**32nd Board Meeting**

**Brussels, 20 June 2019**

*ENAR Office*

**Present:** Amel, Laurentia, Marcell, Wouter, Enrique, Karen T., Claudia, Ghislain, Maria

**Apologised**: Karen K., Vilana

**Staff**: Michael, Georgina Siklossy (Staff Representative), Anne-Sophie (Finances)

**Minutes by**: Claudia

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| **Timing** | **Matter** |
| 14:00 | **Welcome words and adoption of the Agenda**  - Amel informs the Board and staff that she will be leaving before the end of the Board meeting to deal with the Community agreements with the membership. Wouter will also be leaving in advance. For this reason, the most relevant pieces of work that require the presence of Amel and Wouter will be moved up.  - Roundtable of feelings and thoughts about the Board meeting and  the upcoming GA.  - Georgina is welcomed as Staff representative.  **DECISION: The agenda is adopted.** |
| 14:05 | **Adoption of the minutes**  Amel thanks the team and the Staff for the decisions taken during the last Board meeting in Turin. She added that also open issues are to be followed up in future boards.  **DECISION: The minutes are adopted.** |
| 14:10 | **Update on Staff matters, including recruitment process**   * Amel keeps the board up to speed with the whole Staff rethinking of positions within the Secretariat, especially in light of the spot left void by Claire. The final proposal that came out from the staff was endorsed by Laurentia, Amel, Karen T. and Vilana, while Wouter voiced some concerns about this resolution. * Michael drives the board through the process. The board takes ten minutes to thoroughly read the proposal hand-outs. * Georgina reports some feedback from the Secretariat team.   + The team wishes that a quick decision will be taken by the current board or start a process that will soon reach the new board.   + Regarding the recruitment process of the administration officer position – the contract of the current one will come to an end next week, the team’s recommendation would be to open the call for the position within the organization or, second option, it would be to open the call within the network.   + Claudia asks about the fundraising activities, which seem like they will be mostly in the hands of the Director and remarks that they may not be devoted the needed time. Michael explains how the general idea is to entrust the with an overseeing role in the fundraising field, with a strong support of the Operations and HR Coordinator (OCs), and in the long run the idea is to hire someone to deal with fundraising or specific pieces of work.   + Wouter asks for clarification about the different tasks carried out by the administrative officers (AO), and Michael replies outlining the complementary tasks of the current AOs.   + Marcell asks about salaries scales and Michael responds outlining the other options that were thought through.   + Wouter voices his remarks about the proposal, which mostly relates to the potential overburdening of the Director and of the OCs, who will have to conduct both operational tasks and HR at the same time. Wouter would like to have other options, as he is afraid that the proposed solution is not an efficient one.   + Laurentia suggests to endorse the proposal, also in light of the amount of work the team devoted to it, and recommends the board endorses the proposal to avoid that a semi-completely new board will take a too long time to decide.   + Amel suggests to replace the wording “Human Resouces” with an expression that would reflect more the task related to developing procedures to ensure work wellbeing, to avoid misunderstanding.   + Some more remarks about the risks of overburdening the Director and the need to avoid structuring positions on one specific person.   + Staff out temporarily and the board discusses the proposal: Claudia, Enrique, Karen T., Marcell, Amel, Laurentia, Maria, Wouter agree on the general plan and to later discuss details. Ghyslain abstains. Amel invites the board to remember that the whole proposal comes out of a rather long process and the team’s will to restructure the organization as to be more horizontal.   + The board reviews Georgina’s proposal regarding the administrative positions that will soon be open. Concerns about keeping the position closed within the team, and the board consensually prefer to at least open it to the network.   + Regarding the SFSC, Laurentia recommends that the next SFSC is partially composed of board members that have already been in the board, as to ensure the continuity with the previous committee.   + The board reports the decisions to the staff representatives.   **DECISIONS:**   * **Board reaches consensus on the overall proposal on positions, with two small suggestions for adjustments: the Director’s tasks should be revised as they might be too heavy, upon evaluation of the new composition of the team.** * **Board reaches consensus on keeping the call for AO fully open, encouraging applications from network’s members. The decision is made in line with the board’s ethical values.** * **The Board also reiterates the need to ensure that a mentoring process happens before every change of positions.** |
| 14:30 | **Update on finances**  Resuming the Board meeting after lunch, Laurentia takes the lead in chairing the meeting.   * Anne-Sophie presents the financial situation, starting from the current expenses for 2019. Some elements of the budget are just projections and not real values. * Laurentia asks whether the current budget fits with the provisional budget for the year. Anne-Sophie answers that it will depend on a number of factors that are hard to estimate at the moment. * Anne-Sophie continues with the figures of the received and to-receive funding from different donors. She remarks the continuing decreasing of membership fees over the past years, which is starting to become critical as every year the amount of paying member decreases but, on the contrary, no organization puts itself forward to pay a higher fee in case of positive balance. |
| 14:45 | **Information about the “Islamophobia coalition and IHRC”**   * All Board members confirm having well received and analysed the document sent by Michael. Claudia states her support to the proposed steps to move forward on the issue.   **DECISION: The Board agrees with the proposal of the Secretariat to deal with the IHRC situation.** |
| 15:00 | **Update on the Board’s “thought clouds” and knowledge transfer process towards the new Board**   * As previously discussed, outgoing BM could act as “buddies” for new BM. Claudia puts herself forward to have a chat with new BM before the first Board meeting. * Laurentia suggests that new Board members should be briefed about the functioning of the board the way it has been during the past Board.   **DECISIONS: Outgoing Board members will “shadow” new Board members at the beginning of their mandate and brief them about the functioning of the Board** |
| 15:15 | **Review of the GA (EO) – including a collective commitment of mutual support for making the GA a success**  In general, Michael drives the board through the GA. Beyond the agenda, remarks:   * Not many propositions of workshops from members; * Regarding the Statutory Session, the quorum is that of the room at the beginning of the session, regardless of possible changes. * Michael distributes and explains the Team Agreement of the Staff and invites the Board members to also sign up to it. * Georgina brings up the issue of the “Code of conduct” team, which last year was composed of Amel, Marcell, Claudia and Wouter. The Board acknowledges that the issue was previously discussed but was left open, without reaching a conclusion. Enrique puts himself forward to replace Marcell as part of the team (since he will have to leave tomorrow), so the team will now be composed of Amel, Enrique, Claudia and Wouter.   **DECISION: The Board agrees to follow the points of the Team Agreement.** |
| 15:45 | **As a final remark, the Board would like to heartedly thank the whole Staff for their great expertise, constant support and involvement with the Board. Importantly, the Board also warmly thanks Amel for the way she chaired the group over these three years.**  END OF MEETING |

**33rd Board Meeting**

**Brussels, 21 September 2019**

I, by signing this document, hereby approve the minutes of 32nd Board Meeting, organized in Brussels on 20 June 2019.

NAME SIGNATURE

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| Karen Taylor |  |
| Wouter Van Bellingen |  |
| Marcell Lorincz |  |
| Karen Taylor |  |
| Vilana Pilinkaite |  |
| Maria Dexborg |  |
| Laurentia Mereuta |  |
| Ghislain Vedeux |  |
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