Stefan thinks that currently the PoR is not very active but he knows some candidates. Mercedes suggested that we can make a work group and decide how to work on it. Zaruhi said that she could help, because she was the one who originally suggested it.

*Coffee break: 11:00 – 11:20*

*After first coffee break, Stefan Rudel is the minute keeper.*

## **5. PROJECT OFFICER – YEE PROJECTS**

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

Jovana facilitates this session.

Work Plan 2016 – Jovana gives updates about the projects implementation:

1. Youth Exchanges
  - a. Be(e) the Change - it was changed to the training course and was successfully implemented.
  - b. Water resource protection – Ketevan explains how far project preparation went, SAEM (Georgia) could not apply for the Erasmus+ grant directly and needed an applying organization, but did not manage to find it. Therefore, the project was changed into online campaign without funding, now it's ongoing and the project team is collecting the entries from partners to publish on YEE website.
  - c. Sustainable Lifestyle (later re-named to “Awake the 7<sup>th</sup> sense of nature”) – cancelled by the Board.
2. Trainings and other projects
  - a. Sustainability in NGOs – Natalia explains more about it: the team applied three times for grants and it was not approved. Now the project is done only online. Guides on different topics will be developed and a webinar will be organised.
  - b. Training for Trainers (renamed “Meet your trainer”) – Zaruhi gives more information – the project was applied for the Erasmus+ grant by



Argonauta, but was not approved. The project was changed and is now an online project – the team collects interviews with trainers and publishes them online. Aljaž asked how it was published and advertised so far – the team noted that after having all interviews, they will promote them all together.

- c. Green your life – person in charge: Adela Vllamasi (IPAS, Albania); more insight given by Mercedes. Some doubts about MOs that have been just accepted and propose a project in the same AM . Mercedes reminds us about new YEE project criteria which eliminate this kind of projects. The topic of this project is now included in online project “Sustainability in NGOs”.
- d. Climate Change and Adaption – now happening through Change Climate Change Campaign; more info by Mercedes.
- e. Ecoclubs around Europe – Natalia tells a little bit more about it: OPE applied for Strategic Partnership grant which was not approved. They did not apply anymore. Instead of this project YEE joined another Strategic Partnership project “Environmental challenge accepted” which is also included in YEE Work Plan 2017.
- f. Partnership in the project STEP – more by Roxana: YEE is partner, funded by the Horizon2020 program, long term project; Roxana invited board members to get more involved and more informed about it.

### 3. Campaigns

- a. The Right to Be(e) – good question that needs to be discussed: how long should it continue to go on? Roxana: already accepted for 2017, so at least going on for that; thinking about still like to continue it after 2017?

### 4. Local Projects and Activities (mostly by the Office)

- a. Office Cuisine Blog
- b. World Water Monitoring Day
- c. World Days Celebrations – Jovana mentions that it’s important for YEE since its office is located in Prague to do more to the public and openly celebrate several World Days.

## Work Plan 2017

This document has a new structure – projects are included under relevant strategies and objectives.

The different projects are explained by Jovana with more input and current information by office people. Jovana shows a table (official work plan of YEE 2017), subdivided in objectives – “Activity” + “Dates and Venue”.

## Funding Deadlines

There are 3 deadlines which YEE should focus on:

Feb. 2<sup>nd</sup> - first deadline of Erasmus+ (EC)

April 1<sup>st</sup> – EYF (Council of Europe)

April 26<sup>th</sup> – second deadline of Erasmus+ (EC)

Natalia explains more about EYF: two deadlines during a year for first half of year following the application year (deadline: April 1<sup>st</sup>) and second half of year following year in which application was sent in (deadline: October 1<sup>st</sup>)

Brainstorming about topics for possible projects for 1<sup>st</sup> of April deadline – there will be a working group connected with this topic.

### **Cancellation of Projects**

Cancelled in 2016: “Sustainable Lifestyle” (suggested by Gutta-Club), cancellation of project voted by the Board.

Questions that came out of that situation, and how to handle this in the future:

1. How to approach the cancellation of projects in the future?
2. How to decide?
3. How to inform MOs?

Discussion about how we are proceeding and dealing with that.

General ideas of how to deal with problem: include in policy; not to deal with it at all; invite responsible person from MO to discussion meeting when we talk about cancellation of project; make our procedure clearer to MOs.

Natalia suggests to create a work group that works on a text to add to Project Policy about project cancellation.

Jovana closes the session at 12:37 p.m.

*Break from 12.37 to 12.44*

## **6. MEMBER ORGANISATIONS OFFICER – MEMBERSHIP ISSUES**

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

Membership session is facilitated by Ketevan.

