

**Agenda of the 10th Virtual Board Meeting
2018/2019**

15 May 2019, 19:00 CET

Online Moderation: Kristine Stikane

Minutes taker and Extracting the Todos: Daniela Para

Participants:

Board members 2018-2019:

Chairperson – Elen Karapetian
Vice-Chairperson, Treasurer– Daniela Para
Member Organisations Officer – Kristine Stikane
Projects Officer – Tea Zeqaj
Promo and Publications Officer - Tamara Panic
External Relations Officer - Tiarnan O’Doherty
Mariam (Masha) Dzneladze – Secretary General
Bilinc Sezgin-Secretary General
Cansu Yetisgin - Project Coordinator
Eurgain Phylip - Solidarity corps volunteer

Abbreviations:

AM- Annual Meeting
BM- Board Member
E+ - Erasmus +
EEB – European Environmental Bureau
EVS – European Voluntary Service
EYF - European Youth Foundation
PBM – Physical Board Meeting
TC - Training Course
VBM – Virtual Board Meeting
POI- Point of Information
SG – Secretary General
StS - Study Session
WG – Working group
WP- Work Plan
YEE - Youth and Environment Europe

AGENDA

0. Personal Updates

1. Ongoing Activities

1.1 Let Grassroots Grow

1.1.1 Know Your Grassroots - Webinars

1.1.2 Create Your Grassroots - Prepteam, call for participants

2. Upcoming Activities

2.1 Fighting for a Greener Digital Future: Strengthening Youth Participation in Internet Governance - Study Session

2.2. Annual Meeting

2.2.1. Announcements

2.2.2. Preparations

3. Administrative Issues

3.1 SG transfer

3.2. Internal audit preparations

3.3. Part-time position person in the office

4. Upcoming Deadlines

5. EVS update

5.1. Eurgain update

5.2. 4 months, new applicants

6. Working Groups

6.1 Strategy 2020-2022

6.2 Crowdfunding

6.3 Fundraising

6.4 Gender

6.4.1. Another virtual meeting

6.5 Structural Documents and Values and mission

6.6. YEE Foodprint (Office Cuisine)

6.6.1. Members and first meeting

7. Social Media

8. YEE MOs

8.1. MOs review and fees

8.2. Regional meetings

9. External Relations

9.1 GYBN Regional Youth Capacity-Building Workshop for Europe

9.2 YFJ

9.2.1 COMEM

9.2.2 MO survey

9.3 EEB

10. AOB

MINUTES:

1. Ongoing Activities

1.1 Let Grassroots Grow

1.1.1 Know Your Grassroots - Webinars

Cansu: Working on this together with Romy and Eurgain. We will have the webinars on **5th and 12th June both at 20 CET** on Zoom (webinar platform). The first webinar is mostly a summary of the seminar, and the second one is focused on tools. For the second seminar, we will have guest speakers.

1.1.2 Create Your Grassroots - Prepteam, call for participants

Cansu: So we have agreed with Henrique to be the trainer for the training course. Prep Team: Tiarnan (M- Ireland), Eurgain (F-UK/CZ), Agne (F-LT/DEN), Nicat (M-AZ) and Agata (F-ES/PL). We have added a live prep-team meeting which will take place 17-21 May for 3 working days.

Call for Participants are open DL 26 MAY, please spread the call within your organization and out. I have sent it as email and shared it on FB, and there will be more posts coming. We have the venue booked, the accommodation and food.

2. Upcoming Activities

2.1 Fighting for a Greener Digital Future: Strengthening Youth Participation in Internet Governance - Study Session

Masha: SG should have been responsible, so I'm transferring all the details to Bilinc. We are negotiating the days for the live prep-team meeting. We will soon make the call, maybe in June.

2.2. Annual Meeting

2.2.1. Announcements

Masha: To become a BM we made a list of questions, like an application. The person should get a recommendation letter from the MO. For auditors, it is enough to have CV and motivation letter.

2.2.2. Preparations

We went again through the agenda and discussed some changes.

3. Administrative Issues

3.1 SG transfer

Bilinc: I am going through the drive and internal structures. I would like to know your communication preference (email, fb, whatsapp etc.)

3.2. Internal audit preparations

Masha: I sent all the reports to Internal audit, now we are waiting for their communication.

3.3. Part-time position person in the office

Masha: One person already applied. We will see with Bilinc if we are going to interview them. One week of transfer will be enough.

Kristine: Will the person take a part in the project?

Masha: During the project the main tasks of the person will be paying for things, booking, transferring reimbursement (we can start doing them by cash to save money), helps with contracts in Czech, post, communication with internet providers, buying stuff for the office etc. It is going to be a position of 3 days per week.

4. Upcoming Deadlines

No updates

5. EVS update

5.1. Eurgain update

Eurgain: It's a busy time with preparation work for the webinar in June, I'm also working on May newsletter and keeping up with working on the website, the YEE FB / Twitter and trying also to ensure that the YEE Foodprint FB is updated. I'm also part of the CYG prep-team so I'm looking forward to the live meeting at the end of the week and starting preparing for the TC.

6. Working Groups

6.1 Strategy 2020-2022 - nothing to discuss

6.2 Crowdfunding

Masha: We did not make an evaluation. We can make a meeting and invite Femke to discuss some recommendations for the future.

6.3 Fundraising

No updates

6.4 Gender

6.4.1. Another virtual meeting?

Tiarnan: It is going pretty well. We are thinking to make another call.

6.5 Structural Documents and Values and mission

No updates

6.6. YEE Foodprint (Office Cuisine)

6.6.1.: Members and first meeting

Eurgain: We received 9 applications (2 from MO - Albania and Azerbaijan) We are trying to finalise a date for the first Skype meeting before the end of May.

7. Social Media

No updates

8. YEE MOs

8.1. MOs review and fees

Kristine: Masha has sent an informative email to our MOs. I will prepare separate ones for those MOs whose membership might be reviewed.

8.2. Regional meetings

No updates

9. External Relations

9.2 YFJ

9.3 EEB

No updates

10. AOB

10.1. Intern

Masha:Someone approached us and she is interest to do an internship at YEE. Next week we will interview her.

Next meeting: 29th of May, 19:00 CET