



## **Admin Board Meeting/Réunion du Conseil d'Administration**

**Brussels Monday, 12<sup>th</sup> March 2018**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 304, 12:40-14:45**

**Present:** Catherine Daguet-Babich, Kristin Dijkstra, Dorothee Farwerck Lefort, Mariana Ghitoi, Alexandre Grigorescu-Negri, Ambar Hernandez Pacheco, Emanuela Innocente, Sarah Ironside, Karim Kettani, Serge Julvecourt, Fanny Lacroix-Desmazes, Victoria Petrova, Eleonora Pezzarossa, Tobias Stricker, Pénélope Vlandas, Ana Maria Zaharie.

**Excused:** Michela Beati, Graziella Rizza, Iulian Vasile, Sophie Weisswange.

**Absent:** Angela Muraca.

**Proxies:** Michela Beati and Sophie Weisswange to Catherine Daguet-Babich, Iulian Vasile to Alexandre Grigorescu-Negri.

**Guest:** Manuela Pamio, secretariat of APEEE, Eric Piettre, the Director of the APEEE of Brussels IV.

### **Minutes 12.03.2018**

Ms Daguet-Babich chairs the Board meeting.

#### **1. Adoption of the agenda.**

Two items are added to the agenda:

- Recruitment of an interim administrative assistant for the canteen service (part-time position).
- Weekly Communication under AOB.

The Board agrees to deal with the Social Fund and the Community Fund points earlier on the agenda.

The agenda is adopted as amended.

The Secretary of the Board draws the attention of Board members on two good rules:

- Agendas should be circulated 7 days prior to the meeting.
- The Board meeting should start and end on time.

#### **2. Approval of previous minutes:**

**- Minutes 9.02.2018**

Postponed

#	Action	Owner	Deadline
#01 CA 12 March	Manuela will send the draft Minutes of the Board meeting held on 9/02/2018 to the Board members by e-mail.	APEEE Secretariat	ASAP

**- Team Building meeting – Summary.**

Ms Daguet Babich provides an oral report of the team building meeting held on 4/03/2018 for which a summary has already been shared. During this meeting, the roles within the CA and the Working Groups were assigned. In addition, it was agreed to confirm Ms Daguet Babich as President until 6<sup>th</sup> July 2018 and to appoint Ms Dijkstra as President from 7<sup>th</sup> July 2018.

Those who would not attend the Team Building and who did not express interest to take over a specific role are invited to actively contribute to any Working group or to apply for a vacant role.

#	Action	Owner	Deadline
#02 CA 12 March	Those without a role or interested to join any Working Group, please contact the Secretariat.	ALL	ASAP

**- Composition of the Administrative Board.**

#	Action	Owner	Deadline
#03 CA 12 March	Update the APEEE organizational chart submitted during today's Board meeting.	Secretary	ASAP

#	Action	Owner	Deadline
#04 CA 12 March	Send a doodle invitation to the Board members in order to set up a new Working Group on Community Affairs.	VPED	ASAP

**3. Community Fund - Update.**

Ms Ironside informs the Board that the APEEE Community Fund Committee approved two school projects last Monday. One project for diversifying the range of games and another one for the continuation of a gardening project.

On behalf of the APEEE Community Fund Committee, Ms Ironside presents to the APEEE Board a theater project, currently under written procedure as this was not approved during the last CFC meeting, from the Italian section and asks to confirm its approval for the sum of 1050 euro.

It is explained that this project is open to the Italian section from Nursery to S3 and also to other pupils who have chosen Italian language as L3.

**Vote:** Does the APEEE Board approve the project sent this morning by e-mail (Italian section project: total amount: 1050 euro)?

- Unanimity

The Board unanimously approves the Italian project (total amount for funding: 1050 euro).

Following a letter between the Director of the school and a parent and the latest exchanges school/APEEE, the discussion focused on importance of clarifying the role and the rules of Community Fund with the school. It is pointed out that:

- The Community Fund Committee may not retroactively fund a project.
- All applications for funding must be submitted to the Community Fund Committee. Applications must not first be transmitted to the school.

The Board agrees to write a letter to the school in order to:

- reply to a message from the school director regarding the rules and the role of the Community Fund.
- ask a formal agreement for the Social fund and to clarify the procedure.

**4. Social Fund –Draft RoP’s & Update.**

The Social Fund should be operational by 1<sup>st</sup> April 2018. Ms Ironside and Ms Rizza attended the meeting with the school Directors and the school management in order to discuss the operational procedures of the Social Fund. The draft Social Fund Rules were sent to the school but the discussion was focused on extra-budgetary activities instead.

