

**minutes**

# **1ST BoE MEETING**

**25.09.2023**

**Lars Kohlmeyer**

**Online**

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The European Geography Association for students and young geographers

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**egea**

# People present

Runa Witte (EGEA Osnabrück, President)

Amalia Ilie (EGEA Bucharest, Vice President)

Lars Kohlmeyer (EGEA Göttingen, Secretary)

Jonas Martens (EGEA Brussels, Treasurer)

Veera Niemi (EGEA Turku, PR Advisor)

Max Buchhart (EGEA Jena, Events Advisor)

# Agenda

## People present

### 1 Feeling Round

### 2 General Stuff

#### 2.1 What is everyone up to?

#### 2.2 Updates ToDo List

### 3 Winter OSM

### 4 GAW24

### 5 AB & BoE Meeting

### 6 1st Boe Live Meeting in Jena

### 7 Working Groups Open Call

### 8 ToDos

### 9 Missed Topics

### 10 Picture



**11 ByeBye<3**



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# 1. Feeling round

Start at: 18:04 CET

## 2. General Stuff

### 2.1 What is everyone up to?

Everyone presented their last activities during the last two weeks to keep everyone updated:

Runa Witte:

- I got in contact with the Advisory Board to talk about the way of communication (discord), to talk about the intern division of the board members
- I took a second look at the official documents to know them even better
- In order to clarify the last unresolved issues, I spoke to Henrik and Josefa about them again
- I am about to set up a meeting together with Amalia and Josefa

Amalia Ilie:

- I took a closer look at how it is possible to update the official protocols
- We had to change the date for the last transition meeting with Josefa but we will manage to do it during the next weeks
- I got in contact with the Team Coordinators and I plan a meeting in October

Lars Kohlmeyer:

- I started to take a closer look into the [egea@egea.eu](mailto:egea@egea.eu) and [secretary@egea.eu](mailto:secretary@egea.eu) E-mail accounts and started to create and organize it for us
- With the TechTeam I took care of some issues that are clear now
- I answered the mails with the topic of SmugMug and informed you (BoE) about the problem. Together we found a solution for it

- I worked on the server and implemented a bot that can be used to set up meetings
- I took care to organize the first meeting with the RCPs

Jonas Martens:

- Had the final Transition Meeting
- Got the information of PayPal-Account
- Took a closer look about the European Youth Forum
- Took care to collect AC auction money
- Meeting with the Finance Team
- Meeting with the ERC
- Met the FCC for the transition

Veera Niemi:

- I managed to get every account data and logged myself into them
- I took care of the official pictures and they will be available soon
- Did some first preparations for the Geography Awareness Week with AFNEG and GeoDACH

Max Buchhart:

- I created some WhatsApp groups for congress organizers.
- Created and sent a Poll for WOSM
- I had two phone calls with organizers of future events:
  - Shack n roll
  - Possible event "orient express"

## 2.2 Updates ToDo List

The last ToDo was created during an unofficial meeting of the BoE. All of the tasks are finished.

- ✓ Make a doodle for the WOSM to find a date with the official positions, teams, and interested people. 4-5 days for the doodle (asap) (Max)
- ✓ Add bots and manage the discord server (Lars and everyone who wants to explore discord)

- ✓ Until Sunday everybody read through the group agreement again and signs it (everybody)
- ✓ Runa check Working group procedure (Runa)
- ✓ Take a closer look at your drive and connect the E-mail address to your phones, computers and laptops (everybody)

### 3. Winter OSM

We will wait until the old board posts and send out everything that is left (last words and goodbye). Afterward, we publish the open call for the WOSM. The WOSM should happen on the weekend of **07.12 - 10.12** or **14.12 - 17.12**. After the open call, another open call for the topics of the working groups during the WOSM will be needed. That should happen soon after it.

Possible working groups and sessions could be:

- Congress Support Fund
- Regional Restructuring
- Visual design for Regional Restructuring

### 4. GAW24

Veera will try to find a fitting time to prepare a meeting with someone from AFNEG and with GeoDACH to talk about some details. She will start to promote it during posts and mails. Some of the old visuals can be used again or they can be used to be recycled to save some time.

### 5. AB & BoE Meeting

The feedback of the Advisory Board is very important and helpful for us. To be most efficient and to make sure that everyone can develop something positive out of it we would suggest having a feedback round with everyone. During that meeting general

feedback for the group will stay in focus. Besides, we think that personal feedback meetings would be very useful to focus on individual performance.

## 6. 1st BoE Live Meeting in Jena

The first BoE live Meeting will happen in Jena from the 16th - 19th of November. During the same weekend, different teams will also meet in Jena and we want to take that opportunity to see them too. For the meeting we will collect some ideas for sessions but we will definitely have to finish the year plan.

