
**Minutes of the 1st Physical Board Meeting
2018/2019
July 17th 2018 - Olomouc, Czech Republic
Minute taker: Daniela Para
Time keeper: Ketevan Kochladze**

Participants:

Board members 2018-2019:

Chairperson – Elen Karapetian
Treasurer/Vice-chairperson – Daniela Para
Project officer – Tea Zeqaj
Member organisations officer – Kristine Stikane
External relations officer – Tiarnan O’Doherty
Promotion and Publications officer – Tamara Panic

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

Secretariat:

Masha Pashkova-Dzneladze- Secretary General
Natalia Luchko- Main Coordinator
Cansu Yetişgin- Upcoming Project Coordinator
Gosia Zubowicz-Thull- Consultant
Coline Malot- EVS volunteer
Cristian Riva- EVS volunteer

Abbreviations:

YEE- Youth and Environment Europe
BM- Board Member
VBM- Virtual Board Meeting

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 Reading out the recommendations and advices from the Old Board members

2. HANDOVER TO THE NEW BOARD

- 2.1. Welcome Pack
- 2.2. First meeting and tasks
- 2.3. Work Groups
- 2.4. Transfer of YEE official emails
- 2.5. Working plans of Board Members
- 2.6. Means and usual practices (mailing list, online meetings, agendas)

3. TRANSFER IN PAIRS

4. DATE OF THE NEXT BOARD MEETING

5. ANY OTHER BUSINESS

Minutes:

1. OPENING OF THE BOARD MEETING

1.1 Opening

The first Physical Board Meeting for the mandate 2018-2019 was officially opened by Stefan Rudel at 11.17 am

- Quorum and voting rights
6 members of the new Board are present so the quorum is reached.
Distribution of roles: chair, minute keeper, time keeper,
Stefan will chair the meeting. Daniela will be the minute taker. Keti will be the timekeeper
- Introduction of agenda, amendments, adoption
The agenda was presented and adopted.

1.2 Old Board members read out their advices

- Stefan wants the future board to be critical, understanding, patient and constructive. He encourages the board to propose to make changes as they are the guiding body of YEE, but not to forget to have fun.
- Jovana advises the board to take it seriously and to stay committed throughout the year and to keep it realistic. It is important to not be afraid to step up and to take the responsibilities. It is also a good learning opportunity and to work together as a team.
- Niall advises the new board members to stay committed and to find time, as being a BM is a fantastic opportunity to meet new people and travel. The piece of advice is to enjoy it, despite the workload.
- Keti advises BMs to appreciate the time together and encourages them to be more active. She suggests them to always be in contact with each other and to really understand their position, in order to succeed.
- Aram encourages BMs to take their responsibilities and to dedicate time for the network. YEE is giving a lot of opportunities for personal development and he advises the board to profit.
- Daniela advises members to be active, responsible and to co-operate and communicate with each other. It is really important to act as a team, and not to focus just on the position and if there is a problem and someone needs help, they should not be afraid to ask.
- Gosia advises to think about the Board and Office as a team, not like separate bodies. If they don't know something, they should check how it was done before and not be afraid to ask questions and to stay informed and updated with what is going on. Also it is important to be transparent, so it will be easier to find solutions to any problems.

- Natasha advises to be respectful and kind with each other and to enjoy the learning opportunity. It is important to not be afraid to ask questions and of course, to have fun and be open. It is important to listen and to find a compromise, instead of showing the leadership position.
- Masha emphasizes that the aim is to work together and to make sure that the organization is going into a good direction. Also, she advises BMs to check the documents and the information on the website, in order to be informed.
- Cansu advises to rely on each other and to take initiative, in order to challenge yourself and to appreciate what everybody else is doing, while supporting and empowering each other. Also, power brings responsibilities, and it can be dangerous, so it is good to use it in a constructive way.
- Cristian advises not to under/over estimate the contribution of the EVS volunteers.
- Coline advises to be active as the workload in the office is high, and to contribute as much as possible, and of course to have fun.

2. HANDOVER TO THE NEW BOARD

2.1 Welcome pack

Welcome Pack will be sent to the new Board members in one week after this meeting.

2.2 First meeting and tasks

First tasks will be explained during Skype meetings.

2.3 Work Groups

Masha explains what work groups are and how they work. The only groups that are still active from the previous working year are the Fundraising and the Gender guidelines.

2.4 Transfer of YEE official emails

Emails will be cleaned by former Board members. Email 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

Previous work plans can be found on the website.

Board members should start preparing their work plans, which will be reviewed during Skype meetings. The work plans should be ready within one month.

It is advisable to introduce the strategies from the strategic plan and to read the internal audit report.

2.6 Means and usual practices

Communication is done by email. There are also online meetings on Skype, usually once per month. The agenda for the VBM is prepared by the Chairperson and sent in advance, as well as a doodle, to decide the date of the VBM.

3. TRANSFER IN PAIRS

3.1 /3.2 Each BM had 30 minutes to discuss with the previous BM about the position, responsibilities and tasks. The Board did several team building exercises.

4. DATE OF THE NEXT BOARD MEETING - Agreed that would be set by e-mail.

5. ANY OTHER BUSINESS - None.