

**Minutes of the fifth Virtual Board Meeting
Business year 2016/2017;
May 23, 2017, Online Skype,
Minutes taker: Stefan Rudel**

Participants:

Board members:

Chairperson – Zaruhi Stepanyan
External Relations Officer, Vice-Chairperson – Stefan Rudel
Member Organisations Officer – Ketevan Kochladze
Treasurer – Narek Minasyan
Projects Officer – Jovana Mirjanić

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General
Natalia (Natasha) Luchko – Main coordinator
Malgorzata Zubowicz-Thull – Consultant

Missing:

Promo and Publications Officer – Razmik Sargsyan

Abbreviations:

AM – Annual Meeting	NAJU - Naturschutzjugend (MO from Germany)
AOB - Any other business	NGO – Non-governmental organisation
BM – Board Member	POR – Pool of Representatives
VBM – Virtual Board Meeting	StS – Study session
COMEM – Council of Members, European Youth Forum	TC - Training Course
EEB – European Environmental Bureau	WG – Working group
GYBN - Global Youth Biodiversity Network	YEE – Youth and Environment Europe
HR – Human Resources	YFJ - European Youth Forum
MO – Member Organisation	

Agenda

1. Update from Office and Board
2. AM (session outlines)
3. Working Groups' Update
4. Internal Audit
5. AOB

Minute taker: Stefan Rudel. Minutes edited by Zaruhi Stepanyan.

1. Update from Office and Board

Mercedes:

Mercedes was at a TC in Slovenia and will prepare a report to share with the Board. She didn't check e-mails nor did office work there. Before she was on the office retreat, 2 days in the mountains in CZ; a lot of talking, discussing working styles - office people had a nice time together.

She also worked on the internal audit organization.

Besides that she was busy with the Annual Meeting preparation: communication with delegates, MO's, MO's membership fees, etc.

Natalia:

Worked on report for Study Session; sent the finished report to the educational advisor at the Youth Department of Council of Europe yesterday (Aljaz helped her with the report), started working on publication (three participants from StS joining the editorial team).

She did the preparation for TC in Finland.

Also worked on the Environmental Challenge Accepted (Strategic planning project) and Uniting Youth for Ecotourism.

She's a little bit delayed on the promotion for "Sustainability in NGO's" course, but working on it.

Aljaz is finishing in two weeks, so finishing tasks were planned.

Update on one project: biodiversity workshops (together with GYBN): they didn't get funding from Ministry of Environment :-(- Natalia suggested them to apply for Erasmus+, but they missed the deadline (while waiting for the decision of the ministry); the ministry recommended to apply next year and then it would be sure that they get the funding – Natalia suggested them to propose the project for YEE's next year's Work Plan at the AM; there's a delegate from NAJU coming to the AM, so the chance for GYBN is to have it proposed by the NAJU delegate

Question from Zara about the intern – Mercedes responds:

He will come on June 11th, all documents he needed for university are already prepared and sent; he will stay until the end of August.

The plan is that he will participate at TC in Finland and also help at the AM; Mercedes had a Skype meeting with him last week and said he was nice and very interested.

Gosia:

She was working with Roxana on the booklet of YEE-include ("Inclusion in environmental youth projects - guide for youth organisations") and also on some texts for the HR policy WG.

Update from Board:

Jovana: participates in preparation of "Uniting Youth for Ecotourism" and is waiting for online preparation meeting (last one was cancelled, now group is looking for a new date). She did nothing special besides of that and the WG work and succeeded in finding tickets for Finland-

Narek: also participates in Ecotourism project; there's a project idea in his organisation FYCA that they want to present at the AM in Finland as a YEE project for the next year.

Zara: in the last 20 days she tried to check all the e-mails she missed before; tried to do work in WG's and preparation for Annual Meeting

Stefan: He didn't do a lot of YEE work in the last weeks since he is very busy with personal stuff; he tries to keep up with his YEE e-mails. Main news is that the WG for the EEB Annual Event 2018 (the Summit) has started to work and he is in contact with Emma who is managing it a bit. They are looking for interesting methodologies or expert facilitators for organizing sessions for big groups using participatory methodologies. Emma asked Stefan to check with the YEE office and Board if we have any specific methodologies or trainers that we would recommend for developing the long term strategy of an organisation using participatory methods to collect input in a conference setting. He asked for help from board and is including Zara in the contact and conversation/shares the progress with her.

He still needs to send YFJ COMEM report and will do so soon – sorry for taking so long.