Mercedes opens the session and gives a short overview of what we are going to do during this session.

Ketevan starts with how she began to get into her position (a lot of documents, co-working with office, co-working with Mercedes and Jovana (as a Project officer), etc.)

Ketevan also gives a short overview of the documents/databases that she worked with and introduced herself to her position and responsibilities.

Ketevan thinks how to reward and appreciate very active MOs and shares this idea with everyone; positive reaction by Jovana. Suggestion to create a work group? Majority things there is no need for a specific work group.

Natalia thinks it is a great idea to celebrate success together.

Ketevan presents Google Fusion table (as a new design for MOs database) with additional functions, show other types of overview, how MOs are connected to others in alternate ways, etc.

Everybody can add Google Fusion Table to own Google Drive (it is simple and free of charge).

Mercedes continues:

How can we communicate to possible new MOs and how can we reach them better? All of us think about “What is the best YEE has to offer (as a network)” and bring their ideas to paper – after some minutes ideas are shared with each other.

The best of YEE:

- support with projects
- expertise/consultation
- collaboration of youth from different countries/intercultural exchange
- opportunities for young people (learning by doing), empowerment
- place for growing (organisational, personal)
- reliable name
- European/International aspect
- connect with other people/organizations
- platform
- inspiration for local actions
- YEE main vision

Thinking about developing some (better) promotion of YEE membership, more sharing with possible new MOs what advantages they can have by joining our network.

Natalia also mentions the point that we represent MOs with MOs’ interests at higher European/international level/in bigger networks (as part of YFJ, EEB, etc.).

Ketevan presents table with the summary of the inactive member organisations who didn’t pay their membership fees for the last two years and didn’t participate in the last 2 AMs: Natuur 2000, Jeunes et Nature and Libertas International.

Their membership are/will be reviewed.

Mercedes explains some more details about mentioned MOs – they will be contacted, asked for clarifications and we will search for possible solutions.

Stefan asks a question what is different between those three organisations and others that aren’t or haven’t been that active: Natuur 2000, Jeunes et Nature and Libertas International haven’t done both of the important points: no membership fees, no participation in AMs in at least last two years. All other MOs did at least one of those things and have been in some way active and responding to YEE.

*Lunch break from 13:30 to 14.42*

*The Minutes taker is Zaruhi Stepanyan.*

*Session opened at 14.42*

## **7. PROMOTION AND PUBLICATIONS OFFICER – YEE PROMOTION AND PUBLICATIONS**

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

The session was facilitated by Razmik.

Brand guide – internal guide for people to better recognise YEE. It is needed to avoid all the violations that can occur in social media with logo, vision, etc. Razmik presented the outline of the guide and there was a discussion on what has to be included in the guide. For example:

- What the documents should look like
- What the emails should look like
- Usage of logo
- Usage of materials
- Information about funders
- Social media posts
- YEE presentation
- Ethical and law rules
- Basic rules of website publishing
- Colors

Natalia updated the Board about the situation with the website. Natalia suggested to think of funding to fund the update of the website – to pay for the design and to the platforms.

The newsletter is also not very popular, since according to statistics little amount of people open and click on it. So new ways of making it attractive have to be thought of. Aljaž suggested to think of something else than a newsletter. Mercedes suggests to think of the frequency of the newsletter and since many people were interested in the website and newsletter issues, it would be good to involve MOs in the working group.

Natalia shared information about the publications. Before YEE used to have two publications per year, but now it is not mentioned in the Work Plan anymore. It is planned to have publications after the Study Session “Exploring gender equality in environmental projects” and the TC “Inclusion in Environmental Projects”.

Razmik shared information about statistics of YEE Facebook page, Pinterest, Tweeter, Vimeo, Instagram, LinkedIn, YEE website and Wikipedia page.

Jessica Massucco (previous Promotions and Publications Officer) passed to Razmik the information about the text on the Wikipedia page which Razmik published. There was a discussion about the Wikipedia page. It was decided that the section about members will be added, Natalia suggested to contact former Promo and Publications officers to help with the members’ section of Wikipedia page. It will be done by Razmik and Roxana and will be sent to Zaruhi to review, by January/February 2017.

## 8. SECRETARIAT

- Internship
- HR Policy

The session was facilitated by Natalia, Mercedes and Roxana.

