

Minutes of the 2nd Virtual Board Meeting

2018/2019

04.09.2018, Online

Moderation: Elen Karapetian/Mariam Dzneladze

Minutes taker: Tiarnan O'Doherty

Extracting the ToDos: Kristīne Štikāne

Participants:

Board members 2018-2019:

Chairperson – Elen Karapetian

Vice-Chairperson, Treasurer– Daniela Para

Publications and Promotion Officer – Tamara Panic

Projects Officer – Tea Zeqaj

Member Organisations Officer – Kristine Stikane

External relations Officer - Tiarnan O'Doherty

Secretariat:

Mariam (Masha) Dzneladze – Secretary General

Cansu Yetisgin – Project Coordinator

Gosia Zubowicz-Thull - Consultant

Abbreviations:

AM- Annual Meeting

AOB - Any Other Business

BM- Board Member

E+ - Erasmus +

EEB – European Environmental Bureau

EVS – European Voluntary Service

EYE – European Youth Event

EYF - European Youth Foundation

PBM – Physical Board Meeting

TC - Training Course

VBM – Virtual Board Meeting

SG – Secretary General

StS - Study Session

WG – Work group

WP- Work Plan

YEE - Youth and Environment Europe

AGENDA

- 1. Ongoing activities**
 - 1.1 Campaign ‘Take a Green Stand’ and a new publication**
 - 1.2. Board meeting in Autumn**
 - 1.3. TC ‘Youth and media’ in Serbia**
 - 1.4. New website**
- 2. Upcoming deadlines**
 - 2.1. 4th of October Erasmus+ deadline**
 - 2.2. Study Session - ICTs and Environment**
- 3. AOB**
 - 3.1. EEB GA**
 - 3.2. Evaluation meeting of Cansu**
 - 3.3. Board e-mails, EVS e-mails**
 - 3.4. European Youth Forum GA**
 - 3.5. Work plans - small steps to implement them**
 - 3.6. Working groups - updates**
 - 3.7. TODOs file**

MINUTES

The Board Meeting was opened by Elen Karapetian at 16:15

Presentation of The VBM Agenda

1. Ongoing Activities

1.1 Campaign 'Take a Green Stand' and a new publication

Cansu: we received 6 applications for now, we will continue promotion. The publication is being developed.

1.2. Board meeting in Autumn

Cansu: 2nd physical board meeting will take place from the 2nd to the 4th of December in Prague I after the evaluation meeting of "Active Youth Better Environment".

1.3. TC 'Youth and media' in Serbia

Cansu: Went smoothly, learned many things, report will follow soon.

1.4. New website

Tamara: The transfer from the old (present) website is smooth, they will update the website information and available resources. The old website and files will be archived.

1.5. Arrival of new volunteers

Cansu: Everything is arranged. Please read their emails sent to you and welcome them into our team.

Masha: I will try to manage everything here in the office and accommodation for the arrival of the new EVS volunteers.

2. Upcoming Deadlines

2.1. 4th of October Erasmus+ deadline

Cansu: We will apply with 2 projects: Climate Ambassadors and Grassroots

Masha: We will write application for European Solidarity Corps "volunteering partnerships" funding that is approaching, the grant is for next three years.

Daniela: We are waiting for the mandates of Partners for Climate Ambassadors.

2.2. Study Session - ICTs and Environment

Masha: Everything is on track, and waiting for results.

3. AOB

3.1. EEB GA

Tiarnan: I will go to Brussels with Stefan for the European Environmental Bureau General Assembly, Will take over from Stefan the position in the Board of the EEB. There will be elections for new president and vice presidents and developing the agenda of next 2 years.

3.2. Evaluation meeting of Cansu

Elen: We had a call with Cansu, Masha and Gosia to evaluate Cansu's work until now and you should have received a file with the interview.

3.3. Board e-mails, EVS e-mails

Everyone has received their emails, the transfer has been completed. Volunteer e-mails were opened.

3.4. European Youth Forum GA

Three people (Masha, Tiarnan and Kristine) expressed their interest to go, we will register two as delegates and apply for the lottery that YFJ had for financing several 3rd delegates.

3.5. Working groups - updates

Tiarnan: Everybody is actively participating in their working groups, moving forward, collaborating on the tasks and building from the past. Fundraising group is working on Oak and Mott foundations' applications.

Masha: Please check the Letter Of Inquiry, comment and finalise before the 11th of October

Tamara: We are working at Social media strategy. At the moment we are just copying the information from one to another social media channel but we should create a clear strategy and divide the tasks. Also, please read the newsletter, edit and make suggestions by the 29th October.

Kristine: I haven't received the newsletter - where can I find it?

Masha: Just check your spam box, it might be there.

Cansu: Previous board had file in google drive for working groups, it is very messy. We will make clear structured drive from now on to save progress and documents for the future.

3.6. TODOs file, GDrive structure

Kristine: I think that the TODOs file we have at the moment (Word file) is not comfortable to use. I want to suggest us using excel instead of Word, where we can track the past without deleting cells (but hiding cells), also by this we can see the priorities and deadlines of other board members:

Elen: Can you send it to us?

Kristine: Sure, I will do it.

Masha: OK, let us know, we have to discuss it in the office. Let's say that everyone has to read it until 10th of October and add suggestions or comments.

Cansu: Let's read and comment Femke's proposal for GDrive structure until 8th of October.

The Board Meeting was closed by Elen Karapetyan at 17:45.