

**Minutes of the 3rd Virtual Board Meeting
2018/2019**

03/10/2018, Online

Moderation: Elen Karapetyan

Minutes taker: Femke Lootens

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

Secretariat:

Mariam (Masha) Dzneladze – Secretary General

Cansu Yetisgin – Project Coordinator

Gosia Zubowicz-Thull - Consultant

Eurgain Phylip - EVS

Femke Lootens - EVS

Missing:

Publications and Promotion Officer – Tamara Panic

Abbreviations:

AM- Annual Meeting

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

MINUTES

1. Ongoing Activities

1.1 Active Youth better Environment - 3rd step Campaign and Publication

Cansu: We have 10 workshop applicants, all sent confirmation emails and what's to be done in the next steps. Project team will support process of organising local workshops. Design for the poster of workshop is ready and adjusted according to comments, after we get the texts from each organisation Matt (the designer) will prepare final versions and send (next week).

Publication: the layout is ready (titles of the publication aka table of contents) and we are now in the research phase.

In both publication and workshop team we are together with Zara, Cristian, Coline and Jovana.

1.2 EVS on Arrival update

Eurgain: settling in, everyone is very friendly. excited

Femke: sometimes a bit overwhelmed but overall happy. On-arrival was good to meet new people and have some Czech introduction.

1.3 Website

Cansu: Mostly Eurgain and Femke are working on the website, we will probably have a call with Viktoria (web designer) in a week or two to finalise it.

1.4 Newsletter

Cansu: We have decided to have a rotation for coordination of the newsletter (NL) between Eurgain, Femke, Tasha and me. I will still answer and have an overview of all NL's.

Femke: It would help if next time everyone opens the test e-mail, sends suggestions to the person coordinating the newsletter so that adjustments can be made before the real newsletter is send out.

Tiarnan: I checked and I'll be more involved next time.

Daniela: I did receive the newsletter.

Todo: next times, everyone checks the test YEE newsletter

1.5 Facebook

Todo: Tasha + others prepare a social media strategy for YEE social media

2. Upcoming Deadlines - Future Activities and Grants

2.1 Study Session

Masha: Application was sent on 1st, now we wait.

2.2 Grassroots E+

Cansu: Grassroots application is ready, we now have partners only from programme countries and we have incorporated the comments from the National Agency. It is on the platform and filled, will be submitted today.

2.3 Grassroots Fundraising WG

Masha: we prepared the letters to Mott and Oak foundations. Regarding the partners, SAEM dropped out. We found a Polish organisation instead. They replied to us in e-mail and have already some ideas. It will be a more compact project since Georgia was a bit out of reach. We will meet on 4/10 to finalise the steps with Fundraising WG - Tiarnan, Eurgain and Daniela.

2.4 Climate Ambassadors

Cansu: CA application is ready, on the Erasmus+ platform and ready to submit as well, some mandates came in very last minute. I hope this time it will be accepted, we have changed big part of the application and again thanks to everyone especially Eurgain, Femke and Masha for your support!

2.5 PBM

Masha: We will prepare more actively for it after the Erasmus + deadline. With Elen we need to prepare the Agenda. We need the papers from the police that Board members have never committed any crime (only non EU). Keep the bills for translation to English or Czech, for preparing the paper etc. As soon as you have the papers, scan them and I will translate them to czech. I need them in advance. You should the original one with yourself.

Elen: will get these papers next week.

Tea: I will get the papers next week.

3. TODOs arrangement

Kristine proposes to have them in a google excel where each member has its own sheet.

Femke: I like the idea

Krisine: to put the todo's in the sheet instead of in the word document. The purpose is that no tasks disappear. It will be easier in the meetings as well. A tool to increase transparency and reporting.

Masha: it is good for me to see the previous tasks. I think that we have to discuss with Cansu as well if she likes this way of organising the ToDos. I don't think we can estimate the amount of hours we are spending on projects because most projects are stretched over many weeks and months. Many small tasks take a lot of time, putting them in the file would almost take more time than the task itself.

Gosia and Masha: didn't receive it before in mail.

Decision: Cansu's opinion is important as well, so no decision made yet.

4. GDrive structure

Femke: I feel that we need to structure our documents and folders. After the remark of Kristine to restructure the files, I wrote a proposal on the folder organisation and on how to name files. What are your opinions on this?

Elen, Daniela, Tiarnan, Tea read the proposal and are happy with the changes.

Todo: Masha and Cansu read the proposal before 8/10, and we can start reorganise afterwards

5. AOB

Gosia: This is my last office meeting. Good luck! Feel free to ask any questions.

6. Active Youth Better Environment materials

Kristine and Tea: Do you have access in the AYBE program? We need to receive all the information and resources from the training. Presentations from the trainers.

Todo Cansu: I will look for it and send it or make a google drive folder.

7.2. European Solidarity Corps

Masha: There is a new program (european solidarity corps) that YEE can participate in. There are different activities, out of which the two following can be interesting for us:

- jobs (paid position in YEE): deadline is the 16 of october. If think we are not losing anything if we apply. We can have only EU citizens coming to work in our office.

- EVS alike - volunteering partnerships (3 year grant + small grant each year). We would usually apply for EVS in February, for starting in August, for example for Femke and Eurgain we applied like that. For the three year grant deadline is again 16th of October, it is a bit different but the application doesn't look so difficult.

This does mean two other weeks of high stress in the office.

Femke, Tiarnan, Daniela, Tea: think it would be a good idea to apply, if you think that you in the office are able to devote time to this.

Todo: YEE office applies for the job and EVS grant

The board meeting was closed at 16h by Elen.