## 7. Working Groups Open Call

We need to create at least two working groups. One for the Congress Support Fund which is new and is a result of the voting during the General Assembly and one for the Regional Restructuring. For the open calls new visuals and an informational text are needed. Veera and Lars will lead the Regional Restructuring and Max and Jonas will lead the Congress Support Fund. As soon people are interested in the working group a meeting will be held as soon as possible.

## 8. Todos

- Look at Trello until Sunday to decide if we use it as a team or not (Veera and Runa)
- Take care of the Regional Teams (Introduction mails for each region) (Lars)
- Open call: Topics of working groups should be published soon. Around two weeks after the first open call (Max, Jonas, Veera and Lars)
- Think about possible sessions for the upcoming WOSM (everyone)
- Brainstorming prices for the Geography Awareness Week (everyone)
- Add some channels for the AB and OSM on the discord server (Lars)
- Create a document where we collect topics that we work on during the life meeting in Jena (Runa creates and shares the document but everyone should add their thoughts)
- Writing a small paragraph about the working groups. Deadline is the 04.10 (Max and Lars)

- Create a design for the open calls of the working groups. 04.10 as a deadline (Runa)
- Canva: Create a separate folder for the Teams and Projects (do it as soon as possible) (Runa)
- Contact Media Team for help regarding Smug Mug (Veera)
- Put Deadlines in Google Calendar (Runa)
- Invite people until tomorrow for the discord server (Lars)
- Update the entity list (Lars)

## 9. Missed Topics

### Wikipedia Translation

There is the possibility that a Russian-speaking person (the person is a friend of someone in EGEA) can translate the EGEA Wikipedia page for us. We are not completely sure how we should handle the opportunity and we want to talk about it with the Advisory Board during the next Meeting (09.10.2023 at 20:00 CET). Before that, we want to talk about the background of the offer and how it came to it.

### Regional Meetings

It is a topic that will get more relevant during the next month since the first regional meetings of each region will start then. At every meeting, one of us must present our updates which we have to prepare beforehand.

### Canva T's & P's

Some teams requested to get some access to Canva. Right now, the problem is that we would have to share the passwords of the official account. We do not think that it would be a good idea to do it and we need to find a solution for it. One possible solution could be to create separate folders and to test out if we can share those without giving out the password to the account.

### SmugMug

Jonas will take care of the yearly payment of it and the account will be changed to Veera (PR Advisor). Generally, we should think about using SmugMug more since it is not used

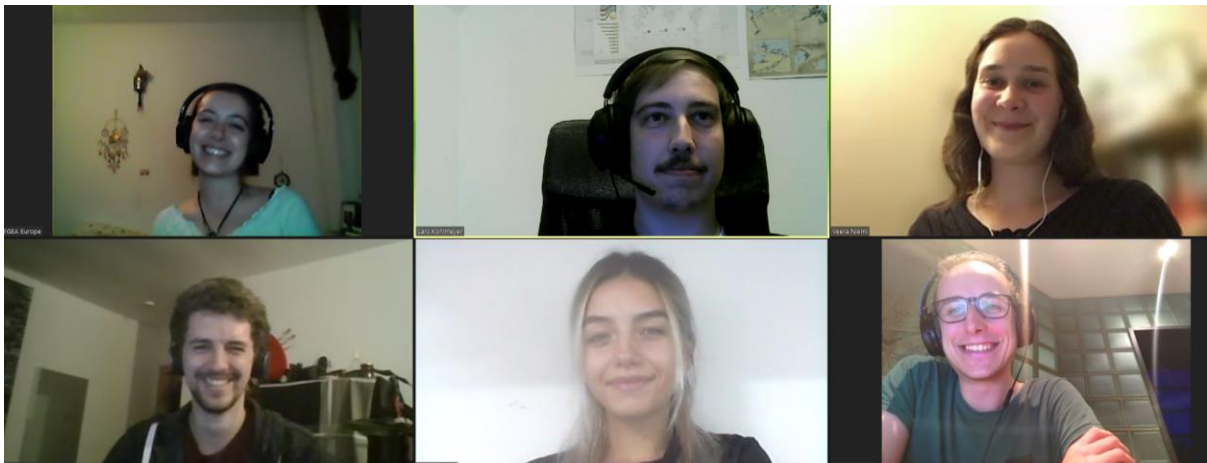


too much right now. At the same time, we need to clean up the account since there are a lot of pictures on it that are not the best. To get some help with this task (promotion of SmugMug and cleaning it) we will ask the Media Team if they can help us.

### Messenger group officials

In the BoE we are using a discord server and we decided to invite all the other official positions to join it. It makes sense for us to gather everyone on one platform.

## 10. Picture



## 11. ByeBye <3

Goodbye