

**Minutes of the 1st Virtual Board Meeting
Business year 2017/2018;
September 5, 2017 Online Skype
Minutes taker: Daniela Para**

Participants:

Board members 2017/2018:

Stefan Rudel – Chairperson
Jovana Mirjanic – Project Officer, Vice-Chairperson
Aram Mnacakanyan – Treasurer
Ketevan Kochladze - Member Organisations Officer
Daniela Para - Promotion and Publications Officer

Secretariat:

Mercedes Fioravanti – Secretary General
Natalia Luchko – Project, Publications and EVS Coordinator
Roxana Nica – Network Coordinator
Gosia Zubowicz-Thull – External Consultant

Missing:

Niall Barrett – External Relations Officer

Abbreviations:

AM – Annual Meeting
AOB - Any other business
BM – Board Member
VBM – Virtual Board Meeting
EEB – European Environmental Bureau
YFJ - European Youth Forum
YE - Youth Exchange
TC - Training Course

Agenda:

1. Technical points: minutes' taking
2. Criminal records
3. Updates from Office and Board
4. Work Plans
5. Call for a new Secretary General
6. Working Groups (established + new)
7. External Relations (events EEB, YFJ)
8. Upcoming Physical Board Meeting
9. AOB

18:09 PM [CET] - Meeting was opened by Stefan

1. **Technical points: minutes' taking**
Daniela is taking the minutes.

2. Criminal records

Every BM from a non-EU country has to bring a criminal record for the registration of the new board in the court. Mercedes will check if old BMs need new documents.

3. Updates from Office and Board

Mercedes: Worked on the follow up of the AM and the work plan for 2017, on closing the internship with Oguz and the evaluation meeting. She prepared the financial part for the reports from TC "YEE-include: inclusion in environmental youth projects" and from the YE "Postcards from nature".

Natalia: Worked on the project "Environmental challenge accepted". Diana finished her EVS and 2 new volunteers arrived. She had a meeting about the new website and she was also working on the TC "Uniting Youth for Ecotourism" and the newsletter.

Roxana: Finished and published booklets "Inclusion in environmental youth projects", the report for European Youth Foundation and Erasmus+ for YEE-include and the financial report for it. She was promoting YEE at the NGO Island in Sziget Festival and worked on the follow-up of the YE "Postcards from nature" and helped the STEP project coordinators.

Gosia: Helped with the publication "Inclusion in environmental youth projects", proofread minutes from the AM, will help with STEP project and worked on final reports from TC "YEE-include" and YE "Postcards from nature".

Stefan: Had skype meetings with all BMs, besides Niall, co-worked on the call for a new secretary general and signed documents for new MOs.

Jovana: Was involved in preparation of the TC "Uniting Youth for Ecotourism", had skype meeting with trainers and wrote her work plan.

Ketevan: Reviewed emails for MOs, represented YEE at Sziget Festival and wrote her work plan.

Aram: Had a meeting about fundraising and wrote his work plan.

Daniela: Wrote her work plan and started working on the project "Climate Ambassadors"

Niall has some problems with accessing his YEE email account.

4. Work Plans

Work Plans should be uploaded in the shared folder by 11th September and the final version should be ready by 18th September, so they can be added on the website. Deadline for comments is agreed to be Thursday, 14th September.

5. Call for a new Secretary General

Mercedes is going to leave the office by the end of the year and we need to find a new secretary general. Stefan, Jovana and the office worked on the call for a new secretary general.

It is important for the board to be involved, as well, because the secretary general has to be employed by the board.

The call should be sent latest next week (11-17 September).

Mercedes will send a follow up email.

Mercedes and the office will help to select the new person, as they are more experienced and they can use prepared things from last years to guide us.

The documents should be checked until 7th September.

Mercedes will update the document and send the final draft and we will have time to write comments until 10th September. The call will be published on 11th September.

The call will be shared everywhere and included in the newsletter. We can suggest different platforms and places that we know where we can promote the call. All the suggestions can be added in the shared documents.

6. Working groups

Website: We are already working with a designer on the new website.

It was suggested that the design of the newsletter should be the same as the website, so maybe that person should design it as well.

There is a new working group about fundraising. Stefan, Mercedes and Natalia joined the working group. Mercedes will help Aram to coordinate the working group at the beginning. Stefan proposed to involve people from last boards.

Daniela joined the group about website and newsletter.

We should work further with the Pool of Representatives working group and inform Niall about it.

7. External Relations (events EEB, YFJ)

1) Invitation from the European Youth Forum: 23-25 November Portugal. There is information on their website. It will be good if Niall goes.

2) EEB meeting at the beginning of November. We have to decide if Niall will go with Stefan. We should ask if there is an option that 2 people can go. Deadline is until mid October for registration.

Mercedes suggests that Niall focuses on Youth Forum as he has a job, and Stefan will be responsible for EEB.

3) Mercedes will join a meeting of the European Youth Foundation about grants at Brussels.

8. Upcoming Physical Board Meeting

The PBM will take place in Prague after the TC “Uniting Youth for Ecotourism”, between 14-17 November. Aram, Jovana and Keti will be at the TC.

9. AOB

Aram asked if YEE has the possibility to send EVS volunteers, to use it as a fund raising method. This will be discussed within the working group.

Keti wants to join the seminar Youth Participation in Internet Governance (Strasbourg, 24-26 October 2017) from the European Youth Foundation. She will represent YEE, so she needs a support letter from YEE. The board and office agreed that Keti will participate. Mercedes will prepare support letter and send on 6th September

Stefan asked if it's ok for him to take over EEB and receive all the emails. Board and office agrees, but it's important to discuss this with Niall.

The BMs are asked to check their emails at least once a week and to reply as soon as possible.

Stefan officially closed the meeting at 20:11 PM