

**Minutes of the sixth Virtual Board Meeting
Business year 2016/2017;
June 28th, 2017, Online Skype;
Minutes taker: Ketevan Kochladze**

Participants:

Board members:

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

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General
Natalia Luchko – Projects, Publications, EVS Coordinator
Roxana Nica – Networking Coordinator

Missing:

Promo and Publications Officer – Razmik Sargsyan
Treasurer – Narek Minasyan
Malgorzata Zubowicz-Thull – Consultant

Abbreviations:

AM – Annual Meeting	HR – Human Resources
AOB - Any other business	MO – Member Organisation
BM – Board Member	NGO – Non-governmental organisation
VBM – Virtual Board Meeting	POR – Pool of Representatives
COMEM – Council of Members, European Youth Forum	PBM – Physical Board Meeting
CET – Central European Time	TC - Training Course
EEB – European Environmental Bureau	WG – Working group
EVS – European Voluntary Service	YE – Youth Exchange
EYF – European Youth Foundation	YEE – Youth and Environment Europe
GYBN - Global Youth Biodiversity Network	YFJ - European Youth Forum
	HR – Human resources

Agenda

1. UPDATE FROM OFFICE AND BOARD

2. AM 2017 (TECHNICAL ISSUES, SESSIONS)

- Projects and activities to be proposed by YEE Board and Office for YEE WP 2018

- Board elections
- Last Physical Board Meeting in Finland

3. HR POLICY

4. EVALUATION REPORT-ALJAZ

5. CANCELLATION OF BIODIVERSITY WORKSHOPS

6. AOB

18:00 PM [CET] - Meeting was open by Zaruhi Stepanyan.

Quorum was established.

There is question from Stefan, about international cultural evening at TC in Finland. Natasha answers: details will be in the TC info sheet and probably it will be sent during this week and there are also some tasks included in this document.

1. UPDATE FROM OFFICE AND BOARD

Mercedes: Informs that last week's was internal audit in the office. Mercedes was working for collecting the documents for the Internal Audit and was preparing all documents for Annual Meeting, preparing sessions. She was updating financial documents and was busy with communication with AM participants, helping them with travel details.

Zara asks when will be report from auditors.

Mercedes asked Vasily and Kyrylo and end of the month this report should be sent, she will send another reminder.

Natasha - She was on holidays last week. Before that she was working project "Environmental challenge accepted". She thinks competition will be launched very soon. She also was working at „Eco Tourism” project, and she announced that this week are going to open call for the trainers. She also was working for upcoming EVS project. Natasha was working in the follow up – Study Session Publications with editorial team, she explains that process is going slowly. Preparing Annual Meeting sessions and were discussing and preparing upcoming TC in Finland. It will be quite an unusual training for YEE and guess it will be interesting. Info sheet of the TC will be sent during this week and she was giving some updates about accommodation.

Stefan asks about intern. Mercedes gives updates about new YEE intern and about her work with intern and general description and answers the question. She thinks Intern is very motivated to learn.

Roxana: During May she was at YE in Albania and is working on follow up: travel reimbursement, evaluation, working also in the follow up for TC which was in April, she also was working about video with video maker and Diana and quite lot for publication, which will be published soon. For the STEP project preparing some activities for EU pilot platform, which will be open for everybody. She was

working on activities with YEE will have at Sziget Festival. She is working with Diana, Oguzhan, from the board Ketí will join the delegation and Christiane ex YEE board member.

Board members updates:

Jovana: She is studying and because of it was not so active. She was working to finish some tasks in working groups, at Project Policy and working with Natasha, Diana Raz and Narek the “Eco Tourism” project, which will be in October, a lot of emails were getting in June and was working on it.

Stefan: Was working with emails which he got. He got e-mail from Nepal, he sent Report YFJ COMEM, and he was following emails which he got from EEB, EEB's Annual Event, 5-8 November, in Edinburgh. He was participating in the work groups and was preparing for Helsinki.

Ketevan: Was working with Mercedes and Zara and preparing documents for Annual Meeting, Sessions and already prepared. She got information's from Roxana about upcoming Sziget festival, very motivated to attend – communication with Roxana is going very smooth way. She became Vegetarian. Actively was engaging in discussions and answering emails, forwarded partnership proposal from Daunt.

Zara: She was working for in some AM sessions with Ketí and Natasha. She was working on Project Policy, Welcome Pack for the Annual Meeting, and she had a meeting with Mercedes recently and discussed plans for AM.