### **Internship in YEE office**

Natalia updated the Board about internship. In 2016 YEE hosted for the first time an intern who was funded by Erasmus+, Amelys, who was in the office for four months, it was a good experience, so it is suggested to have another intern in 2017. Since Aljaž will finish in June and Diana in September, Office suggested to have an intern during summer when only Diana will be supporting the Office. Next EVS volunteers will come in September 2017. The details will be discussed when the call will be sent.

### **HR Policy**

Roxana updated the Board about what was done to create HR policy. Roxana asked the Board to give their opinions about importance, need and creation of HR policy. It was agreed to create a working group which will work on HR policy.

### **EVS selection**

Natalia explained the EVS selection process and asked the Board to check all the EVS applications and to vote until 8<sup>th</sup> of December. Stefan asked about the criteria for selection the shortlisted candidates. Natalia shared how the pre-selection was done: people interested in environment, who understand that it is not a job opportunity but a learning opportunity, who explain why they want to be in YEE, etc. After the Board makes the selection, Natalia will contact the six most favorite candidates, she will hold skype meetings with them and everyone in the office will listen to the interviews. There will be a discussion in the office and the office will write to Board with their suggestion of 2 candidates.

### **Malgorzata (Gosia)'s working hours**

Mercedes shared with the Board the information about working hours. She showed the table with Gosia's working hours. She explained that Gosia was hired to work for 280 hours in 2016. It was agreed that for 2017 she will be hired for 250 hours and the fee will be reduced due to budget adjustments.

### **SG Transfer**

Mercedes told the Board that she is thinking of leaving YEE at some point in 2017. Since the process of recruitment and transfer can take a lot of time, she prepared an Action Plan about the process, that can be applied once she decides the ending date.

### **Benefits**

Natalia shared information about benefits for Office and Board – suggestions which were made by the Internal Auditors from previous years. Office benefits are learning opportunities, for Board it could be attending some trainings as well.

It was agreed with the previous Board that the office could attend one or more meetings on their working time which were agreed with the Board. The Office asked the Board to

give their opinion on the topic. The Board agreed that if the topic is relevant and the notice and report are sent, they agree with Office members attending external trainings.

Mercedes shared information about the Office retreat which was implemented in 2015. The office asked the Board whether they agree with the Office having a teambuilding retreat in 2017. The board agreed on it.

Board members are also invited to search for learning opportunities for them, so that when there are participation fees requested YEE could cover them for Board Members. It was agreed that this topic will be discussed later.

*Coffee break from 16:28 to 16:53*

## **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

The session is facilitated by Mercedes. Mercedes shared the overview of the things which need to be worked on for the AM.

Mercedes told the Board about the procedure of division of agenda and sessions of AM between the Board Members and Office. It is preferred to have all the sessions ready in advance.

There are deadlines before the AM which need to be followed. Mercedes will create a shared document with the deadlines.

Office will send some information/materials on facilitation as the Board Members have to facilitate some of the sessions of the AM.

There was a reminder about the call for MOs to suggest projects for YEE Work Plan in advance. We also want to make sure that the proposed projects are supported by the organisation. The procedure needs to be planned before.

Jovana suggested to think of the ways to motivate MOs to send projects in advance (promote advantages of proposing the project in advance and including it in the Work Plan).

There was a suggestion to have a working group about preparing and planning the AM. There was another suggestion to have a newcomers' guide for people who are not familiar with YEE.

It was also mentioned that Board positions are not promoted enough, to promote old Board Members who have had successful career after their mandate. It was agreed to work on the creation of welcome-pack of AM and plan the promotion of Board Members positions during the working groups.



*The minute taker is Natalia Luchko.*

### **Day 3: Monday, 5 December 2016**

First half of the day the Board and Office went for a teambuilding walk. After lunch the session was open and the work groups were introduced. The Board and office divided into smaller groups and went to work on the thematic working groups.

Topics of the Work Groups: update of website, update of newsletter, YEE brand guide, YEE membership poster, Pool of Representatives, Welcome pack YEE, HR Policy, Project topic for EYF deadline.

There will be three more groups which will be developed later: Project policy update (about cancellation), Promotion of Board positions and Donations Strategy.

Before people divide in smaller work groups, there is a brainstorming in the plenary for ideas for the new website. Everybody is invited to work in small groups, check YEE website and discuss the suggestions.

Ideas for YEE website:

- More interactive website, not many menus, more visually attractive, without menus. Maybe to slide downs or some buttons.
- Clickable, bigger pictures.
- To use slider on the front page.
- Keep the colours (blue and green), change headers photos. More original photos as headers.
- Changing pictures on top.
- The font could be different – now it looks too old-fashioned.
- The front page is too boring, too much text and not well organised.
- Search button could be more visible.
- Login form should be removed,
- “What you can do” – not link to other website, but use YEE materials only. For example, “Educate yourself”.
- YEE Board and Office should be more visible and easy to find. The email doesn’t work.
- Ongoing projects more visible.
- “Cesky koutek” to be more understandable? Maybe with a flag.
- Less text, more sections visible and easy to choose.

