

**Minutes of the 2nd Physical Board Meeting
2018-2019
2-4 December 2018, Prague, Czech Republic**

Participants:

Board members 2018-2019:

Chairperson – Elen Karapetian
Vice-Chairperson, Treasurer– Daniela Para
Member Organisations Officer – Kristine Stikane
External relations Officer - Tiarnan O’Doherty
Projects Officer – Tea Zeqaj
Promo and Publications Officer - Tamara Panic

Secretariat:

Mariam (Masha) Dzneladze – Secretary General
Cansu Yetisgin – Project Coordinator
Eurgain Phylip - EVS
Femke Lootens - EVS

2nd of December:

The Board meeting was opened at 15:00

15:00-15:15 Moderation tips and tricks

The Secretary general of YEE Mariam (Masha) Dzneladze shortly presented the tips and tricks for efficient moderation.

15:15-17:00 Personal Updates and Teambuilding

Board and Secretariat members made a round of the personal updates. After this, the Board and Secretariat members did a team building exercise.

17:00-19:00 Reflecting on the Work Plans of the Board members

Each Board member got printout of their Work Plans, they had 10 minutes to re-read them and make a list of the challenges, after, we divided in two groups, clustered the challenges and brainstormed on the possible solutions. Challenges and solutions mentioned were:

1. Google drive
 - a. Now there is a structured mother drive, office continues to work on this
 - b. Create documents immediately in the drive, under your working group or your personal folder

2. Too much information
 - a. Will get better during your mandate - don't be afraid to ask
3. How to communicate with people from outside the YEE network
 - a. Why are we member of European youth forum?
 - i. European youth forum represents the voice of young people in Europe
 - ii. We can push our environmental agenda
 - iii. We can network and promote YEE
 - b. Ask each other and previous board members
 - c. Ask the office
4. Difficult language of the official documents
 - a. Board goes through the documents and makes amendments before the next live board meeting in order to present it and adjust it on the annual meeting
5. Is Board controlling the office and why?
 - a. More respectful and trustful communication will solve this
6. Communication between board and office and board-board
 - a. Suggestion: chat for informal and formal use in a different applications (telegram/signal/...)
 - b. Share tasks, everyone can take whatever their interests are
7. Confusion of what the working groups were doing
 - a. Everytime we start a new WG or there is a call, we should define an aim
 - b. Be ok with asking if you don't understand something
8. Clear border lines between Office, Board, EVS
 - a. We need to make a clarifying file on what everyone is doing
 - b. We are a team and we all need support from each other and critical feedback

3rd of December:

9:30-11:00 Re-establishing work styles, rules, technicalities

Co-working rules that we agreed on:

1. E-mail
 - a. Check every other day (3-4 times a week)
 - b. If the e-mail requires just an answer: reply immediately
 - c. If the e-mail is a task, put it in your todo, star it or mark it as unread
 - d. Make sure to differentiate Reply all and reply
 - e. Two different topics - two different treads - use the right subject
 - f. No private mail use - all communication should be through yee e-mails
 - g. If you don't have time, write this to the Board e-mail

2. Calendar
 - a. Put vacations on board calendar, out of office in your email
 - b. No personal events in YEE calendar
3. Finding time to work for YEE
 - a. Plan in your week a time to do the bigger tasks of YEE (it will get easier and smoother with practice)
4. Agenda
 - a. Agenda should be sent out in an advance
 - b. Check it in advance and add your points and things you want to say one day before in the meeting
5. Moderation
 - a. Everyone should be focused in the meeting, but the moderator should be the most concentrated
 - b. Rotation vs Volunteering
decision: We agree on rotation
 - c. Moderation signs in chat
 - + = agree or voting in favour
 - = disagree or voting against
 - C = clarification (i know the words but i don't understand what you mean)
 - L = language (i don't know the word)
 - @ = wrap up/come to the point
 - */first letter = asking for the word
 - T =technical point
 - d. Speak only when people give you the word and speak about the points on the agenda
 - e. Raise your hand/finger if you don't understand something and ask
 - f. Be present - don't use the phone, concentrate.
6. Taking minutes
 - a. You don't need to write everything in details, you should just summarise
 - b. We will rotate
 - c. Write the decision in the end
7. Todo list
 - a. Proposal - Excel sheet
 - b. We will use the google spreadsheet for YEE tasks and the person who takes minutes extracts them after the meeting finishes into shared file
8. Frequency of meetings
 - a. Decision: we meet every two weeks on a fixed time
 - b. We send out a first framadate in CET
 - c. It can be in the evening but during the week

After this, the Board had a chance to ask technical questions regarding using online tools and get the replies from the experienced people present.

11:00-11:30 Coffee Break

11:30-12:00 YEE upcoming activity calendar

Cansu Yetisgin, YEE project coordinator shared information about ongoing and ending projects.

Active Youth Better Environment - the Project team was happy, the publication and finances will be finished in December and January.

Office cuisine - right now is mostly managed by Femke and Eurgain, Kristine and Tiarnan want to take part in managing and promoting the blog.

In December we will know results for the applications of Grassroots, Climate ambassadors and European Solidarity Corps as well as if we get the Study Session in European Youth Centre in Budapest. In addition, we should make sure that we apply yearly for EYF grants for activities, so that we are eligible for the Structural Grant.

Upcoming:

February 2019- Maybe we apply for another project.

April 2019 - Nature guides for 2019, EYF Work Plan deadline 1st April for 2020. We can apply for Study Sessions for the first half of 2020.

October 2019 - We can apply here for 2020 projects that was agreed in the working plan during AM. We can apply for Study Sessions for the second half of 2020.

12:00-13:00 Finances

Secretary General did the Presentation of the administrative fund (EACEA) and current budget, after this, there was a space for questions.

13:00-14:00 Lunch

14:00-16:00 Strategy 2020-2022

Presentation and adjustment of the first draft of the strategy 2020-2022 of YEE

16:00-17:30 Coffee Break

17:30-18:00 Funders presentation/Project Ideas Brainstorming (*Tea, Cansu*)

Project Coordinator presented the funders that YEE works with and after, there was a brainstorming on the project ideas for upcoming DLs.

4th of December:

9:30-11:30 Crowdfunding campaign

The Board worked on the different parts of the upcoming crowdfunding campaign

11:30-13:00 Preparations for writing the Projects for 2020

The Ideas that were worked on during the previous day were further developed. The Board members, for each project identified:

- Aims
- Objectives
- Stakeholders
- Outputs
- Outcomes

13:00-14:00 Lunch

14:00-15:30 Working Groups

In the beginning there was a discussion on the role of the WGs, how they function and what are the opportunities for the Board members to participate in them.

Fundraising

Presentation of what has been done and when we are waiting for the results, short evaluation of the process

Crowdfunding

Presentation of the different elements of the Crowdfunding campaign and how we are proceeding

Gender (Femke, Cansu) 14:30-15:30

Presentation of the past activities of the WG, setting aims for the future work

15:30-16:00 Coffee Break

16:00-16:45 Space for the WGs to work

Working groups divided and went to different corners to work and finalise some tasks face-to-face.

17:30-18:30 Setting milestones for the implementation of the Work Plan, presentation and questions
Setting the milestones:

The board members, based on the WPs that they created in the beginning of their mandates, created the timeline with milestones on it, each board member put their thoughts on a paper in creative way. After, each board member presented their plan. Then there was a space for questions and clarifications

18:30-19:00 Evaluation and official closure of the meeting

The Board meeting was closed at 19:00