

Minutes of the CEEweb for Biodiversity Annual Meeting 2014

Prepared at the Annual Meeting of CEEweb for Biodiversity (Hungarian name: CEEweb a Biológiai Sokféleségért, headquarters: Budapest, Széher út 40, 1021, Hungary) held on October 9, 2014 in Ráckeve, (Kék Duna Wellness Hotel), at 11:30 AM.

Attendees: As in the attendance register (listing the names and addresses of members, and names and contact details of their official representatives). The identity and legitimacy of the participants is checked.

Agenda: As in the invitation.

Ágnes Zólyomi, General Secretary, welcomes the participants.

Participants remark that the Annual Meeting is inquorate because of the insufficient number of the participants. The General Secretary closes the Annual Meeting and informs the participants that the reconvened Annual Meeting will be opened at 13:30 in accordance with the rules about the reconvened Annual Meeting (the reconvened Annual Meeting is quorate irrespective of the number of participants on the agenda items listed in the invitation).

Minutes of the reconvened CEEweb for Biodiversity Annual Meeting 2014

Prepared at the Annual Meeting of CEEweb for Biodiversity (Hungarian name: CEEweb a Biológiai Sokféleségért, headquarter: Budapest, Széher út 40, 1021, Hungary) held on October 9, 2014 in Ráckeve, (Duna Wellness Hotel), at 13:30 PM.

Attendees: As in the attendance register (listing the names and addresses of members, and names and contact details of their official representatives).

Agenda: As in the invitation.

Ágnes Zólyomi, the General Secretary of CEEweb welcomes the attendees.

The attendees remark that the convocation of the Annual Meeting took place according to legal order. Furthermore it has been recorded that the Annual Meeting opened at 11:30 on 9 October 2014, was inquorate because of the insufficient number of participants. As written in the invitation, the reconvened Annual Meeting convened on the same day and at the same place at 13:30 is quorate on the agenda items contained in the invitation irrespective of the number of the participants.

There are 30 attendees at the reconvened Annual Meeting, who represent 19 full members. The participants remark that there are no changes in the number and persons of the participants, thus the attendance register of the Annual Meeting convened at 13:30 is also valid for the reconvened Annual Meeting. The reconvened

Annual Meeting is quorate according to the relevant rules about reconvening the Annual Meeting.

The attendees unanimously remark that the minutes of the Annual Meeting will be recorded in Hungarian and English.

The attendees nominate by open voting (19 votes yes, 0 votes no, 0 abstention):

- a. ***Kristina Vilimaite as minute taker***
- b. ***Ákos Malatinszky as certifier of the minutes and the attached attendance register***
- c. ***Vera Kiss and Klára Hajdu with the counting of votes.***

The elected persons accept the duties.

The credential committee collect credentials and report that 19 full members are represented.

The General Secretary presents the agenda of the Annual Meeting.

Ákos Malatinszky raises the issue to include membership fee on the agenda point any other business.

The General Secretary asks to vote on the agenda with membership fee issue under any other issues.

***Adoption of the Agenda - (19 votes yes, 0 votes no, 0 abstention):
The attendees adopt the Agenda.***

Ágnes Zólyomi note that there are no open positions in the Board and the Supervisory Committee.

I. Officers report

Presentation of the financial and narrative reports:

The attendees record that the public benefit report of CEEweb for 2013 was accepted by the members in May.

Ágnes Zólyomi presents the informative narrative and financial reports for 2014.

Report of the Supervisory Committee:

Gjoko Zoroski presents the report of the Supervisory Committee. **The Supervisory Committee found CEEweb's operational work according to formal requirements.**

II. Joining of new members

The General Secretary records that three organisations (as listed below) applied for full membership. Furthermore she records that on the basis of their application form and accompanying documentation, as well as the statement of the scrutiny committees, the Board supported the joining of the three member applicants.

Before the date of the Annual Meeting the applicants:

- declared in written form that they are active in the field of nature conservation or environmental protection aimed at the public good and with a view to sustainable development,
- attached the relevant documents about their professional work, the aims and the structure of the organisation in their application
- recorded that they know the Articles of Association and fully accept the contents, and
- assumed the payment of the membership fee by the deadline determined by the Annual Meeting.

The applicants were introduced by the participating representatives of the applicant organisations and by Ágnes Zólyomi to the Annual Meeting. All necessary documents from the applicants had been sent in time before the Annual Meeting. The applications were pre-evaluated and positively judged by the competent bodies of CEEweb.

Full member applicants:

- BED, Croatia
- Greendependent, Hungary
- Geoscope, Serbia

The members vote about each applicant separately:

Attendees make the following decision by open voting (19 votes yes, 0 vote no, 0 abstention):

The members accept the full member candidate in the membership of CEEweb:

BED

Attendees make the following decision by open voting (19 votes yes, 0 vote no, 0 abstention):

The members accept the full member candidate in the membership of CEEweb:

Greendependent

Attendees make the following decision by open voting (19 votes yes, 0 vote no, 0 abstentions):

The members accept the full member candidate in the membership of CEEweb:

Geoscope

The Annual Meeting orders the General Secretary to modify the membership registry on the basis of the decisions made.

