**M I N U T E S**

**IYNF Presidium meeting**

**30th of January 2017**

**18:00 – 20:00**

*Approved 11th May 2018*

Present: Ana Teresa Santos, Sabine Baumgarten, Thomas Gits, Tilo Podstatny

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| **Points to be discussed/decided:** | **Conclusions/Decisions** |
| **1. Point of situation** | Thomas explains the current situation and the calendar sent by Henrique. EYF grant has been accepted which means that the workplan 2017 is going to take place (with changes considering the dates).  Tilo stresses that the venue for the 2nd activity is only cheap because it was supposed to happen during holidays in Germany, showing concern about the possible raise of price with new dates. |
| **2. 2017 3rd activity location** | Ana Teresa explains that in order to change the location of the 3rd activity from Austria to The Netherlands, NIVON (NL) needs to sign the mandate by tomorrow evening to be partner in the project application to E+. Sabine already talked to NIVON and checked availabilities at the houses. NIVON would love to host the 3rd activity in Eikhold. |
| **3. Accepting EYF workplan grant** | Sarka already accepted the grant via the online platform and offers to give an introduction on how to deal with EYF to one or more presidium members. |
| **4. Presidium Physical meeting** | Presidium meeting will take place from 24.03.-26.03.2017 in Berlin (travel day 23.03. / 26.03. leaving after 18:00pm).  Tilo will confirm the dates to the German board. |
| **5. Financial plan 2017** | Thomas will write an e-mail about all financial decisions (DPP Adriana, Sabrina, Sarka, calculating Esther’s absence, DPP presidium members, etc.) |
| **6. Staff retreat** | Dates proposed by the office: 3.-5. May 2017 in Prague  Counter proposal from Presidium: 21.-23.04.2017 |
| **7. Sabrina’s cooperation** | Sabrina is happy to work for IYNF and support the office; contract ready by the end of March. The job description / task list should be ready by end of February. |
| **8. 2017 activity dates** | Proposal by the office:  1. activity (Hungary): 20.-25.06.2017 - Thomas might probably not be able to join  2. activity (Germany): 20.-26.09.2017 - has to happen during holidays (accommodation regulation)  3. activity (Austria?/Netherlands?): 14.-19.11.2017 - is fine |
| **9. Trainers for 2017’s activities** | Ana Teresa suggests launching the call considering all 3 activities. Deadline to launch the open call to trainers: by the end of February latest. Selection to be done in March.  Thomas suggests looking for 2 Hungarian trainers + 1 international trainer for 1. Activity.  Ana Teresa will communicate with Henrique for procedures about the call. |
| **10. Update on SG recruitment** | We received about 30 applications. Thomas and Ana Teresa will check applications until next Monday (6.02.) |
| **11. Update FOC recruitment** | Sarka modified the FOC call according to the suggestions from the last meeting (30 hours open for negotiations and Sabine as contact person).  The selection procedure will be decided next Skype meeting. |
| **12. Skype meetings minutes** | Ana Teresa brings the question about how to handle the minutes from the Skype meetings from this period, since there has been no capacity to put them in official form and approve.  No specific solution was found at this moment and the point is kept in the agenda for future discussion. |