Next Actions:

#	Action	Owner	Deadline
#05 CA 12 March	On behalf of the APEEE of Brussels IV, draft a letter to the school to provide a clear overview on the Community Fund and the Social Fund.	Sarah Ironside	ASAP
#06 CA 12 March	The VP IERP will be involved in promotion and advertising of the MEC and the Model United Nations for the next school year.	VP IERP	September 2018
#07 CA 12 March	Relax the Community Fund rules. Mr Kettani offers his help to propose an update of the Community Fund rules.	Karim Kettami	ASAP

**5. Minutes EGA 26.06.2017 – Finalisation.**

The draft Minutes of the Extraordinary General Assembly held on 26/06/2017 are published on the Bitrix platform. It is explained that this version does not include any future actions but only the decisions taken during the meeting.

**Action:** Mr Piettre will send the draft Minutes of the EGA held on 26/06/2017 to the Board by e-mail. These Minutes will be approved by the Board and will be published on the APEEE website.

#	Action	Owner	Deadline
#08 CA 12 March	Send the draft Minutes of the EGA held on 26/06/2017 to the Board by e-mail.	APEEE Director	CLOSED Sent on 12/03

## 6. Minutes GA 24.01.2018 - State of Progress.

Mr Piettre has published on the Bitrix platform the draft Minutes of the General Assembly hold on 24/01/2018. He will send the document to all Board members by e-mail.

## 7. Report on canteen fraud.

As announced at the EGA held on 26/06/2017, it was decided to hire 4 controllers (ALE monitors) to make daily checks at the canteen. The aim is to avoid that some secondary students may eat canteen meals without purchasing tickets or being registered to the canteen service.

Mr Piettre informs the Board that a status report on canteen fraud including the figures will be submitted to the Board at the next board meeting (24/04/2018).

#	Action	Owner	Deadline
#09 CA 12 March	Circulate the decision of the canteen committee regarding the canteen fraud.	Tobias Stricker	CLOSED Sent on 12 March by C. Daguet-Babich

## 8. Recruitment of canteen manager.

Mr Piettre informs the Board that the position of the canteen manager is still vacant. A vacancy post has been published on the following websites: ACTIRIS, APEEE Bruxelles IV, EURACTIV, HORECA Formation. The recruitment process is ongoing.

The list of selected candidates was presented and it was reminded to follow the rules applicable to the HR recruitment process (e.g. involve VP ADMIN).

## 9. Recruitment of interim administrative assistant for the canteen service (part-time position).

It is pointed out that the canteen office needs an administrative support for the coming months.

**Vote:** Who is in favor of recruiting an interim administrative assistant for the canteen service until 30<sup>th</sup> April 2018?

- Unanimity

The Board unanimously agrees to recruit an interim administrative assistant for the canteen service until 30<sup>th</sup> April 2018 to support also the timely follow up of the fraud cases.

## **10. DAO (State of play) for 3 services.**

Mr Grigorescu-Negri submits to the Board another proposal in order to have an access control at the canteen quickly.

He proposes to use an IT solution, provided by TurboSelf company, specialized for each service (Transport/Canteen/Extra-curricular activities). There is a brief comparison between DAO and TurboSelf.

TurboSelf may provide two options: turnstiles or trays. This company proposes an annual license to be paid. DAO proposes a global price to be paid once. The Board responsible for the canteen is against TurboSelf's proposal. He points out that it would be more expensive if we consider the different operators for example: different maintenance contracts per solution/service, import of data per solution/ service etc.).

Mr Stricker refers that the school is waiting for the APEEE access system in order to activate the School access system. Mr Grigorescu Negri and Mr Stricker are working on specifications for the canteen. We should have specialized solutions for the canteen and later a discussion on transport and extra-curricular activities

It is pointed out that before taking a decision we have to know what the software does and what does not. Ms Petrova would like to have one application with different fields where we can track children and check if a child is in the right place.

## **11. Somerfesto (development of payment application by 26<sup>th</sup> May 2018 (State of play)).**

The 10<sup>th</sup> annual Somerfesto will take place at EEBIV on 26<sup>th</sup> May 2018. Mr Julvecourt identifies three important key points to consider when organizing this event:

- Communication
- Collaboration with school
- Delivery

The planning for Somerfesto is progressing well. There will be a meeting with the school Director focused on collaboration with school and logistic aspects this Wednesday. In addition, there will be regularly meetings with Somerfesto responsables every week.

A communication regarding Somerfesto will be sent in the near future. The invitation for new parents 2018-2019 must be confirmed by the school.

## **12. AOB**

### **- Weekly Communication**

All Board members are invited to send the meeting dates to Ms Hernandez Pacheco in order to update our weekly communication (for example: Working Group meetings, inter APEEE meetings).

The following points have been presented and/or discussed during this meeting

- Bitrix reorganization
- Extra-budgetary activities with school

- Performance Audit - update

The board meeting ends at 2:45 pm. Some attendees arrived late or left early.

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