**M I N U T E S**

**IYNF Presidium meeting**

**17th of January 2017**

**19:00 – 20:40**

*Approved 11th May 2018*

Present: Ana Teresa Santos, Sabine Baumgarten, Thomas Gits

Absent: Tilo Podstatny

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| **Points to be discussed/decided:** | **Conclusions/Decisions** |
| **1 Sarka’s cooperation** | DPP contract of 300 hours was signed by Thomas in Prague. For now, Sarka has time and motivation to support with the most urgent tasks as long as it is not leadership. She keeps track of the hours on her own. Suggestion from Sabine to use “timely” as an easy time tracking tool. |
| **2. Adriana’s cooperation** | Adriana mainly supporting Barbora, but would not like to take care of the EVS (this should be transferred to Henrique). Sabine suggests to delegate the tasks of financial planning 2017 to Adriana. |
| **3. Ana Teresa’s workload and task division** | Ana Teresa is worried about the amount of work on her shoulders and whether she'll be able to fulfill all tasks until the deadlines (reports, applications and HR). Thomas offers to take over some tasks.  Possibility to cover working time with a DPP contract: Sabine will send everyone info about DPP and she will create an excel sheet for overall task division, working times and base of work (voluntary or DPP). Ana Teresa will contact Bara/ Sarka to prepare her DPP contract. |
| **4. EYF workplan** | Thomas explains that with the workplan basically have to go for "all or nothing" from the side of YEF, meaning that if we renounce the funding it’s for all workplan, it is not possible to renounce only to a specific activity within the workplan. But it's fine to postpone an activity if there are issues.  Decision to postpone the first activity from May to June.  Check last activity whether it's colliding with NFI congress and to already find a cheap venue.  Sabine will take care of searching for venues in Austria.  Thomas will send a doodle to find a new date for first activity. |
| **5. Project Manager, extra position in the office** | Thomas contacted Sabrina informally to find out whether she would be willing to support IYNF for the next few months. Idea to give her a 30 hours contract for the position of project management (project coordination). Henrique and the Intern could focus on first activity, Sabrina could already working on 2. and 3. activity (since she speaks German it’s a plus for the 2 activities). Sabrina is interested!  Priority to rethink positions and office structure during office retreat and the meeting March in Berlin. |
| **6. Financial plan** | Thomas will contact Lars and Adriana to prepare the budget of the year until the end of January. |
| **7. Secretary General call** | 4 applicants until the moment, Dusko included. Ana Teresa will reply to applicants and create a Dropbox folder with this process. |
| **8. Update on Barbora’s situation** | Barbora will know at the end of January if she'll get the new job. However, even if she get’s a negative answer to her job application, she is still considering to leave IYNF. Thomas reports about his conversation with her: she is overwhelmed with the structural issues. She initially wanted to study but had no time to do that next to the job, she misses creative tasks. Basically 90% of the job is in the office. Bad task division, new staff and poor handover made it difficult for the office to have a clear task division. She has the desire to organize a workshop on finances and will work on a document with the basis of finances for NGO's. The workload in general was way too much, no space for personal development, no trainings, no staff retreat... she likes financial management and would like to develop further. Big challenges are unexpected and are messing up with her agenda. She thinks it will be beneficial for the new FOC and SG to start together. She is frustrated with the policies which are sometimes the opposite of the reality. Biggest challenge is the audit. Her advice is to look for a person with experience in finances.  Thomas will ask Sarka to also take care of a Call for new FOC. The call should be online by next week latest. |
| **Important tasks to do within the next months** | Thomas reminds the presidium of the following important tasks:  - URGENT: New SG should be working in the office by (latest) 1st of April  - URGENT: The contact for the venue of the 1st activity of the year “Get on Board” has already been made by Adriana when she was still working in the office. Ana Teresa will contact Sarka to delegate her to be the contact point for Kristof from TFSZ, Hungary, to find out the status of the booking and possibility to cancel, informing that new dates for June will be known by the end of January.  - URGENT: Buy a new computer for the office  - URGENT: train people in the office for the repetitive financial tasks (like reimbursements) to reduce the workload of the FOC  - URGENT: work out the details for a financial budget and plan for 2017 (Thomas)  - URGENT: Clear task division and transparency on what to be financed by DPP  - Build a structure that gives the office more power and more independence: should be discussed during the presidium meeting of March in Berlin the latest  - Topic of the year + project creation, more participation from the office for the topic of next year  - Office improvements, e.g. paint the office, new hardware, etc.  - Change FOC position to 30 hours contract  - Find the date for Presidium meeting in Berlin: Tilo will take care of this  - Ask 5000€ for international projects from German NF's (regular procedure)  - Find a cheap venue for 3rd project activity in Austria in order to reduce the costs  - Thomas: Barbora to check if a Presidium member can be paid from the operating grant, normally this is not possible, but there should be an exception possible  - High chance the 1st of April, we start with new SG, FOC, two EVS, Intern, and possible extra Project Manager. Because of all these new people, it would be really nice to start with a staff retreat and let Presidium members join, it could possibly be budgeted by grants, says Sarka. Idea to start with Staff retreat in April (preferably around the 3rd weekend, starting from the 12. April) , to give space for teambuilding, maybe together with the Presidium  - Check if the dates of the project in Austria is colliding with NFI congress. Sabine will take care of this |