Ketevan: She did some local actions with her team members in Georgia. Inspiration gotten by YEE was used, she especially mentioned new Info graphic "10 THINGS YOU CAN DO TO HELP THE BEES". Energizers, team building and ice breaking games she remembered from YEE projects were used. :-). No hate speech + Gender equality debates took place. A planting action was organized (thanks for sending seeds) and supporting materials were prepared. Ketisaid it was very successful local actions and follow ups!

News from Member Organizations:

Mercedes and Ketis are going to create the report with the organisations to review by the end of the week.

Potential new MOs (applying for membership at AM in Finland):

"Public Awareness and Monitoring Centre" Armenia – All needed documents were received and now checking procedure in office is going on

BLEJAN – Armenia - – All needed documents were received and now also checking procedure in office is going on

Subotica, Serbia – Already sent online application, waiting for receiving signed hardcopy of application.

NGO "Umbrella" from Georgia sent email about their interest to join our network .

E-mails to non-active member organisations which status' are going to reviewed were sent out:

Libertas International - second email was sent 4 days ago, still waiting for answer

Jeunes et Nature - we got their e- mail that they are still interested and they will let us know about their involvement as soon as possible

Natura 2000: We had a very successful communication

2. Annual Meeting

Travel arrangements for Board were discussed. Some BMs already bought their tickets, while the others are still checking the options.

The draft agenda is created and can be found in Google drive under “Draft Agenda Annual Meeting 2017”.

We agree to have content (input and session’s outcomes) of the agenda ready by June 15th.

Every person is asked to take care of their part and sessions and meet with the person he*she is preparing it with. Then please share info and results in the shared folder “Sessions outlines - AM 2017”.

Advice/tips by Mercedes:

Plan the sessions minute by minute to stay in the time frame and have an understanding of what you’re going to do; prepare a structure! Most important is that you know clearly what is going to happen and what you are going to do during your session.

Mercedes and Natalia will talk to Auli about the general time frame, lunch times etc. and then create more structure and a fitted agenda.

Zara asks if we are going to have a Board Meeting (in preparation of the AM) before the training course?

Mercedes says: we’ll see how it goes, depending on arrival times.

Natasha says: right now in the time frame of the TC there is a lot of free time in the evenings; she will talk to Auuli to fill that up a little bit, but it seems that we might have open time in the evenings to meet and prepare for Annual Meeting more together.

Update on budget for AM, delegates and travel tickets:

Thanks from Mercedes to people for responding so fast to her e-mail, we will have all delegates and agreed on moving left budget from PBM to AM delegate costs.

Board members’ travels will be covered 100%, so if you can't stay in the limit of Luonto Liito, YEE will cover the rest – still: please stay in the budget frame because YEE has a lot else to cover and to pay for, and budget is limited.

3. Working Groups’ Update

Website: YEE website survey: So far seven replies from MOs; please talk to your MO to still fill it in (for feedback and more understanding for YEE how it should look like)

Survey deadline: end of May; after that designer will be found to design website. It might take a couple of months to have a nice result, so chances are low that we’ll have it ready before AM (because focus is more on the quality :-))

Brand guide: Roxana is trying to manage, but no specific progress yet; no signs from Raz

Promo Poster: is ready/done

PoR: still need to contact potential members; WG's members will meet online and decide via e-mail how to proceed

Newsletter: still active and work is going on; going together with new website design (to have similar design), sending around templates before to give us an image how it might look like

Welcome Pack AM: working on it; will send around outcomes and draft for all of us to comment

HR Policy: Gosia worked on some texts, is a little bit delayed and Mercedes tries to keep up with it

Project Policy: Natasha will send draft to the board to ask for comments, and then after editing send it around to MO's

Promo of Board Positions: Mercedes will post video on facebook group for TC and AM in Finland

Donation Strategy: Narek still working on it; tries to send draft first to Mercedes next week, have some discussion about it, and after it send it around to whole board to comment

4. Internal Audit

Mercedes gives latest update: Kyrylo Ivliev joined, so Vasily and him will do the internal audit.

They will come to Prague to YEE office on June 17th-18th to do the audit and work during that weekend on audit with office staff.

All board and office people need to prepare documents, Mercedes sent around e-mail with all documents.

Each board member needs to prepare report (reflect on your year of mandate; sum it up); fill in self-evaluation questionnaire (try to do it differently to what you include in your report, so the auditors have more to look at and decide about/get an image of what you did and how you did during your mandate) and prepare means of transport document (list meetings you attended and how you travelled there)

The office people need to do self-evaluation questionnaire, too.

Mercedes will collect minutes of all board meetings and projects questionnaires.

If you need help or anything else let Zara know, she's there

deadline (please try not to be late): May 30th

5. AOB

Nothing mentioned

Zara is thanking everybody for productive and short meeting, closing at 8:08 PM