Natasha: adds some update about YEE project “Active youth, better environment!” which was approved by EYF, and which was not granted by Erasmus+ for cofunding. She doesn't know exactly details but thinks project was not approved by Erasmus + because of lack of funds and because of having many partners from non-EU countries.

2. AM 2017 (technical issues, sessions)

Zara asks to go through session outlines and try to check which ones are uploaded. She is telling her session is not uploaded and she will upload soon.

Natasha explains that Strategic plans is not uploaded in this folder because it is in excel file.

Mercedes: thinks it is very positive and very good that so many sessions are uploaded.

Zara: If anybody needs help with sessions preparation can contact office and her.

Stefan: Asks Zara to put the update from her WG. Document for WGs updates was shared.

Last Physical Board Meeting in Finland

Zara : Sharing agendas of Physical Board Meetings

Mercedes: Suggests Thursday 13th of July 2017 for 4th Physical Board Meeting. Also, this year there will be registration desk and she will meet with people who are arriving at AM and people for TC which need to register. Diana and Oguz will help her. She recommends meeting for Thursday, and for new board meeting will be for Sunday 16th of July. Mercedes share deadlines of sending official documents to Mo's,

and shares with board agenda of the PBM right after annual meeting. She suggests discuss end review agenda.

Discussion is going. Mercedes is asking Stefan's opinion about external relations topic.

Stefan wants to discuss external relationships at PBM.

Everyone agrees sent by this way.

Mercedes says she will send it tomorrow.

- **Projects and activities to be proposed by YEE Board and Office for YEE WP 2018**

Mercedes: We have projects to propose, „Active youth better environment“. This project got European Youth Foundation grant and we will apply for Erasmus+ grant for cofunding. It is quite big project, two training courses campaigns, publication and it is a lot of work.

Still waiting's reply for Erasmus+ KA2 project - strategic partnership „Youth Empowerment for Sustainability (YES)“, this project is from organization which was suggested by Anja and they contacted YEE. If the project is not approved, organizers are going to apply in October. Also, it is quite big project, with several workshops, one of this will take place in Czech Republic, with publications etc.

EVS

Web site

Newsletter

Social Media

Statutory Meetings

Will be suggested by Board and office to GA.

Mercedes suggests to close The Right to Be(e) Campaign. She discussed with office, and campaign is running already five years. Office suggests not to propose it for next WP.

Office Cuisine – We should propose this project depending on how many other projects and campaigns are suggested by MOs.

Jovana: also agrees to close The Right to Be(e) Campaign.

Zara agrees with Jovana and also thinks to close Office Cuisine blog.

Mercedes: consider keep it because it was running by EVS volunteers.

Keti agrees to close The Right to Be (e) Campaign and wants to support Office Cuisine blog, she agrees with Mercedes, EVS can work on it and thinks this campaign is very informative, she felt supported by this blog when she became vegetarian.

Jovana: Agrees with Keti, and thinks Office Cuisine blog is very reachable and new.

Zara: Suggests to review this topic before AM.

Mercedes: we can always discuss propose it all not.

Mercedes suggest to discuss European Youth Event 2018 – There is not still more information, we still don't know if there will be funding available or not.

Zara: Thinks it will be very good to participate European Youth Event she is not sure about funding. She thinks for network visibility it will be very good to attend.

Jovana: agrees with Zara about visibility

Mercedes invites Roxana to share her vision as she was attending last time.

Roxana: thinks it is quite useful there is possibility to organize some activities, witch definitely will promote some of network activities. And also she thinks it will be good for group members. She thinks it need a lot of efforts and it depends on capacities.

Zara: YFJ organizes European Youth Event and they are invite for our and their visibility

Roxana: Gives explanation about travel reimbursement and accommodation about her experience.

Zara: suggest to follow Roxana's information and thinks to let it open

Mercedes: agrees with Zara.

3. HR POLICY

Jovana: read policy don't have any questions and she thinks everything is clear and well written.

Stefan thinks same. Still thinks about name of the document HR policy. He is OK if we call it Human Resources policy and sharing his vision about Human Resources and adding German perspective of situation. In Germany more and more companies are not using human resources as name and he thinks that it is not understandable for everybody what HR means.

Mercedes: Was working with Gosia about HR policy with new things, most of the things was for employees and were write by employees and from practice and was interesting to check by board. She explains that most of the things which are written here is practices which office already have, but some other things were proposed by them.

Stefan asks about vote and document changing procedures.

Mercedes explains procedures.

Keti: she was active member of HR Policy working group and she thinks it was very interesting because this HR policy was started previous years, some of the details was already accepted. She thinks preparation process was going really smooth way, official document looks really great and she thinks that everything is so well prepared, she telling this by perspective of WG member, and she recommends to wait what general assembly will say.

