



International Federation of Liberal Youth

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1

Minutes of Bureau meeting March 2008 - London

Agenda Points

1. Welcome and Opening Ice Breaker Activity
2. Goals for the Bureau Meeting
3. Action Plan Development
 - a. *What is the Mission of IFLRY?*
 - b. *What is our Vision for IFLRY?*
 - c. *What are the good things about IFLRY?*
 - d. *What are the things that need to be changed about IFLRY?*
 - e. *Discussion on Operating Teams and Departments*
 - f. *Individual Bureau member Goals and Vision*
 - g. *Converting Goals and Vision to Action Plan*
4. Review of Parking Lot/Remaining Agenda Items and Prioritization
5. Additional Discussion Topics (If Time Permits)
 - a (+) *How to communicate*
 - a. *Parking Lot Issues (items that come up during discussion that are not appropriate to Action Plan list)*
 - b. *Discussion of 2008 Seminar Dates/Locations*
 - c. *Regional Organization Integration and Dues*
 - d. *Review of Proposed IFLRY Financial Policies*
 - e. *Ideas for Future Seminars*
 - f. *2008 EC Ideas*
 - g. *2008 GA Ideas*
6. LIBEL and SHRC head
7. Wrap-up, Review and Discussion
8. Plan for Regular Bureau Meetings
 - a. *Bureau technical items*



Friday, March 21, 2008

1. Welcome and Opening Ice Breaker Activity

Getting to know each other: Three statements where two are true and one is false.

2. Goals for the Bureau Meeting

A brainstorm of individual thought of what the bureau members wanted to get from the retreat:

- Division of Responsibilities
- Appreciation of the ED working space
- Written Action plan with timelines and goals
- Not just a fancy action plan
- Know what everyone likes to do and likes not do
- Agree on communications
- Be more integrated and on the same page
- Technical business items for bureau
- Time of future meetings and schedules
- Get to know each other
- Timeline and due dates for action plans
- Protocols and polices
- What resources are available



3. Action Plan Development

a. What is the Mission of IFLRY?

Mission should grow with the organization but stay similar between different bureaus but the Vision should be specific to the current elected bureau.

Brainstorming - The bureau listed various mission statements as well as analyzed the statements given by MOs from the survey. There was much discussion regarding the exact mission of IFLRY. The mission developed:

MISSION STATEMENT

The mission of the International Federation of Liberal Youth is to engage young people for the purpose of promoting liberal values around the world.

b. What is our Vision for IFLRY?

This section is to determine what this bureau is setting and how they are achieving the mission. A group brainstorming session was done.

VISION

IFLRY will be a relevant political force that operates efficiently and effectively to:

- unite, support and expand liberal youth organizations and movements around the world
- strengthen and defend liberal values and form solutions to global problems



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c. What are the good things about IFLRY?

Experiences and sharing	Campaign
MO co-operation	Helping MOs
Spreading liberal values	Reputation
Website/libel	Secretariat
Events/seminars/training	Alumni Project
In all parts of the world with many MOs	Bureau accessibility
Developing new organizations	Well organized on grants and seminars
Networking	Enormous political networks
Connecting liberal youth	Funds for travel refunds

d. What are the things that need to be changed about IFLRY?

Resolutions/Ideology	Language Issues
Campaigns	Internship programmes
Partnership and relations	Expansion of staff
Raise more money/ too dependant on grants	Communication
Event scheduling	No PR or Media strategy
Event topics/consistency, messages, strategy	IT issues
Transparency	Using more volunteers
Team work	Too euro-centric
Lack of Action Plan/Follow up	Weak representation
No motivations/ relevance for MOs	Focus on democracy
Organized/ High profile/ Statutory Events	Meeting programmes
	Too many ideas, not enough accomplished

e. Discussion on Operating Teams and Departments

The topic discussed was regarding changing the structure of the way IFLRY is organized in order to meet our mission, vision, and goals as a team and not independent regional representations. The discussions lead to the establishment of various sectors that IFLRY is responsible for and also a list of goals that were set out and to be achieved by this bureau over their mandate.



