

Agenda of the 11th Virtual Board Meeting

2018/2019

29 May, 2019, 19:00 CET

Online

Moderation: Daniela Para

Minutes taker and Extracting the ToDos: Tamara Panic

Participants:

Board members 2018-2019:

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

Missing:

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 Webinars

1.1.2 Create Your Grassroots

2. Upcoming Activities

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

2.2. Annual Meeting

2.1. Preparations

3. Administrative Issues

3.1 SG transfer

3.2. Internal audit preparations

3.3. Part-time Financial and Office coordinator

4. Upcoming Deadlines

5. EVS update

5.1. Eurgain update

6. Working Groups

6.1 Strategy 2020-2022

6.2 Crowdfunding

6.3 Fundraising

6.4 Gender

6.5 Structural Documents and Values and mission

6.6. YEE Foodprint (Office Cuisine)

7. Social Media

8. YEE MOs

8.1. MOs review and fees

9. External Relations

10. AOB

MINUTES

1. Ongoing Activities

1.1 Let Grassroots Grow

1.1.1 Webinars

Cansu: Save the dates: June 5 and June 12, 20:00 CEST and join the webinar. We have a guest speaker who is Unicef HQ Chief Advocacy Officer Harriet Riley, who will talk about social media-campaigning-grassroots movements. We are using a separate platform called Zoom for the webinars.

Bilinc: If you're using Zoom for the first time, be sure on time that you won't have technical problems.

1.1.2 Create Your Grassroots

Cansu: The deadline for participants is extended until tonight. We had a live prep-team meeting in Prague for 3 full working days 17-21 May. Our program draft is ready and now the prep-team is working on their sessions.

Tiarnan: First prep team meeting I've attended and I found it very interesting to be part of such a team but truly intense too. Now I am working on the sessions that I will co-facilitate at the training. I will also be one of the facilitators in the upcoming webinars.

2. Upcoming Activities

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

Bilinc: We have drafted a call for prep-team and we are going to release it soon. Besides I have applied for the Eurodig event on the same issues, Youth Participation in Internet Governance, in Hague, Netherlands on the 19th and 20th of June.

2.2. Annual Meeting

2.2.1. Preparations

We have updated each other about what has been done so far, went again through the agenda and discussed some changes.

3. Administrative Issues

3.1 SG transfer

Bilinc: We've passed a big amount of transfer. I think a few days more would be enough to complete the transfer period when I come to Prague.

3.2. Internal audit preparations

Masha: Stefan will come to the office at the beginning of June, for two days.

3.3. Part-time Financial and Office coordinator

Masha: There is no much interest in this position unfortunately. We will continue the search and before we find the person, I will continue making transfers. In July you should make sure that the new Chairperson gives power of attorney to the new SG and FOC.

4. Upcoming Deadlines

No updates

5. EVS update

Cansu: We had two interviews with candidates for 4 month ESC positions. I have forwarded you their cv and motivation letter.

5.1. Eurgain update

Eurgain: Everything is fine. I am looking forward to having another ESC in the office.

6. Working Groups

6.1 Strategy 2020-2022 - no updates

6.2 Crowdfunding- no updates

6.3 Fundraising - no updates

6.4 Gender

Tiarnan: We had another call of participants since our last VBM.

6.5 Structural Documents and Values and mission - no updates

6.6. YEE Foodprint (Office Cuisine)

Kristine: We agreed to meet in order to keep the people and divide tasks. Now we are trying to find the date which is suitable for everyone.

7. Social Media

Bilinc: I would suggest using more actual hashtags on our social media channels, especially on Facebook.

Kristine: I agree. We are doing that on Instagram and we reached more people with the help of hashtags.

8. YEE MOs

8.1. MOs review and fees

Kristine: I have written separate emails to all the 6 MOs which membership will be reviewed unless they make any actions (payment, explanation, and next AM attendance. Did receive an answer from one MO, others are quiet.

9. External Relations

Tiarnan: I will be attending EEB on the 9th of June in Helsinki for the 3rd Board meeting.

10. AOB

10.1 Position name clarifying

Decision: Cansu's position to change from Project Coordinator to Project Manager. Project Coordinator can be working under Project Manager and/or Project Director, covering team coordination, groundwork, data collection, tracking, etc. In a functional organization structure Project Coordinators manage projects within the department under a functional lead. Project Coordinator role can also exist on its own in small companies where strategic decision-making, finances, and procurement are covered by CEO or Director.

Tea: I support changing the position name. My only question is: Will this changing of position name bring any changes in Terms of References, for example will your tasks or salary change? Does this mean that the structure of YEE will change and we need to create another position for project Coordinator or something?

Masha: No, you can name positions in the contract the way you want.

Next Meeting: 13th of June, 20:00 CET

Agenda: Tamara Panic

Extracting todos: Tamara Panic