4. EVALUATION REPORT-ALJAZ

Natasha: suggests to explain shortly because of time lack and she thinks each of us don't have to say our opinion. She shares evaluation form of Aljaz because to share how he felt, and thinks using this evaluation form we should pay attention next time as an EVS project and even for intern and volunteers and she thinks if somebody have comment to it.

Jovana: She pointed out Aljaz 's feedback that YEE employees don't have environmental background, she doesn't think it must be person with strong environmental background. She thinks it could wait because we are not choosing staff now.

Stefan: He is not sure how it will be to highlight environmental focuses more. He really likes social perspective of YEE. He highlights sessions, TC, Meetings with a lot of social focuses. He thinks this is always connected to environment and he sees staff connected as a social road of YEE.

Keti: Found Aljaz feedback, agrees with part about lack of communication with other board member, also thinks about his feedback to be more actively involved in project writing and she thinks that it was very good that Aljaz was part of YEE and learned a lot from office.

Stefan: really values Aljaz feedback and he doesn't think that Aljaz write it because was not satisfied by his volunteering.

Zara: agrees with Stefan and suggest bring this topic to discuss new board at first Annual Meeting and suggest to finish discussion.

Natasha: She gave the summary as an EVS coordinator about Aljaz EVS and she thinks EVS project was quite successful, he helped and learned a lot in the office, and she wanted to share this evaluation form with the Board, as board don't see daily work in office and it was just for us to have overview how EVS project is going.

Zara: Agrees and thanks Natasha for sharing with board.

Keti: also thinks that is very good that Natasha shared with us this document, and had an opportunity to see with another perspective, like Aljaz perspective how EVS project is running.

Stefan: Asks if members have feeling that Aljaz wants to get feedback also from board and office how we are working and implementing how his feedback is implemented.

Natasha: Personally Natasha don't think that Aljaz will be interested, it was just his opinion and she is not sure if Aljaz will be interested to follow up this and suggests to ask him in his personal email.

Mercedes: She thinks it is up to us how to use the feedback.

Stefan: Thinks it could be chance for YEE network to improve.

5. CANCELLATION OF BIODIVERSITY WORKSHOPS

Natasha: project "Biodiversity workshops" which YEE was working on in cooperation with GYBN. The project is included in YEE Work Plan 2017. GYBN did not receive the grant and will not organize workshops this year.

They might apply for funding next year and I advised them to propose the project for YEE Work Plan 2018 if they want YEE to be involved in the project next year.

But as they will not work on the project this year (apart from maybe checking funding possibilities) and will not organize Biodiversity workshops, and she suggest to cancel the project from YEE Work Plan.

Zara: If general impression from the office is for canceling than she will go for it. But if NAJU propose it for next Work Plan it is up to General Assembly to decide. She recommends to keep it for NAJU to decide.

Natasha thinks it is up to NAJU to suggest the project for next WP.

Mercedes suggests we can use new project policy cancelation procedure witch is suggested to General Assembly for voting. And suggest if we are not sure to discuss it with new board.

Zara: agrees to cancel it, she just wanted more clarifications.

Jovana: Thinks that everything is clear and agrees to cancel.

Keti: asks if voting will be on this VBM.

Mercedes: invites for voting.

Board has voted for canceling the project.

- Pool of representatives

Stefan shared the list of potential members of PoR.

19:53 PM CET Jovana leaving meeting and trust rest of the board to discuss POR and she is ok with the list of potential members of PoR.

Zara: invites Stefan for representing this document.

Stefan: prepared draft of email witch will be sent to potential members of POR and he is planning to send it before AM and hopes to get response to present results at Annual Meeting. This list manly was suggested by Mercedes and Zara because Stefan is new.

Zara asks our opinion if everyone is ok.

Keti like this list, know this people some of them don't know who are more than 30. She asks if WG members are going to add more people.

Mercedes: thinks that they are not going to add more, list is already long and when she was working on this list it is what came up. If someone wants to suggest it is also possible.

Virtual Board Meeting, 28th June 2017

Natasha: wants to comment, she is not sure about Marieta, since she started a new job.

More comments from Mercedes and Stefan about letter witch should be sent to candidates.

Stefan hoping it will be ready for AM and Mercedes thinks it is not so realistic.

Mercedes says it can be discussed and developed more after Annul Meeting

6. AOB

Roxana: Shares link from STEP Platform - 17 global sustainable development goals poll and invite us for voting.

20:02 PM - Meeting was closed by Zaruhi Stepanyan.