

**Minutes of the 1st Physical Board Meeting
Business year 2017/2018;
July 16th 2017 - Helsinki, Finland
Minute taker: Diana Podgurskaia**

Participants:

Board members 2017-2018:

Chairperson – Stefan Rudel
Project officer/Vice-chairperson – Jovana Mirjanic
Treasurer – Aram Mnatsakanyan
Member organisations officer – Ketevan Kochladze
External relations officer – Niall Barrett
Promotion and Publications officer – Daniela Para

Board members 2016-2017:

Chairperson – Zaruhi Stepanyan
External relations officer/Vice-chairperson – Stefan Rudel
Treasurer – Narek Minasyan
Member organisations officer – Ketevan Kochladze
Project officer – Jovana Mirjanic
Promotion and Publications officer – Razmik Sargsyan

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General
Natalia Luchko – Main coordinator
Roxana Nica – Networking Coordinator
Diana Podgurskaia – EVS volunteer
Oguzhan Kamberoglu - Intern

Abbreviations:

1. YEE – Youth and Environment Europe
2. AM – Annual Meeting
3. EEB – European Environmental Bureau
4. EVS – European Voluntary Service
5. MO – Member Organisation
6. PBM – Physical Board Meeting
7. VBM – Virtual Board Meeting
8. EYF - European Youth Foundation
9. YFJ - European Youth Forum

Agenda:

1. OPENING OF THE BOARD MEETING

1.1. Opening

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

1.2. Board: Expectations, Needs, Wishes

1.3. Secretariat: Expectations, Needs, Wishes

2. HANDOVER TO NEW BOARD

2.1. Welcome Pack

2.2. First tasks

2.3. Work Groups

2.4. Transfer of YEE official emails

2.5. Working plans of Board Members

2.6. Upcoming deadlines

3. COMMUNICATION

3.1. Means and usual practices

3.2. Communication between Board Members

3.3. Communication Board – Secretariat

4. DATE OF NEXT BOARD MEETING

5. ANY OTHER BUSINESS

5.1. Open questions

6. OFFICIAL CLOSING

Minutes:

1. OPENING OF THE BOARD MEETING

1. Opening

The first Physical Board Meeting for the mandate 2017-18 was officially opened by Zaruhi Stepanyan at 10.00 am.

- Quorum and voting rights
5 members of the new Board are present so the quorum is reached. The Treasurer, Aram Mnatsakanyan is absent, due to early departure.
Distribution of roles: chair, minute keeper, time keeper
Zaruhi will chair the meeting. Diana will be the minute taker. Razmik will be the timekeeper.
- Introduction of agenda, amendments, adoption
The agenda was presented and adopted.

2. Board: Expectations, Needs, Wishes

Board members shared their expectations, wishes and needs for the upcoming mandate:

- Niall: He expects to keep the communication among the Board members productive.
- Stefan: He expects to fulfill the expectations of others, to be satisfied with the work and to implement communication styles.
- Ketevan: She wishes to have a chance for physical meeting with member organisations. Expects to be a responsible board member. Need to communicate more with other Board members and the Secretariat.
- Daniela: She expects to have a lot of challenges and to work in friendly atmosphere. She also expects good knowledge transfer and support from former Board members. She hopes to communicate with other members.
- Jovana: She expects to communicate more with other board members. She expects from herself to be efficient.
- The former Board members also shared their expectations for the new board and for their next activities outside YEE Board.

3. Secretariat: Expectations, Needs, Wishes

Office members shared their expectations:

- Mercedes: She wishes to the Board to estimate their capacities properly. She would like to create a space for the former Board members to stay involved in the network.
- Natalia: She expects all to take responsibilities for their work. Expects the new Board will support the Secretariat more as it will be less capacities in the office next year.
- Diana: Wish to the Board to learn a lot and enjoy their work.
- Roxana: She hopes it will be a smooth transition of the Board.
- Oguzhan: He expects to learn a lot in YEE office.

2. HANDOVER TO NEW BOARD

2.1 Welcome Pack

Welcome Pack will be send to the new Board members in one week after this meeting. Until 21 July former Board members will need to send comments on the information in the Welcome Pack.

2.2 First tasks

First tasks will be explained during Skype meetings. Zaruhi explained that during first month the Chairperson and Secretary General will have a Skype meeting with each member of the Board.

2.3 Work Groups

Stefan will organize some Work Groups according to evaluations which were received after the Annual Meeting. Other Work Groups will be formed during the first Physical Board Meeting.

2.4 Transfer of YEE official emails

Emails will be cleaned by former Board members. E-mail accounts will be kept by old Board members one week more, then the accounts will be transferred to the new Board.

2.5 Working plans of Board Members

Board members should start preparing their work plans and we will review them during the skype meetings at the beginning of the mandate.

2.6 Upcoming deadlines

- Annual event of EEB – 6th November, Edinburgh
- Sziget festival - 9-16 August, Budapest
- Infoday of funding of EYF – 8th September, Brussels
- Deadline Erasmus+ (for co-funding of the EYF Work Plan) – 4th October
- Training course “Uniting Youth for Ecotourism” – 6-13 November, Kapraluv Mlyn, Ochoz u Brna, Czech Republic
- YFJ Council of Members – November, Portugal

3. COMMUNICATION

3.1 Means and usual practices

Mercedes explained suggestions about the means of communication that can be used for every member.

3.2 Communication between Board Members

Board members will have VBM every month. During the month members collect questions which they want to discuss. Usually Skype meetings take place on working days. Stefan will send a doodle prior every meeting.

Communication between members mainly done via e-mail. Rules for organising emails were explained:

- Emails to Board and/or Secretariat should have the following subject structure: [deadline] descriptive subject, specifying who it involved and what is required.
- Each email conversation should have only 1 topic (1 topic – 1 email conversation).

3.3 Communication Board – Secretariat

The communication should be done via email. The Board members should check emails at least once per week and let office know if members are busy at the moment. Emails need to be structured, it's better to focus on the most important questions and prioritise tasks. Board members were invited to ask the Office questions about the work. It was mentioned that it's important to remember that Board members represent YEE and they should share with the Office and MOs an information which they receive to take common decisions.

4. DATE OF NEXT BOARD MEETING

- VBM: 28-31 August
- PBM: Mercedes point out that Board members will need to be registered in the court. The Office suggested to connect the TC “Uniting Youth for Ecotourism” and PBM and have it in November, 14th. The question will be discussed further during next VBM.

5. ANY OTHER BUSINESS

- Jovana suggested to create an informal online group for the Board members.

6. OFFICIAL CLOSING

The Physical Board Meeting was officially closed by Zaruhi Stepanyan at 12.00.
