

**Minutes of the 2<sup>nd</sup> Physical Board Meeting  
Business year 2017/2018  
14-16 November 2017  
Prague, Czech Republic**

**Participants:**

**Board members:**

Chairperson – Stefan Rudel  
Vice-Chairperson, Projects Officer – Jovana Mirjanić  
Treasurer – Aram Mnacakanyan  
Publications and Promotion Officer – Daniela Para  
External Relations Officer – Niall Barrett  
Member Organisations Officer – Ketevan Kochladze

**Secretariat:**

Mercedes Fioravanti Alvarez – Secretary General  
Natalia Luchko – Main Coordinator  
Roxana Nica – Networking Coordinator  
Gosia Zubowicz-Thull - Consultant  
Coline Malot – EVS volunteer  
Cristian Riva – EVS volunteer

**Abbreviations:**

**AM** – Annual Meeting  
**BM** – Board Member  
**CoE** - Council of Europe  
**COMEM** – Council of Members, European Youth Forum  
**COP** – Conference of Parties  
**EEB** – European Environmental Bureau  
**EVS** – European Voluntary Service  
**EYE** – European Youth Event  
**EYF** – European Youth Foundation  
**HR** – Human Resources  
**MO** – Member Organisation  
**PBM** – Physical Board Meeting  
**POR** – Pool of Representatives  
**UNEP** – United Nations Environment Programme  
**VBM** – Virtual Board Meeting  
**SG** – Secretary General  
**WG** – Work group  
**YFJ** – European Youth Forum

## **AGENDA**

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

- Opening
  - Quorum and voting rights
  - Distribution of roles: chair, minute keeper, time keeper
  - Introduction of agenda, amendments, adoption
- Board update on Work Plans
- Secretariat update

### **2. CHAIRPERSON – YEE OVERVIEW**

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

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

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

### **4. 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

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

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

### **6. EXTERNAL RELATIONS OFFICER – EXTERNAL RELATIONS**

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

### **7. SECRETARIAT**

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

## **8. TREASURER – FINANCES AND FUNDRAISING**

- Finances 2017
- Budget 2018
- Fundraising

## **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**

## **MINUTES**

### **Day 1: Tuesday 14 November 2017**

*The Board Meeting was opened by Stefan Rudel at 10:30.*

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

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

Minute keeper: Jovana Mirjanic

Time keeper: Roxana Nica

Voting on the agenda: 5 votes for, 1 abstention. The agenda is approved.

– **Board update on Work Plans**

Stefan: EEB Annual Event (understands EEB better), SG transfer

Ketevan: Represented YEE Network and STEP project at Seminar "Youth participation in Internet Governance" which took place in European Youth Centre Strasbourg, France; she attended TC "Uniting Youth for Ecotourism".

Daniela: YEE Wikipedia page, YEE movie

Niall: got familiar with the structure of YFJ, research on UN environmental programme

Aram: leading the fundraising work group

Jovana: TC "Uniting Youth for Ecotourism", SG transfer

– **Secretariat update**

Natasha: "Environmental challenge accepted"; TC "Uniting Youth for Eco-tourism".

Roxana: closing of the projects: YE "Postcards from Nature" and TC "YEE-include: Inclusion in environmental youth projects"

Coline: Office cuisine, web-site, contribution to articles

Gosia: SG transfer, YEE movie

Mercedes: SG transfer, new website

Cristian: taking part in three training courses

**Working practices**

Facilitated by Gosia. She asked Board and Office members to share how and when they work for YEE.

Keti: always checking e-mails on time, improves her language skills, always self-motivated to volunteer for YEE.

Stefan: depends on motivation, checks e-mails at least once per week, sometimes daily

Coline: full time work in the office and always checks the discussions

Roxana: in touch during the working days

Jovana: checks e-mails on a daily basis and always tries to answer if there is something urgent

Natasha: available always during the working time, but for example not during the TCs

Aram: if there is something not very urgent, he waits a bit to respond

Mercedes: updates google calendar regularly and checks e-mails many times per day during the working days.