After the brainstorming the participants divided into work groups.

The rest of the day was dedicated to work in groups. Outcomes of these work groups are collected below.

*The minute takers are Natalia Luchko and Ketevan Kochladze.*



## **Day 4: Tuesday, 6 December 2016**

The Board and office met together to have a look at the agenda of the day. Mercedes asked about the budget – it was discussed before that the Board will discuss the budget 2017 at the end of the PBM. It was decided to discuss the budget at the end of the morning.

The participants went to work on the last two work groups: 1 April deadline and HR Policy.

### **Summaries of working groups:**

Update of website – Members of the WG: Mercedes (coordinator), Natalia, Ketevan, Roxana. It was discussed how we are going to involve MOs (came up with different ideas), choose some combinations to involve (include members to work group, make focus groups, send out surveys to MOs). We would like to have the draft before the AM 2017 to gather comments and impressions from the delegates, the final version of the new website should be launched by the end of 2017.

Update of newsletter – WG: Natalia (coordinator), Aljaž, Razmik, Diana. The group will do the research, discuss the purpose, will raise this question at VBM in February, from the purpose we will make the timeline. New newsletter ready by AM 2017.

YEE brand guide – Members: Razmik (coordinator), Roxana, Zaruhi. It was decided to do some research and understand what we need to take from Board Welcome Pack. This will be done until end of January, then there will be discussions and draft will be ready until the next PBM. The final draft until first half of May 2017.

YEE membership poster – Work group: Ketevan (coordinator), Roxana, Natalia, Aljaž, Diana. They discussed making the poster, there will be several promo materials, the work group will have shared document and skype meeting. Could be 3 promo posters with stories of MOs, infographic with steps on how to join, poster about YEE. The materials should be prepared at the beginning of March 2017.

Pool of Representatives – Members: Stefan (coordinator), Zaruhi, Mercedes. List of people who could be in the PoR, there will not be a call for members, but WG will invite people. Until end of January they will invite people, skype meeting until end of February, brainstorm about the criteria. The maximum of Representatives = 5. The main deadline is AM 2017.

Welcome pack AM – Members: Zaruhi (coordinator), Mercedes, Jovana. They checked example from YFJ. It should be ready by June 2016 to send to all members. It will take WG 3 months to work on, will start in February with ideas, brainstorming. Then WG will need some time to work on and write texts, check with the Board. Skype meeting – end of February.

HR Policy – WG: Mercedes (coordinator), Ketevan, Gosia, Zaruhi. Timeline was created. They will create a shared folder with examples and brainstorming. First draft will be shared with the Board and Office. After this review and create final draft. After this everyone can comment on again. Examples to collect end of January, first draft – mid February, final draft – beginning of May, final to MOs beginning of June.

Project topic for EYF deadline – WG: Natalia (coordinator), Zaruhi, Jovana, Aljaž, Roxana. A timeline with tasks was created.

Project policy (cancellation of projects): Natalia (coordinator), Zaruhi, Jovana. Deadline: beginning of June.

Promotion Board positions: Mercedes (coordinator), Razmik, Diana. Deadline: March – June

Donation strategy: Narek (coordinator), Mercedes.

An action plan was created with the members, main tasks and deadlines for the Work Groups:

<b>What</b>	<b>Members</b>	<b>When</b>
WG Website <ul style="list-style-type: none"> <li>• Involvement of MOs</li> <li>• Tasks</li> <li>• Draft website</li> <li>• Final website</li> </ul>	<u>Mercedes</u> Natalia Roxana Ketevan	Start in January - - - AM 2017 - End 2017
WG Brand Guide <ul style="list-style-type: none"> <li>• Research on existing documents</li> <li>• Draft BG</li> <li>• Final BG</li> </ul>	<u>Razmik</u> Zaruhi Roxana	- end of January - next PBM - mid May
WG Promo Poster (promo materials: 3 posters with stories, infographic on how to join, visual presentation of YEE) <ul style="list-style-type: none"> <li>• Shared folder</li> <li>• Draft</li> <li>• Final poster</li> </ul>	<u>Ketevan</u> Roxana Natalia Diana Aljaž	- January - - Beg. of March
WG PoR (max. 5 members) <ul style="list-style-type: none"> <li>• List of potential members of PoR</li> <li>• Skype meeting WG</li> <li>• Brainstorming criteria, structure</li> <li>• PoR set</li> </ul>	<u>Stefan</u> Zaruhi Mercedes	- End January - Beg Feb - - AM 2017
WG Newsletter <ul style="list-style-type: none"> <li>• Decide why/define purpose - create timeline</li> <li>• Research</li> <li>• Skype with WG</li> <li>• Discussion in next VBM</li> <li>• Decide frequency</li> <li>• Draft of new newsletter</li> </ul>	<u>Natalia</u> Diana Aljaž Razmik	- - End January - February - Feb. VBM - - AM 2017
WG Welcome Pack AM <ul style="list-style-type: none"> <li>• Create folder with examples and brainstorming</li> <li>• Skype meeting WG</li> <li>• Final version</li> </ul>	<u>Zaruhi</u> Mercedes Jovana Stefan	- Beg. February - End Feb. - Beg. June

