

**Minutes of the 4<sup>th</sup> Virtual Board Meeting**

**Business year 2017/2018**

**15 December 2017, Online**

**Minutes' Taker: Ketevan Kochladze**

**Participants:**

**Board members:**

Chairperson – Stefan Rudel

Vice-Chairperson, Projects Officer – Jovana Mirjanić

Publications and Promotion Officer – Daniela Para

Member Organisations Officer – Ketevan Kochladze

**Secretariat:**

Mercedes Fioravanti Alvarez – Secretary General

Natalia (Natasha) Luchko – Main Coordinator

Coline Malot – EVS volunteer

Cristian Riva – EVS volunteer

**Missing:**

External Relations Officer – Niall Barrett

Treasurer – Aram Mnacakanyan

Gosia Zubowicz-Thull - Consultant

**Abbreviations:**

**AG** – Administrative Grant

**AOB** – Any Other Business

**EEB** – European Environmental Bureau

**EVS** – European Voluntary Service

**EYE** – European Youth Event

**IGF** – Internet Governance Forum

**PBM** – Physical Board Meeting

**VBM** – Virtual Board Meeting

**SG** – Secretary General

**WG** – Work group

## AGENDA

1. **UPDATES FROM OFFICE AND BOARD**
2. **UPDATE OF EMPLOYMENT PROCESS OF NEW SG**
3. **UPDATE OF WORK ON NEW WEBSITE**
4. **EARTH CHARTER**
5. **WORK PLAN 2018**
6. **Updates about EVS**
7. **AOB**

## MINUTES

*Stefan Rudel opened the Board Meeting at 16:20*

### 1. **UPDATES FROM OFFICE AND BOARD**

**Mercedes:** She submitted the application for Admin Grant. She was working on the employment process for new SG. With Roxana, she attended Open Summit in Berlin last week and Roxana was sending report. Mercedes was working for closing Networking Coordinator Position. Mercedes was updating accountancy.

**Natasha:** She submitted final report for the EVS project with Diana and Aljaz. Working on the follow-up of the project “Uniting Youth for Ecotourism” with Coline, Cristian and Jovana. She was working on project “Environmental challenge accepted”, it finished, videos were created. She works in the WG where she is responsible. Natasha works with Daniela and Anastasia from Gutta Club with Coline and Cristian for application “Climate Ambassadors”, she started working on project “Active Youth Better Environment”; project was approved. Selection of EVS candidates, EYE and YEE participation in it.

**Stefan:** Was working in WGs and WG Working Plan 2019, Cooperation with EEB and participation of WG where he is part and following new SG process.

**Aram:** Missing 16:22

**Jovana:** Checking emails, EVS, working on follow up – “Uniting Youth for Ecotourism”, was working on “Active Youth Better Environment” was participating in WG Working Plan 2019, She wrote for Office Cuisine blog, she started working on shared document about the projects, she will share it with board and office in the beginning of January.

**Daniela:** was working on promotional video with WG, she is working on project “Climate Ambassadors” with Natasha, Cristian, Coline, and Anastasia.

**Keti:** was working on report about the seminar “Youth Participation in Internet Governance” which she already shared. Was participating in Action Day for Human Rights online (Love Human Rights) campaign, registered for IGF 2017 as an online participant, forum will take place in Geneva. She was always checking emails, was actively sharing information in “YEE Climate Campaign” and “Exploring Gender Equality in Environmental Projects” study session Facebook Groups. She with Daniela attended webinars on “Membership Management”. Was actively working on WG Membership Application and Survey for Member Organisations, group done amazing work together, WG changed deadline to present application and survey because of upcoming Christmas holidays. Group will share results for board and office in January. She was actively involved in WG YEE Membership Video; Roxana already sent a final version of our product.

## 2. UPDATE OF EMPLOYMENT PROCESS OF NEW SG

**Mercedes:** Gives updates for Secretary General Procedures. With new Secretary General, they visited a lawyer for check procedures for visa for non-EU residences. It is a long process.

## 3. UPDATE OF WORK ON NEW WEBSITE

**Mercedes:** Met a web designer, some problems with IT, some ideas for structure and design were shared, with Natasha and Gosia they are checking a draft and she will send email about the new website for sending feedback.

## 4. EARTH CHARTER

**Mercedes:** Femke send a cooperation email, but she will not be there when we reply. She is finishing an internship. Mercedes says to endorse the Earth charter.

**Stefan:** recommends replying Earth Charter generally.

Jovana and Keti agree with Stefan.

## 5. WORK PLAN 2018

**Mercedes:** Strategic partnership “Youth Empowerment for Sustainability” was closed by partners. Project was included in Work Plan 2018 so we should think to join some other project as a partner or decide if we want to create our own project.

**Katie, Stefan and Jovana** recommend not discussing it right now, as it will take too long.

**Natasha** recommends discussing it during the next Board meeting in January.

**Natasha:** Dates for the Annual Meeting changed: Training Course will take place 8-15 July and the Annual Meeting will take place on 15 -17 July.

**Jovana:** will be only able to come for the Annual Meeting, she is also in the project team TC “Active Youth Better Environment”.

**Daniela:** She will be able to come.

**Stefan:** Can come.

**Keti:** She can check her working schedule and will attend.

**Natasha:** “Active Youth Better Environment” both TC will be as planned. Zara, Jovana, Coline and Cristian will work with Natasha for preparation of the project. For the gender balance Natasha is planning to invite one male participant, it is requirement from the funders. Next week a call for participants will be published. Project “Climate ambassadors” is worked on. Preparation is going well and a call for partners was already published.

EVS were selected and she hopes to get grant for it.

On EYE Coline and Niall will be representatives of YEE.

## 6. Updates about EVS

Natasha was working on EVS project; she had an interview with selected candidates.

She already sent board and office an email.

All office and VBM attending board members agree with these candidates.

**Alberto Babolin** and **Femke Lootens** will be invited to be next EVS volunteers in YEE.

## 7. AOB

Next PBM will take place together with the TC in March in Kapráluv Mlyn, Mercedes will prepare doodle to decide on the dates.

TC will be 17-27 March for 5 working days.

*The Board Meeting was closed at 23:24.*

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*Minutes proofread by*

Jovana Mirjanić

Gosia Zubowicz-Thull

Natasha Luchko