

**Minutes of the 4st Virtual Board Meeting
Business year 2016/2017;
30 January 2017
Online, Skype;
Minute's taker: Ketevan Kochladze**

Participants:

Board members:

Chairperson – Zaruhi Stepanyan
Projects Officer – Jovana Mirjanić
Publications and Promotion Officer – Razmik Sargsyan
Treasurer – Narek Minasyan
Member Organisations Officer – Ketevan Kochladze

Secretariat:

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

Missing:

External Relations Officer, Vice-Chairperson – Stefan Rudel
Malgorzata Zubowicz-Thull – Consultant

Abbreviations:

AM – Annual Meeting
BM – Board Member
VBM – Virtual Board Meeting
PBM – Physical Board Meeting
EEB – European Environmental Bureau
EU – European Union
EYF – European Youth Foundation
MO – Member Organisation
NGO – Non-governmental organisation
PBM – Physical Board Meeting
WG – Working group
YEE – Youth and Environment Europe

AGENDA

1. Update
2. Physical Board Meeting Planning
3. Study Session Participation Fees
4. Budget 2017
5. EEB Board
6. YEE Work Plan
7. Working Groups
8. AOB
 - 8.1 YEE Bank Account

MINUTES

1. Update

The meeting was opened at 18:30 by Chairperson Zaruhi Stepanyan. She sent to the meeting Members Agenda of the meeting. Zara was leading all sessions at the VBM Meeting.

Followed updates from **Main coordinator - Natalia** shared information from successful web session Sustainability for NGOs, there was participating ten young people and it was very successful. She was working to prepare upcoming study session, “Exploring Gender Equality in Environmental Projects”, five of board members are selected to participate at study session. She was working with Auli Elolahti to prepare TC "International Environmental Action Days" with YEE MO Luonto-Liitto. It will be followed by Annual Meeting. Accomodation is already booked, and Auli will work with office from nexts monthes before TC and Annual Meeting. Team member in WG Promo posters, prepared Right to Bee campaign guideline. Working About Water Campaign. Natasha is working to prepare the funding application for TC "Uniting Youth for Ecotourism».

Next update was from **Secretary General - Mercedes** was working for YEE financial management. She was taking care of the budget of the organisation, Preparing YEE 2017 Budget proposal, she was communicating with bank. Mercedes was working with Gosia about Climate Campaign. She was working to prepare Work Group Website meeting.. Mercedes and Roxana attended a info-sessions from the Czech National Agency for Erasmus+ approved projects.

Next update was from **Networking Coordinator - Roxana** was working to prepare Youth exchange–Postcards from Nature. She already organize meeting with group leaders. She was working for STEP blog interviews and coordinating social media.

Projects Officer - Jovana had exams but she was involved in the preparations of the TC Ecotourism. She was actively involved in organising Water Campaigns Local Actions.

Treasurer - Narek was working on the draft of the Donation request letter with YEE comments prepared by Janis (in 2015). He updated the letter. He is asking to look through the letter and leave comments how to make it better.

Mercedes pointed out that last PBM we created work groups, and that Narek should lead the Work Group about donations strategy. Narek will be glad to do and Zara said she will help.

Publications and Promotion Officer Razmik is coordinator of WG Brand Guide. From tomorrow will send letter to the work group members and will start to work on it. He is prep team member in the TC Ecotourism but couldn't manage to join the skype meeting.

Member Organisations Officer Ketevan was working for Water Campaign Project. They organized a hike. Main aim was to promote and encourage youth participation in order to raise awareness about water protection. She already wrote e- mail with short description.

From 9 January she is working as a coordinator in Work Group Promo Posters. To create Promotional Materials for inviting new MO's and how to join YEE Network Poster. They had a first Virtual meeting, she prepared common space for work and group is Using online platforms: Trello, skype and Gmail for communication and they will continue working with creating the complete visual identity of the Network.

Keti thinks it will be nice to collaborate with Website WG and Brand Guide WG. WG is preparing for Next Virtual Meeting. Keti says it is great challenge to work with a such experienced team as a coordinator , and the is thankful for WG team members motivation.

Keti is taking online course, called "Impact Europe: Online Course for Green Activists". Created by Green European Foundation, in partnership with the Greens/EFA from 8 August 2016 she was in tester's team. Was testing web page, course concept and etc . She thinks it help her to grow and get more knowledge about EU environmental activism, which will help her more to understand YEE MO's. Deadline to final exam is end of February and she hopes to get certificate.

Chairperson - Zara: Was going through examination procedure for a job placement. Zara was working about Water Campaign and will actively engage in Work Groups.

2. Physical Board Meeting Planning

Board decide to plan PBM after Study session. Jovana asked about place Mercedes told it depends budget. For meeting was choose 14 – 17 March 2017. Everyone agreed but board will wait final e-mail with directions from Mercedes. There was discussion about travel plans.

3. Study Session Participation Fees

Study session participation fees are 50 Euro, there was suggestion from Mercedes and Natasha to cover part of the fees with the compensation that Natasha will receive. Board agreed and will wait for final decision.

4. Budget 2017

Last PBM was presented Budget proposal by Mercedes and Narek. With suggestion from Mercedes board decide to leave more time for checking and for questions and it was not voted yet.

Mercedes sent to board new budget proposal 2017 – Board should send comments and questions. She asked if board need to time to think or make decision. Board voted for the adaptation of YEE Budget Proposal.

5. EEB Board

It was discussed who in YEE will join EEB Board. The suggestion was that it could be Stefan, as ERO. The Board should agree on this and Stefan should confirm it.

6. YEE Work Plan

Zara suggests to short review about YEE Work Plan.

She asks about Project which was removed from WP. Zara asks if there is any news from Gutta Club, regarding YEE email. Natasha told she got email several days ago from Gutta Club's President.

7. Working Groups

There are ongoing Work Groups

Mercedes is coordinator of WG Website, already write e-mail to WG members waiting for Keti's answer in doodle to schedule meeting.

Zara asks about WG HR Policy Mercedes says it is time to write e-mail and she will connect to the WG.

Zara says she had exams and for now she will start to prepare WG Welcome Pack AM.

Natasha says WG Projects deadline - Work Plan EYF started.

Raz will start from tomorrow to send e-mail and schedule meeting for Brand Guide WG.

8. AOB

8.1 YEE Bank Account

Mercedes made some research for opening a different bank account in Czech Republic with lower fees. She will check it more in details and send information to the Board.