<b>WG HR Policy</b> <ul style="list-style-type: none"> <li>• Shared folder - examples, brainstorming</li> <li>• First draft for comments (structure)</li> <li>• Review</li> <li>• Create final draft for comments</li> <li>• Final Policy</li> </ul>	<u>Mercedes</u> Ketevan Gosia Zaruhi	- End January - Mid Feb. - End of Feb. - Beg. May - Beg. June
<b>WG Projects deadline - Work Plan EYF</b> <ul style="list-style-type: none"> <li>• Check brainstorming and Strategic Plan</li> <li>• Prepare info-pack about EYF</li> <li>• Research on topics</li> <li>• Skype meeting - discuss topics</li> <li>• Propose topic in VBM</li> <li>• Work on application</li> </ul>	<u>Natalia</u> Zaruhi Jovana Aljaž Roxana	- - Dec. - 2nd half of Jan. - End of Jan. - - April DL
<b>WG Project Policy (Cancellation of projects)</b>	<u>Natalia</u> Zaruhi Jovana	- Finish by Beg. June
<b>WG Promotion of Board Positions</b>	<u>Mercedes</u> Razmik Diana	March - June
<b>WG Donation strategy (donation button)</b>	<u>Narek</u> Mercedes	

The Board moved on to discussion of the budget 2017. This session included only general introduction to the budget and questions from the Board. Mercedes explained first how YEE works with running finances. There was a question if YEE has an insurance for office, projects, etc. Question about energy and gas – if YEE has our own contract or we receive them through Toulcuv Dvur. Ketevan suggested to raise money for various consultations (IT, translations, etc.).

The Board will vote on the draft of the budget at the next VBM. Comments and suggestions about the budget should be sent by email until middle of January (18 January 2017).

## 10. DATE OF THE NEXT PHYSICAL BOARD MEETING

Zaruhi suggests to have the next VBM by the end of January. The Board agreed.

Suggestion for the next PBM: March or beginning of April. There is a study session on 5-12 March 2017. There is a suggestion to have PBM right after the study session, because some Board Members would like to attend the study session. So the office team and Board members could travel together from Strasbourg to Prague and have a meeting then.

Jovana asks to have PBM in the second half of March, because she has exams (until 1 March). We need to keep in mind that there is 1 April deadline.

Some dates suggestions: 13-16 March 2017. We can consider having a longer meeting. Another suggestion 16-19 March 2017.

Jovana and Zaruhi would like to attend the study session but Jovana needs to check if she is available.

The date should be decided at the VBM in January.

Another point: should it take place in Prague or some other place. Mercedes will check the options.

## 11. OFFICIAL CLOSING AND EVALUATION

Evaluation: Mercedes started by asking everyone to make write down some feedback regarding practical matters:

- Training with Carmine
- Food
- Accommodation
- Preparation/information before
- Working space
- The flow
- Content of sessions
- Anything else

This feedback was collected and it will be shared with all Board and office afterwards.

Zaruhi started the final round of evaluation by asking everyone to share their impressions and feelings after the PBM.

Zaruhi officially closed the Physical Board Meeting on 6 December 2017 at 13.30.

### Summary of tasks not included in the WGs:

What	Who	Deadline
Prepare a short information about crowdfunding.	Narek	End of January 2017
Update shared document with list of contacts for YEE	Stefan	
Prepare promotion of most active MOs	Ketevan and Mercedes	
Prepare update of YEE Wikipedia	Razmik and Roxana	January-February 2017
Send suggestions for changed in budget 2017	Everyone	18 January 2017

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*Minutes proofread by Natalia Luchko and Mercedes Fioravanti.*

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