
Youth and Environment Europe (YEE)

Minutes of the Annual Meeting 2016

30 August – 1 September 2016, Prague, Czech Republic

Participants (35):

ALJAZ MALEK (YEE),
AMELYS ERARD (YEE),
ANASTASIA MANVELOVA (GUTTA-CLUB),
ANJA WILKEN (FÖJ-AKTIV),
ARDIT ELEZI (EDEN CENTER),
AULI ELOLAHTI (THE FINNISH NATURE LEAGUE),
BAKURI GARTSKIYA (ECO CENTER ZAPOVEDNIKS),
BRUNA PETANI (ARGONAUTA),
CARLOS FERREIRA (OPE),
CHRISTIANE KLEMM (FÖJ-AKTIV),
EKATERINA IAKUSHINA (AYA),
FILIPA SERINO (OPE),
IGOR NOLCHEVSKI (LET'S DO IT MACEDONIA)
IULIA PICIU (ECOURI VERZI),
JANIS PORIETIS (BALTA DABA),
JESSICA MASSUCCO (LOOK EAST WILD EARTH),
JOVANA MIRJANIĆ (YOUNG RESEARCHERS OF SERBIA),
JOVANA SPASOJEVIC (YOUNG RESEARCHERS OF SERBIA),
KETEVAN KOCHLADZE (SAEM),
LEVAN DOLIASHVILI (SAEM),
LIISA KALLIO (THE FINNISH NATURE LEAGUE),
LOUISE LINNÉ (FÄLTBIOLOGERNA),
MAKSYM STUDILKO (IPSO JURE),
MARIETA BARICEVIC (ARGONAUTA),
MERCEDES FIORAVANTI (YEE),
NAREK MINASYAN (FYCA),
NATALIA LUCHKO (YEE),
NONA HOVHANNISYAN (YEGHVARD),
RAZMIK SARGSYAN (YOUNG BIOLOGIST ASSOCIATION),
ROXANA NICA (YEE),
STEFAN RUDEL (FÖJ-AKTIV),
SVITLANA IAROVA (INYOUTH),
TEODORA BARAKOSKA (LET'S DO IT MACEDONIA),
VASILY BASHUTKIN (ENVIRONMENTAL YOUTH CLUB),
ZARUHI STEPANYAN (KHAZER)

Participants with the right to vote (9):

ANASTASIA MANVELOVA (GUTTA-CLUB), ARDIT ELEZI (EDEN CENTER), AULI ELOLAHTI (THE FINNISH NATURE LEAGUE), CARLOS FERREIRA (OPE), JOVANA MIRJANIĆ (YOUNG RESEARCHERS OF SERBIA), LEVAN DOLIASHVILI (SAEM), LOUISE LINNÉ (FÄLTBIOLOGERNA), NONA HOVHANNISYAN (YEGHVARD), STEFAN RUDEL (FÖJ-AKTIV)

Abbreviations:

AM – Annual Meeting, **BM** – Board Meeting, **E+** – Erasmus +, **EB** – Executive Board, **EVS** – European Voluntary Service, **EYF** – European Youth Foundation, **GA** – General Assembly, **MO** – Member Organisation, **PBA** – Partnership Building Activity, **SG** – Secretary General, **TC** – Training Course, **WP** – Work Plan, **YE** – Youth Exchange, **TBD** – to be decided

Agenda

Tuesday, 30 August 2016

- 1) Official Opening of the Annual Meeting
 - a. Quorum
 - b. Voting rights
 - c. Election of the Chair of the AM, Minute Takers, Election Committee
 - d. Introduction to the Agenda of the AM
 - e. Amendments to the Agenda
 - f. Adoption of the Agenda
- 2) YEE Annual Report 2015/2016
- 3) Financial Report
- 4) Secretariat Report
- 5) Internal Audit Report
- 6) Reports of the Executive Board 2015/2016
- 7) Clearing of the Executive Board 2015/2016
- 8) Opening of nominations for the Executive Board 2016/2017
- 9) YEE Strategic Plan 2017-2019: Presentation, discussion and voting
- 10) Project planning I

Wednesday, 31 August 2016

- 1) Changes in Statutes: Presentation and voting
- 2) YEE updated Policies: Presentation, discussion and voting
- 3) YEE opportunities, rights and responsibilities of YEE MOs
- 4) Member organisations issues
 - a. Review and cancellation of membership
 - b. Acceptance of new MOs
- 5) Project planning II
- 6) Presentation and discussion of projects
- 7) YEE Work Plan 2017: voting of projects and of whole Work Plan 2017
- 8) Elections
 - a. Executive Board
 - b. Internal Auditors

Thursday, 1 September 2016

- 1) Draft budget 2017: presentation, discussion and voting
- 2) Evaluation & Closing of the Annual Meeting
- 3) 1st Board Meeting of the newly elected Board

ACTUAL MINUTES:

Tuesday, 30 August 2016

Official opening of the Annual Meeting (9:30)

The Annual Meeting was officially opened by the YEE Chairperson Anja Wilken.

