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**AGENDA OF THE 2<sup>ND</sup> PHYSICAL BOARD MEETING OF THE EXECUTIVE  
BOARD OF YOUTH AND ENVIRONMENT EUROPE 2017-2018  
14 – 16 NOVEMBER 2017, PRAGUE, CZECH REPUBLIC**

**1. OPENING OF THE BOARD MEETING AND UPDATES**

1.1. Opening

- Quorum and voting rights
- Distribution of roles: chair, minute keeper, time keeper
- Introduction of agenda, amendments, adoption

1.2. Board update on Work Plans

1.3. Secretariat update

**2. CHAIRPERSON – YEE OVERVIEW**

- Strategic Plan 2017-2019 - overview and progress
- YEE Vision

**3. TREASURER – FINANCES AND FUNDRAISING**

- Finances 2017
- Budget 2018
- Fundraising

**4. EXTERNAL RELATIONS OFFICER – EXTERNAL RELATIONS**

- European Youth Forum (YFJ)
- European Environmental Bureau (EEB)
- Pool of Representatives

**5. PROJECTS OFFICER – YEE PROJECTS**

- Work Plan 2017
- Work Plan 2018
- Summary of the TC “Uniting Youth for Eco-tourism”
- Potential topics for Work Plan 2019

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## **6. MEMBER ORGANISATIONS OFFICER – MEMBERSHIP ISSUES**

- Membership overview
- Promotion of YEE membership
- Updating Member Organisations Database

## **7. PROMOTION AND PUBLICATIONS OFFICER – YEE PROMOTION AND PUBLICATIONS**

- Social media update
- Publications 2018
- Website update
- Newsletter update
- YEE video

## **8. SECRETARIAT**

- Transfer Secretary General
- Internal Audit improvements
- Internship in YEE office
- EVS selection

## **9. ANNUAL MEETING 2018**

- Introduction to AM 2018
- Official documents and deadlines
- Preparation of Work Plan 2019

## **10. WORK GROUPS**

## **11. ANY OTHER BUSINESS**

## **12. DATE OF THE NEXT PHYSICAL BOARD MEETING**

## **13. OFFICIAL CLOSING AND EVALUATION**