Cristian: full time work in the office and doesn't mind to stay a bit more when needed

Daniela: checks e-mails once every 2-3 days and responds to everything during the weekend

Gosia: works in the evenings mostly, when needed also during the weekends

Niall: checks e-mails once per week

## **Challenges**

Jovana: needs to figure out how to keep in touch with the project teams and how to be informed about every project

Aram: finds it hard to work with people who are far away, for example agreeing on a schedule for a meeting

Niall: struggles finding time because of his job

Gosia: it's hard for her to find 2-3 hours to do other work apart from answering to e-mails (applications, reports – something creative)

Stefan: feels like working in a virtual reality, felt more connection at the EEB event

## **2. CHAIRPERSON – YEE OVERVIEW**

- **Strategic Plan 2017-2019 - overview and progress**

- **YEE Vision**

Stefan facilitated the session. He explained that the base of the YEE work are the statutes.

Open discussion about the collaboration of Board and office. There is a structure in YEE that is present for years: although the General Assembly is the highest decision-making body, and the Board makes decisions throughout the year, board and office work together and decide together.

YEE mission: it's not so much present in the mission that YEE works on nature protection, but it can be found in the statutes. Gosia expressed the feeling that YEE is not so active directly in nature protection, but its activities contribute to it. It is explained that mission, values and statutes can change if there is a need – they are not “closed” documents.

Strategic plan that is currently valid is for 2017-2019. In order to apply for administrative grant, YEE needs to develop the strategic plan for 2018-2020. Gosia points out that it's hard to work on such a thing online, but would rather do a brainstorming in person.

There are 5 main objectives in the strategic plan. The team should figure out if we are working on every objective and if there is a feeling that something is missing, we should address it.

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

- **Social media update.**

Daniela collected statistic information for three months and comparing the activities on different social media networks. Daniela started updating Instagram and LinkedIn. There will be more people subscribed to the newsletter after the TC “Uniting youth for Eco-tourism”.

Stefan brings up the question of engaging on the Facebook page – is it just likes or people get involved and interested? There is a feeling that there is a constant number of people who read an article.

– **Publications 2018**

We usually publish two publications per year; in 2018 one is planned to be for the Work Plan “Active youth – better environment” and there was a suggestion to have one for YES strategic partnership. It is not obligatory to have 2 per year if there is no need. It was discussed that it is better to have just one publication very well done.

– **Website update**

It was decided last year that YEE should have a new website, the WG was created, there was a survey among MOs to see what kind of content they would like to find on the website. The group contacted a designer who works on a more sustainable page. The main focus is to reorganise the information on the website; it’s hard to navigate and the opinion of the designer is that most of the content looks like reports. Also, the idea is to make it mobile and tablet-friendly. What we have to change is the way we talk about the projects (not in a format of a report, but with more calls to action). There is not much information about how to participate in some upcoming projects.

– **Newsletter update**

The newsletter was also supposed to be updated. Natasha shared the opinion that there is a good reach with YEE newsletter and that the content is controlled by us (compared to Facebook). There is an idea to have the newsletter more frequently and also to make it mobile friendly. Stefan shares that this is also a current topic at EEB and they are putting a lot of effort in networking through website and newsletter.

– **YEE video**

There was an idea to make a new video mainly for MOs – how to be more engaged in the network. It will be filmed during the PBM.

– **Wikipedia page**

Daniela and Roxana were working on it. There was a comment that there shouldn’t be a list of MOs on the page, because it’s not a constant thing. The problem with Wikipedia is that they don’t support promotion, so we need to make it in an “encyclopaedia” style. We should find a person who already has a user account for Wikipedia. The page will be in English and then if there is a need for it to be translated it could be done. The main concern is to enter information in Wikipedia style.

## **Day 2: Wednesday 15 November 2017**

### **4. PROJECTS OFFICER – YEE PROJECTS**

*The session started at 9:40*

Minutes taker: Gosia Zubowicz-Thull

Time keeper: Mercedes Fioravanti

– **Work Plan 2017**

Jovana presented the current Work Plan. We checked which projects were completed and people responsible for projects presented them shortly.