Quorum was established and voting procedure was introduced. GA nominated and elected minute keepers, chair of the AM, vice-chair of the AM and election committee.

Minute keepers: Anastasia Manvelova and Nona Hovhannisyan

Voting results: 9 in favour, 0 against, 0 abstain

Chair: Nominees: Aljaz Malek and Svitlana Iarova

Voting results:

Aljaz Malek: 7 in favour, 0 against, 2 abstain

Svitlana Iarova: 1 in favour, 0 against, 8 abstain

Aljaz Malek is elected as the Chair of the Annual Meeting.

Vice-chair: Svitlana Iarova

Voting results: 9 in favour, 0 against, 0 abstain

Election committee: Igor Nolchevski and Maksym Studilko

Voting results: 8 in favour, 0 against, 1 abstain

Introduction of agenda of the Annual Meeting was presented by Anja Wilken.

Voting results of Adoption of the Agenda: 9 in favour, 0 against, 0 abstain

The agenda has been approved with 9 votes in favour.

Introduction of YEE (10:00)

Introduction of YEE was presented by Natalia Luchko and Zaruhi Stepanyan through the YEE movie and short discussion in small groups of delegates about YEE, the involvement of their organisations and their expectations for AM.

Break at 11:00 until 11:30

YEE Annual Report 2015/2016 (11:30)

YEE Annual Report 2015 and activities already implemented in 2016 were presented by the Board, Office and EVS.

- Activities from 2015 can be found in the document “YEE Annual Report 2015”.
- Activities already implemented in 2016 are listed below:
 - TC “Bee the change”
 - Campaign “The Right to Bee”
 - Campaign “Office Cuisine”
 - Campaign “People 4 Soil”
 - STEP – Societal and political engagement of young people in environmental issues
 - European Voluntary Service in YEE office
 - Earth day (local action in Prague)
 - Participation in the European Youth Event (EYE)

Financial Report (11:50)

Janis Porietis presents Financial Report, including:

- Income 2015
- Expenses 2015
- Budget Prevision 2016

Voting on Budget for 2016.

Voting results: 9 in favour, 0 against, 0 abstain

The Budget for 2016 has been approved by the GA.

Internal Audit Report (12:07)

Internal Audit report presented by Vasily Bashutkin:

- Overall evaluation of Board members – the Auditor recommends GA to clear all Board members.
- Overall positive evaluation of Secretariat.
- Evaluating two projects: TC “How to be a green entrepreneur” and TC “Give international dimension to your projects”.
- Recommendations from the Auditor.

More information can be found in the document “Internal Audit Report 2015-2016”

Secretariat Report 2015-2016 (12:30)

Secretariat Report 2015-2016 presented by Natalia Luchko, Mercedes Fioravanti, Roxana Nica, Amelys Erard and Aljaz Malek through an interactive quiz with delegates and a round of questions.

Lunch break from 13:00 until 14:30

Reports of the Executive Board 2015-2016 (14:30)

Board reports were presented by the Board Members to delegates in small rotating groups.

Board Members answered questions from delegates.

More information regarding Board Member reports can be found in the Board Reports 2015-2016 in YEE website.

Clearing of the Executive Board 2015/2016

Aljaz Malek introduced the procedure of clearing the previous Board Members.

Chairperson, Anja Wilken

Voting results: 9 in favour, 0 against, 0 abstain

Majority in favour - CLEARED

Treasurer, Janis Porietis

Voting results: 9 in favour, 0 against, 0 abstain

Majority in favour - CLEARED

Project Officer, Zaruhi Stepanyan

Voting results: 9 in favour, 0 against, 0 abstain

Majority in favour - CLEARED

External Relations Officer, Christiane Klemm

Voting results: 9 in favour, 0 against, 0 abstain

Majority in favour - CLEARED

Member Organisation Officer, Marieta Baricevic

Voting results: 9 in favour, 0 against, 0 abstain

Majority in favour - CLEARED

Publication and Promotion Officer, Jessica Massucco

Voting results: 9 in favour, 0 against, 0 abstain

Majority in favour - CLEARED

Opening of Nominations for the Executive Board and Internal Auditors (15:50)

Opening of Nominations for the Executive Board and Internal Auditors presented by Christiane Klemm.

