EC - EC Transfer meeting  
28th February 2016, Skopje

Present: Milan, Vahid, Julian, Masha, Max, Anastasija, Yauhen, Petra, Kaca

Moderation: Max
Minutes: Petra

Transfer Meeting

1. Old EC lists their responsibilities so that the new EC can follow up

   - MOs/POs (Introduction letter to MO's where new EC member is introduced; constant communication and updates from both sides)

   There are super responsive and active organisations, but there are close to non-existence organisations. However, even in case of non-active organisations, it's still important to keep them up to date with what we're doing and try to get updates from them. We devided 4-5 org per person, so it was much easier to get in touch with. We were updating the MOs once in 2-3 months via email (but I'd highly advice you to write all the news in the newsletter and keep the email super short with only a question to them - what was going on in the organisations and link it to some e-form with more concrete questions - still keep them short and specific as much as you can). Also when you finish the devision of organisations & get your new fancy cdnee emails, we could write an introduction letter and put you in touch with the MOs/POs we were responsible for.

   - WGs

   **Lisa:** I was responsible for the RUMB WG. This is quite a challenge for the next EC who will take it. We've been struggling to rebuild the group for 3 years now and the main problem is constant flow of members. Last year we restructured the group and made quite an ambitious plan. We started really well, but after half a year the activities went down significantly and by the end of the year the group stopped to have any meetings. More info in the report, but my advice would be to (1) switch to Russian (have a translation to English of main points for the minutes and translate the meeting to English if there is some non-russian speaking person in the group); (2) have meetings once in two weeks on the concrete day & time - no Doodles! Recruiting members from Lviv seminar in January - in process and new once from Kiev seminar in April. I'll be there for couple of months at least or maybe more so if you need any help, I'll be there :)

   **Max:** Responsible for DX group that was rebuilt with Julian and Anya. We are now writing a project application. Julian will be able to inform you.

   **Tacka:** Mainly the group started working last year. Good members. Group was restarted last year. Managed to have articles, movie nights, we created an activity plan for the next year which is still quite general. We managed to schedule regular meetings - every third week Friday at 18h. Masha knows about the group so you can ask her as well.

   **Yauhen & Petra:** Gender Group restarted in 2014, many models tried - with rotation in coordination, with EC responsible and now two new coordinators - Vahid and Jana. New start from 2016.

   - Regional Responsibility

   **Lisa & Yauhen:** RUMB - not much connections between our MOs and still no Russia organisation, but there is a chance to have the RUMB regional meeting connected to the seminar maybe?

   **Masha & Max:** Caucus
**Tacka & Yauhen:** Balkans

- Projects (writing, reporting, prep-team organization)

**Lisa:** We usually try to have at least 2 events (seminars/study sessions), but we apply for the same grants only. We started to make the list of possible options of founders we could apply for, but didn't have enough capacities to actually write the projects (we did with Erasmus, but it didn't pass unfortunately). So if there is someone who wants to work on this, would be great. Also there is always space to help with reporting and usually we have at least one prep-team EC member.

**Max:** Project writing is one of integral part of CDN work. It is an opportunity you should use to develop a project bottom-up. Especially prep team experience is valuable.

**Tacka:** Right after you're selected, there is a 1st of April DL which is challenging to manage right after you elected. But we managed so you will as well. :)

**Masha:** Last year we had also administrative grants which made it more demanding.

- Specific Position (treasurer, social networks, technical issues)

**Lisa:** social networks - we made really cool media strategy (ask more from Masha) which basically describes what you should do during the events, what to post/not to post from our official page - so it worth reading. It covers the basics, but sometimes even this is not clear to everyone. We have FB account which we tried to update on the weekly basis, gather news from MOs (if we see that our organisations we are in charge for have some update on the web/their fb page, we asked directly via fb for couple of pictures and a small description for that). But usually it were mainly CDN updates (which are not that many public ones during the year) and what's going on in the countries. We divided the tasks for couple of months per person, which was not the most efficient approach to do that. Therefore, if there is one of you who'd like to be responsible for it during the year and the rest contribute form time to time would be great.

Technical issues: the usual meetings are once in two weeks and sometimes it might take couple of hours to go through all the listed points. The advice would is to have the agenda for the meeting at least one week in advance and start adding your comments beforehand to speed-up the process (not to read during the meeting, but be already prepared for it and discuss & decide the most important stuff) & save each other's time.

**Max:** Treasurer - officially meant that I had responsibility for financial aspects of organization. In practice includes the training for treasurer. Also, I was responsible for all technical stuff related to computer and maintaining server. Big recommendation is to have regular meetings.

- Partners & Networking (FYEG, EGP, GF)

**Masha:** I was responsible for communication with FYEG with Tacka. We agreed to have joint skype calls but it didn't work. Every time we visited each other events, we had meetings. We tried to use every opportunity for live meeting.

**Tacka:** We had big live meeting in Albania. The idea was to see whether we can do a project together. We came up with the group from both EC who were supposed to plan some project. But it wasn't successful and we couldn't reach agreement. Iryna and Cengiz are responsible for now for CDN.

**Yauhen:** Contact for Global Young Greens, but they are close to non-existing.

**Max:** For EGP - we are there as observers. It's a good opportunity for networking, getting contacts.
2. Biggest thing for CDN this mandate from own perspective

**Lisa:** Knowledge transfer & media strategy - started the processes

**Max:** We put a solid foundation for development of this area. For me - it is funding that needs to be solved.

**Masha:** Funds and media.

**Tacka:** New intern.

3. Biggest challenge & one piece of advice

**Lisa:**
Advice: time management. During the presentation you were saying how much time you have for CDN, and I hope what you said will be true afterwards. However, it's very important to have a really good understanding of your own capacities, to make sure that you take tasks that you can fulfill on time and ask for help if needed in advance. To balance your other parts of life and don't forget to rest from time to time.

Challenge: fundrizing. Some of you were mentioning fundrizing - this is very crucial point you'll need to work on during this year. We got less funding for this year and the trend becomes worst. We need to find some additional means of financial support for CDN.

**Tacka:**
Advice: we had transition of the office in the same time as EC, so this year should be finished. Try to build yourself as a team from the start so that affected our work. You should support each other.

**Yauhen:**
Advice: Get engaged in project writing - it is great for raising skills. About media - find balance and work on this. About team work it is important that misunderstand start from lack of information and lack of communication. So it is better to talk. I think you have a good chances to be a great team.

**Masha:**
Challenge: Make MOs to be more ready for our GA. There were many uncomfortable situations but we should work more to prepare them somehow. Maybe some skype where we could talk about preparation, values, documents, make them think more seriously about preparation for the GA.

Advice: After we were elected we decided to be good friends. Don't concentrate on that, it might be a good result, but we should be aware we are first of all co-workers and think why we are here (make CDN and MOs stronger).

**Tacka:**
On the last EC meeting, we had a point about what should we explore more - so there are ideas for extra fundrising.

4. Q/A

**Lisa:** I'll be there for at least couple of months for any questions/support you might need. I prefer the email communication, so don't hesitate to write me, I'd be more than happy to assist you.

**Conclusion:** Ex-EC will try to be available for the new EC in next few months if they need any advice.