The General Secretary provides the voting right to the two new members present (Greendependent and Geoscope).

III. Withdrawing membership from those organisations, who have not paid the membership fee for three years

A number of organisations haven't paid their membership fee for three years. Due to the change of legislation, the organisations who's membership would be withdrawn at the Annual Meeting should be informed about it 3 months in advance. As the information to them was not sent before the deadline, they will be informed about it in due time next year and their withdrawal will be discussed at the next Annual Meeting.

The General Secretary also notes that five representatives with voting rights left the room.

IV. Work Programme for 2015

Ágnes Zólyomi presents the planned Work Programme of the organisation for 2015.

Attendees make the following decision by open voting (16 votes yes, 0 vote no, 0 abstention):

The Work Programme for 2015 and its financial aspects are endorsed.

V. CEEweb's Strategy 2015-2020 and related strategic documents

Ágnes Zólyomi presents the draft CEEweb's Strategy 2015-2020 and related strategic documents. The action plan will be developed by the General Secretary with support of the board.

Attendees make the following decision by open voting (16 votes yes, 0 vote no, 0 abstention):

The CEEweb's Strategy 2015-2020 is endorsed.

VI. Any other issues

1. Raise of membership fee

Ágnes Zólyomi presents information about the membership fees that CEEweb receives: the fees comprise less than a half percent of the annual budget; almost a half of organisations do not pay membership fees regularly, it takes a lot of efforts to collect the fees as often the organisations do not provide information about their operational costs; and also compares the situation with EEB and Birdlife (approx. 20% and 40% of their budget comes from the membership fees respectively).

Aleksandar Sarov ask two questions: what should we do about organisations that do not pay; and how to encourage those members that do not pay to pay the membership fees?

Ágnes Zólyomi: we want to exclude the organisations that do not pay, doing otherwise would be not fair to those who pay; and during the next Annual Meeting we can exclude all the organisations that did not pay membership fees for 3 years.

Lubomira Vavrova proposes to mainstream the collection of the membership fees in the following way:

- CEEweb office sends the invoice for the maximum membership fee to all organisations, and when they provide the information about their operational

costs the invoice with maximum costs is replaced with one adjusted to the operational costs of the organisation.

- Deadline for payment is the date of the AM.
- Financial manager sends request 1 month in advance and a reminder 2 weeks before the AM.
- To those who didn't pay for 3 years get notice 3 months in advance.

Attendees make the following decision by open voting (16 votes yes, 0 vote no, 0 abstention):

The proposal about mainstreaming the collection of the membership fees is endorsed.

Ákos Malatinszky presents a proposal to reach a target of covering at least 1% of the CEEweb budget from the membership fees. For that the membership fee would need to be raised a bit.

Ágnes Zólyomi: The membership fee was not raised since 2009 and raising the membership fee would help CEEweb in terms of cofinancing for the EU Core Funding or other projects.

Currently the membership fees are calculated in the following way:

The membership fee is calculated on the basis of the operational costs of member organisations. The operational costs are calculated as the salary and related personnel costs, costs of the office maintenance, accountancy, auditing and statutory meetings (board meetings, annual meetings) and other costs related to the operation of the organisation. Membership fees are scaled into 5 categories according to the total expenditures of member organizations. Member organizations inform the Policy Office about their total expenditures in the previous year until one month before the Annual Meeting of the current year and pay their calculated membership fee on the Annual Meeting the latest. Members pay a yearly fee depending on the annual operational costs.

General operational costs in the past three years (in EUR)	Category	Yearly membership fee from 2009 (in EUR)
0 – 10,000	1	30
10,001 – 50,000	2	50
50,001 – 100,000	3	90
100,001 – 300,000	4	150
300,001 –	5	230

Attendees make the following decision by open voting (9 votes yes, 1 vote no, 6 abstention):

The membership fees of CEEweb will be raised.

Three options are disused:

A: 33% raise in each category (39, 65, 117, 195, and 299 EUR respectively)

B: 33% raise, rounded to the nearest convenient number (40, 65, 120, 200, and 300 EUR respectively)

C: Proposal of Stefan Avramov (40, 65, 120, 190, and 290 EUR respectively)

Attendees make the following decision by open voting:

option A (5 votes yes, 6 vote no, 5 abstention)

option B (8 votes yes, 5 vote no, 3 abstention)

option C (1 votes yes, 7 vote no, 8 abstention)

Option B (40, 65, 120, 200, and 300 EUR respectively) is endorsed by the attendees. The membership fee will be calculated in the following way:

Annual operational costs (average of the past three	Category	Yearly membership fee from 2014 (in
0 – 10,000	1	40
10,001 – 50,000	2	65
50,001 – 100,000	3	120
100,001 – 300,000	4	200
300,001 –	5	300

Closing the Annual Meeting

In the absence of any other questions, comments Ágnes Zólyomi closes the Annual Meeting.

Minute taker:

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Kristina Vilimaite

Minute verifier:

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Ákos Malatinszky

October 9, 2014, Budapest, Hungary

Annex:

- participant list