Strategic Plan 2017-2019 (16:00)

Mercedes Fioravanti and Anja Wilken presented the process of the creation of the Strategic Plan. Delegates were divided into two groups facilitated by Mercedes and Anja. The content of the Strategic Plan was presented in the small groups and there was time for questions and comments.

Voting of the Strategic Plan 2017-2019:

Voting results: 9 in favour, 0 against, 0 abstain

The Strategic Plan 2017-2019 has been approved by the GA.

Break 16:30 until 17:00

Project Planning I (17:00)

Opening session for Project Planning I by Aljaz Malek.

Natalia Luchko briefly explained the procedure for planning the upcoming projects under YEE. Natalia presented the criteria that will be used to assess projects.

Project ideas and project teams (17:10)

Delegates filled in flipcharts with their project ideas. After all delegates had time to check the project ideas and decide which project team to join.

Development of project ideas (17:45)

Natalia presented the three stations that will be available for project teams to get consultation and develop their project idea: project planning, budget & funding and links with YEE. Project teams developed their project ideas with the support received in the different stations.

Team building activity (19:00)

Project teams had a set time to build the highest tower possible with limited materials.

Dinner break from 19:30

Wednesday, 31 August 2016

Changes in Statutes: Presentation and voting (9:15)

Proposal of changes in the statutes was presented by Mercedes Fioravanti. Mercedes explained that due to a new law for associations in Czech Republic, YEE needs to be registered again. She explained that the lawyer hired by YEE suggested to include a point in the statutes in order to make them clear:

“6.2.3 The Executive Board is the governing body of the Federation. The Federation is externally represented in all matters by the Chairperson or Vice Chairperson of the Executive Board”

The General Assembly voted for the amendment of the statutes including this additional point.

Voting results: 9 in favour, 0 against, 0 abstain

The amendment is approved.

YEE updated Policies: Presentation, discussion and voting (9:45)

Sustainability Policy

Jessica Massucco presented the new Sustainability Policy and the reason why it was created.

The complete document can be found in YEE website section for official documents.

Voting results: 9 in favour, 0 against, 0 abstain

The Sustainability Policy is approved.

Project Policy

Anja Wilken presented the Project Policy and the reason why there were some changes made in the document.

Voting results: 9 in favour, 0 against, 0 abstain

The Project Policy is approved.

Board Policy

Janis Porietis presented the Board Policy and explain why there were changes made in the document.

Voting results: 8 in favour, 0 against, 1 abstain

The Project Policy is approved.

YEE opportunities, rights and responsibilities of YEE MOs (10:45)

YEE opportunities, rights and responsibilities of YEE MOs were presented by Marieta Baricevic and Christiane Klemm.

Participants were divided into small groups to complete activities which emphasise the rights, responsibilities and opportunities of MO.

Break at 11:15 until 11:45

Member organisations issues (11:45)

Review and cancellation of membership

Marieta Baricevic presented the list of reviewed organisations and the reason why they are reviewed.

Review of five MOs: EPER Center (Albania), ÖNJ (Austria), FTK – Club of Young Naturalists (Hungary), WoesteLand (The Netherlands) and DEM (Macedonia).

Membership cancellation voting results:

EPER Center (Albania): 8 in favour, 0 against, 1 abstain

Membership is CANCELLED.

DEM (Macedonia): 9 in favour, 0 against, 0 abstain

Membership is CANCELLED.

FTK – Club of Young Naturalists (Hungary): 9 in favour, 0 against, 0 abstain

Membership is CANCELLED.

WoesteLand (The Netherlands): 9 in favour, 0 against, 0 abstain

Membership is CANCELLED.

ÖNJ (Austria): 0 in favour, 5 against, 4 abstain

Membership is NOT cancelled.

Two MOs requested to downgrade their membership from full to associate: Hnutí Brontosaurus (Czech Republic) and Fältbiologerna (Sweden).

Membership downgrade voting results:

Hnutí Brontosaurus (Czech Republic): 9 in favour, 0 against, 0 abstain

Membership is downgraded to associate.

Fältbiologerna (Sweden): 8 in favour, 0 against, 1 abstain

Membership is downgraded to associate.