Projects that were not realised: Biodiversity workshops with GYBN.

– **Summary of the TC “Uniting Youth for Eco-tourism”**

We had a longer discussion on the TC “Uniting Youth for Eco-tourism” and participants presented their impressions. Comments: a lot of time to plan follow-up projects, however it is not sure if they will be continued, participants were interested in the topic, more theoretical input needed, both trainers had similar profile, maybe there could be more time to learn more from participants experienced in the topic. Mercedes proposed an idea for the follow-up – to send participants (after the project) small tasks every week and ask them to share it through Facebook groups.

– **Work Plan 2018**

Jovana presented the Work Plan for 2018.

Youth Exchange “Climate ambassadors” will be changed into a training course. YEE will apply to Erasmus+ for February deadline.

Strategic partnership “Youth empowerment for Sustainability” was not approved. We will contact again a coordinating organisation and offer our help.

– **Potential topics for Work Plan 2019**

It will be discussed in a separate work group.

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

Ketevan presented issues connected with member organisations.

– **Membership overview**

The following documents were reviewed: YEE MOs Database, YEE Membership fees 2005-2017, Membership Review Table.

Organisations to review will be selected by Ketevan and Mercedes and the Board and office will be informed.

– **Promotion of YEE membership**

Membership posters were created during the previous business year after consulting a specialist by working group. It needs to be updated.

Working group about Members’ engagement video is established and will prepare a video.

Ketevan is a part of a work group on a new web-site, which is lead by Mercedes.

– **Updating Member Organisations Database**

There are details about member organisations that were not updated. Ketevan proposed to establish a new work group to prepare a survey and update member organisations’ details. Mercedes proposed to work more on membership application. The work group will be established to discuss membership issues.

## 6. EXTERNAL RELATIONS OFFICER – EXTERNAL RELATIONS

Niall presented external relations issues.

- **European Youth Forum (YFJ)**

Niall will participate in the Council of Members on November 2017. Policy papers on Erasmus+ will be discussed.

European Youth capital will be selected soon.

Mercedes explained that YEE joined an informal group inside the YFJ, which was proposed by IYNF.

- **European Environmental Bureau (EEB)**

Stefan presented the network. Stefan joined EEB Annual Event. The summit is planned for 2018. We are the only youth organisation in the network. They want to make an office exchange (job shadowing). EEB works on the policy level, lobbying. Stefan will research how YEE can profit from EEB and how we can write about EEB's projects. There are around 15 work groups.

- **Pool of Representatives**

The work group will be established to discuss the issue.

- **Other issues**

UNEP - Niall is checking the possibilities of a cooperation with UNEP.

Niall checked possibilities of presenting YEE at the global level.

Natalia proposed to plan YEE's participation in COP 2018. We could ask YFJ if they have some places to join the COP and CoE.

Niall proposed to check activities of the Young Friends of the Earth.

## 7. SECRETARIAT

*The session started at 12:20.*

- **Transfer Secretary General**

Mercedes presented the topic. We should establish the system of a transfer to the new Secretary General. The Board should monitor the work of a new person. It will be decided later by email and skype meeting.

- **Internal Audit improvements**

The work group will be established. The comments from the previous Internal Audit reports will be analysed.

- **Internship in YEE office**



We started to host interns in 2016. We can have it ongoing and take under consideration good candidates. The new SG will be in charge of interns. We will try to find persons who will have a grant for making an internship. We can try to find somebody to start in spring 2018.

Aram proposed to check the Peace Corps. Aram will check details.

- **EVS selection**

Natalia described the selection process of new EVS volunteers. Natalia and EVS volunteers will select 20 candidates and the Board and office will vote for the candidates to invite for the skype interviews. The selection will be done at the end of November. EVS programme will be changed in 2018 into the European Solidarity Corps.