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5

IFLRY ORGANIZATIONAL DEPARTMENTS/GENERAL TASKS

Admin and Operations (Chris)

- Interns
- Office/Phones
- ED Working Details
- Operations
- Committees
- IT

Meetings/Events (Jelena)

- Activities
- Events
- Seminars
- EC/GA
- Bureau Meetings
- Training
- Study Visits
- Observer Missions

Policy Issues (Jan-Argy)

- Manifesto
- Resolutions
- Bureau Statements
- Policy Papers
- Campaigns

Budget/Finance (Chris)

- Accounting/Bookkeeping
- Grants (Applications/Reports)

- Fundraising
- Financial Policies
- Operating Budget
- Auditing

Partnerships (Frederik)

- Alumni
- Outreach
- Platforms
- Access to non-IFLRY -Events/Conferences

Membership (Bart)

- MO's
- RO's
- Recruitment/Development
- Resource Exchange
- Expand Contacts

Communications (Bart)

- Media
- Press Releases /Statements
- Newsletter
- LIBEL
- Promotional Materials
- Extranet
- Website
- Facebook



Saturday, March 22, 2008

f. Individual Bureau member Goals and Vision

Items were listed in a round table and capture on a working excel sheet. The goals were listed regionally and globally. Feed back and questions were also discussed. Goals were captured in a spread sheet so that duplicate could be deleted and similar ones could be merged.

g. Converting Goals and Vision to Action Plan

The BM will designate time frames over the next week which will be added to the Action Plan. The document will be formatted and sent to MOs for feedback.

Paola will develop a letter to explain the process which will be sent out to the MOs.

4. Review of Parking Lot/Remaining Agenda Items and Prioritization

Mission statement:

Two variations of the mission statement were left to be discussed during the ‘parking lot’ session. The bureau was able to redesign a third statement after discussing the Action Plan.

Discussion of 2008 Seminar Dates/Locations

Bureau members suggested various locations and time frames that were proposed by various MOs or previous ideas and grant accessibilities.

Tentative Decisions were made to have the 2008 Executive Committee in Manila, Philippines during the weekend of 24-26th of July.

The location of the GA was discussed and a few countries were posted for further investigation.

-Brazil

-Romania

-Netherlands

-Estonia



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7

2008 Seminar locations were suggested as Switzerland or Serbia for the first grant, and the second grant would be discussed at the next bureau meeting pending the decision on the GA.

How to communicate

Bureau communication

1. Daily business: Paola, Chris, Bart, Sarah
2. Use common sense to decide whether or not to send mail directly to the bureau, CC the bureau or not to send it to the bureau
3. Advanced notice if you won't be available for next 48 hours
4. Urgent bureau statement: 12 hours and text message to notify colleagues
5. Skype calls with Paola (once a month with Bureau members & once every 1-3 weeks with Sarah)
6. Written (1 page) report before each bureau meeting (also Sarah)

Regional Organization Integration and Dues

There was a discussion of finalizing a draft policy regarding regional organization integration, involvement, meetings, and dues. A consideration of due structure was discussed and further action regarding transparent financial policies to incorporate 'in kind' donations will be further developed.

Review of Proposed IFLRY Financial Policies

To be further discussed via email and then again at the next meeting, sent out by Chris.

Ideas for Future Seminars

- Democracy – FF to help in regards to South Eastern Caucasus
- LGBTQ – JS Study Session in Strasbourg or Budapest



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- Alliance grant – SW Islamophobia

LIBEL and SHRC head

The bureau decided to appoint Andy Rivas for an additional year as Chief Editor of LIBEL. The SHRC has been inactive and reactivating will be considered at another time.

5. Plan for Regular Bureau Meetings

Next meeting is set to be in Barcelona May 1-4, pending availability of members and feasibility of site.