Acceptance of new member organisations

Marieta Baricevic presented the four organisations that are applying for membership in YEE in 2016:

Full membership:

- Association 7ARTE (Kosovo)

- Association for clean environment "Let's do it Macedonia" (Macedonia)

Associate membership:

- Civil Society Organization Eco Logic (Macedonia)

- Armenian Regional Youth NGO (Armenia)

Acceptance of new members voting results:

Association 7ARTE (Kosovo) – Full membership: 2 in favour, 7 against, 0 abstain

Full membership is NOT approved.

Association 7ARTE (Kosovo) – Associate membership: 9 in favour, 0 against, 0 abstain
Associate membership is APPROVED.

Let's do it Macedonia (Macedonia) – Full membership: 9 in favour, 0 against, 0 abstain
Full membership is APPROVED.

Civil Society Organization Eco Logic (Macedonia) – Associate membership: 8 in favour, 0 against, 1 abstain

Associate membership is APPROVED.

Armenian Regional Youth NGO (Armenia) – Associate membership: 0 in favour, 9 against, 0 abstain

Associate membership is NOT approved.

Christiane Klemm announced that the nominations for Board Members and Internal Auditors will be closed that day at 16:00.

Lunch break from 13:00 until 14:30

Project Planning II (14:30)

Natalia Luchko explained the way project teams will work in the project ideas during the session. She reminded project teams about the possibility to merge projects with same topic or aim.

Project teams continued developing their project idea and received support from YEE Secretariat when needed.

Project forms were handed to YEE Secretariat at 15:30.

Project teams were asked to prepare the presentation of their project idea until 16.30.

Break from 16:00 until 16:30

Presentation of projects and criteria (16:30):

Project teams presented their project ideas. Each project presentation was followed by the criteria assessment presented by Mercedes Fioravanti. After the presentation of criteria other delegates asked questions to the project teams.

Narek Minasyan, Razmik Sargsyan, Iulia Piciu - *Uniting Youth for Ecotourism*
Combination of several international activities in different venues in the topic of ecotourism.

Auli Elolahti, Liisa Kallio, Ketevan Kochladze – *International Environmental Action Days*
Training course to learn how to create successful environmental campaigns.

Ardit Elezi, Aljaz Malek, Bruna Petani, Igor Nolchevski – *Postcards from Nature*
Youth exchange to promote the protection of nature and cultural values through the creation of postcards that will be distributed among YEE members.

Svitlana Iarova, Maksym Studilko, Stefan Rudel, Teodora Barakoska – *Clean Grass-happy people*
Project to raise awareness among pet owners about the hygienic habits in the cities.

Anastasia Manvelova and Nona Hovhannisyan – *Awake the 7th Sense of Nature*

Training course to encourage young people to reconnect with nature, protect it and have healthy lifestyles.

Natalia Luchko, Roxana Nica and Mercedes Fioravanti presented the projects for 2017 suggested by YEE office and Board that are ongoing or have already received funding.

- Eco-mapping in YEE office
- Campaign The Right to Be(e)
- Campaign Office cuisine
- Partnership STEP H2O2O
- European Voluntary Service in YEE
- TC Inclusion in environmental projects
- Study Session Exploring gender equality in environmental projects
- Strategic Partnership Environmental Challenge Accepted
- Website
- E-Newsletter
- Social Media
- Pool of Representatives
- Local actions

Christiane Klemm presented a project proposal from the representative Christian Schwarzer from the MO NAJU. Christiane played a video-message recorded by Christian Schwarzer. The proposal is a partnership for “Biodiversity Workshops” organised by Global Youth Biodiversity Network (GYBN).

Natalia presenting summary regarding proposed dates for funding before voting for projects which will be in the work plan (17:25).

Secret ballot for voting on projects that will be under the Work Plan is requested.

YEE Work Plan 2017: approval (18:45)

Mercedes Fioravanti explained secret ballot procedure for voting on Work Plan. Each member of the General Assembly received a form with the list of all the project proposals and a space to vote for each of them. The voting was done by two-thirds majority.