- **Office situation in 2018**

[Roxana will finish work in YEE in December. This position will not be re-open. Natalia will continue working as a Main Coordinator. Next year the salaries of SG and the Main Coordinator might be decreased. Gosia can help with STEP in January 2018, since Roxana will not be working anymore.

The Board decided that Gosia Zubowicz-Thull will continue her work in YEE also in 2018 helping with projects and therefore having her fees covered through projects.

## **8. TREASURER – FINANCES AND FUNDRAISING**

*The session started at 14:40.*

Aram introduced the issues connected with finances and fundraising.

- **Finances 2017**

The financial situation for 2017 was presented.

- **Budget 2018**

We discussed asking participants of training courses for a participation fee.

Raising of membership fees was proposed by Mercedes. Ideas: to raise the minimum fee from 20 EUR to for example 50 EUR; set only one amount for full and one for associate members; set less budget categories for fees; make a special 'benefit' category with more special rights (like no fees for projects, etc.)

All other issues will be discussed in the Fundraising work group.

- **Fundraising**

Other issues will be discussed in the Fundraising work group.

## **9. ANNUAL MEETING 2018**

*The session started at 15:10.*

Mercedes introduced the topic.

- **Introduction to AM 2018**

The AM will take place on 20-22 July 2018. in the Czech Republic in Slunakov, near Olomouc.

– **Official documents and deadlines**

Mercedes reminded the team of all deadlines that we have to keep before the Annual Meeting.

There is a special document in a shared folder.

We should think who will chair the AM.

We should think about updating the welcome pack.

– **Preparation of Work Plan 2019**

The procedure of proposing projects by MOs will be discussed in a separate work group.

## 10. WORK GROUPS

### Work groups to work on:

- PoR
- Newsletter
- Work Plan 2019
- Strategic plan 2020
- Internal Audit improvements
- Projects from MOs
- Membership application and MOs survey
- YEE promo video
- Fundraising

## 11. ANY OTHER BUSINESS

– **Gender mainstreaming in YEE**

Natalia sent the report from the study session on this topic. We could create a policy, charter or a recommendation for YEE projects (for example gender sensitive language, how we hire trainers, how to lead sessions taking this perspective into consideration). There are some publications on the topic. There will be a publication ready till the end of the year.

Voting: Should YEE continue working on gender mainstreaming topic?

Results: Six Board member voted for.

– **European Youth Event 2018**

Roxana and Natalia were contacted by Climate Action Network and YEE was invited to take part in their delegation for the EYE. They want to organise a workshop and YEE would help with preparations. Funding is not clear for now. There might be a possibility to cover costs by Climate Action Network. YEE's delegation would consist of 1-2 people. We could ask the EYF if we could finance a participation of 1-2 people from the project "Active Youth – Better Environment".

Voting: Should YEE take part in the delegation of Climate Action Network in the EYE?

Results: Six Board member voted for.

– **Work Groups**

Board and office divided in the work groups and worked in smaller teams.

The outcomes of the discussions were collected in an online shared document.

*Niall Barrett was not present on the last day of the meeting (Thursday 16<sup>th</sup> November 2017).*

**Day 3: Thursday 16 November 2017**

*The meeting started at 9:30.*

– **Work Groups**

Board and office divided in the work groups and worked in smaller teams.

The outcomes of the discussions were collected in an online shared document.

– **Secretary General selection process**

The candidates for the SG position were discussed. The Board and office agreed to meet online on Monday 20<sup>th</sup> or Tuesday 21<sup>st</sup> November to take a final decision.

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

The next PBM could be on 13-16 March 2018 or 23-26 March 2018.

**13. OFFICIAL CLOSING AND EVALUATION**

The evaluation of the Physical Board Meetings was conducted by Stefan and Mercedes.

*The Board Meeting was closed by Stefan Rudel at 18:00.*

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*Minutes proofread by Mercedes Fioravanti, Ketevan Kochladze, Jovana Mirjanić, Gosia Zubowicz-Thull, Cristian Riva.*