Results of voting:

Project title: ***Uniting Youth for Ecotourism***

Voting results: 7 in favour, 1 against, 1 abstain

APPROVED

Project title: ***International Environmental Action Days***

Voting results: 9 in favour, 0 against, 0 abstain

APPROVED

Project title: ***Postcards from Nature***

Voting results: 8 in favour, 0 against, 1 abstain

APPROVED

Project title: ***Clean Grass - happy people***
Voting results: 0 in favour, 5 against, 4 abstain
NOT APPROVED

Project title: ***Awake the 7th Sense of Nature***
Voting results: 0 in favour, 6 against, 3 abstain
NOT APPROVED

Project title: ***Eco-mapping of YEE office and Local actions from YEE office***
Voting results: 9 in favour, 0 against, 0 abstain
APPROVED

Project title: ***Campaign The Right to Bee, Campaign Office Cuisine Blog, Partnership in STEP project and EVS in YEE office***
Voting results: 9 in favour, 0 against, 0 abstain
APPROVED

Project title: ***TC Inclusion in environmental youth projects, Study session Exploring gender equality in environmental projects and Strategic Partnership Environmental Challenge Accepted***
Voting results: 9 in favour, 0 against, 0 abstain
APPROVED

Project title: ***Website, E-newsletter and Social Media***
Voting results: 9 in favour, 0 against, 0 abstain
APPROVED

Project title: ***Pool of Representatives (PoR)***
Voting results: 8 in favour, 0 against, 1 abstain
APPROVED

Project title: ***Workshops on biodiversity with GYBN***
Voting results: 9 in favour, 0 against, 0 abstain
APPROVED

Mercedes Fioravanti presented the structure of the Work Plan 2017 and different parts of it.

Voting on the whole Work Plan 2017. This voting procedure required two-thirds majority.
Voting results: 9 in favour, 0 against, 0 abstain
YEE Work Plan 2017 is APPROVED.

Elections of Board and Internal Auditors (19:30)

Elections presented by Aljaz Malek and Mercedes Fioravanti.

a) Executive Board

Chairperson – Nominees: Zaruhi Stepanyan, Stefan Rudel and Julia Piciu
Voting results: 8 in favour for Zaruhi Stepanyan, 0 in favour for Stefan Rudel, 0 in favour for Julia Piciu, 1 abstain
Zaruhi Stepanyan is elected for Chairperson.

Treasurer – Nominee: Narek Minasyan
Voting results: 8 in favour, 0 against, 1 abstain
Narek Minasyan is elected for Treasurer.

Project Officer – Nominee: Jovana Mirjanić
Voting results: 8 in favour, 0 against, 1 abstain
Jovana Mirjanić is elected for Project Officer.

Promo and Publications Officer – Nominees: Ketevan Kochladze and Razmik Sargsyan
Voting results: 1 in favour for Ketevan Kochladze, 8 in favour for Razmik Sargsyan; 0 abstain
Razmik Sargsyan is elected for Promo and Publications Officer.

Member Organisation Officer – Nominee: Ketevan Kochladze
Voting results: 9 in favour, 0 against, 0 abstain
Ketevan Kochladze is elected for Member Organisation Officer.

External Relations Officer – Nominees: Stefan Rudel, Vasily Bashutkin and Svitlana Iarova
Voting results: 7 in favour for Stefan Rudel, 0 in favour for Vasily Bashutkin, 1 in favour for Svitlana Iarova, 1 abstain
Stefan Rudel is elected for External Relation Officer.

Vice chair – Nominee: Stefan Rudel
Voting results: 8 in favour, 0 against, 1 abstain
Stefan Rudel is elected for Vice president.

b) Internal Auditors

Nominees: Nona Hovhannisyanyan, Vasily Bashutkin and Marieta Baricevic.
General Assembly will proceed to vote by secret ballot by writing the name of the 1 or 2 favourite nominees for the position of internal auditor.
Voting results: 3 in favour for Nona Hovhannisyanyan, 5 in favour for Vasily Bashutkin, 7 in favour for Marieta Baricevic.

Marieta Baricevic and Vasily Bashutkin were elected for Internal Auditors.

Dinner break from 20:30

Thursday, 1 September 2016

Draft budget 2017: presentation, discussion and approval (10:00)

Draft budget 2017: presentation, discussion and approval presented by Mercedes Fioravanti.
Voting results: 9 in favour, 0 against, 0 abstain
Draft budget 2017 is APPROVED.

Evaluation and closing (10:30)

The Annual Meeting was officially closed on 1st of September 2016 at 10:55.

Minutes taken by:

Nona Hovhannisyan (Yeghvard NGO, Armenia)

Anastasia Manvelova (Gutta-Club, Moldova)

Minutes proofread by:

Mercedes Fioravanti (Secretary General - YEE, Czech Republic)

Natalia Luchko (Main Coordinator - YEE, Czech Republic)

Zaruhi Stepanyan (Chairperson - Khazer, Armenia)