

Association des parents d'élèves de l'école européenne de Bruxelles IV AISBL

Parents Association of the European School, Brussels IV Aisbl
Elternvereinigung der Europäischen Schule Brüssel IV Aisbl
Associazione dei genitori della Scuola Europea di Bruxelles IV Aisbl
Oudervereniging van de Europese School Brussel IV Aisbl
Асоциация на родителите на учениците от Европейско училище Брюксел IV AISBL
Asociația de părinți ai elevilor de la Școala Europeană Bruxelles IV AISBL



Admin Board Meeting/Réunion du Conseil d'Administration

Brussels Thursday, 4th February 2016

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB304, 12:45-15:05

Present: Michela Beati, Françoise Bodenez, Sarah Conyers Barber, Catherine Daguet-Babich, Kristin Dijkstra, Christian Drantmann, Dorothée Farwerck Lefort, Evangelia Fidanidis, Ulrike Gemmer, Catherine Hennessy, Iseult Lennon Hudson, Gareth Dafydd Lewis, Nóra Edit Kárpáti, Victoria Petrova, Stefana Puiu, Graziella Rizza, Tobias Stricker.

Absent: Marc Henriques de Granada, Sven Roehr, Josephine Usher, Natalia Vandenberghe.

Proxies: Michela Beati and Evangelia Fidanidis to Catherine Daguet Babich, Christian Drantmann and Nóra Edit Kárpáti to Michela Beati, Tobias Stricker to Gareth Dafydd Lewis.

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

Minutes 4.02.2016

The President of the APEEE chaired the meeting and welcomed the new Board members appointed during the General Assembly on February 1st, 2016. She underlined the importance of working together in a constructive and trustful approach based on mutual respect and on a deep knowledge of the running procedures.

1. Welcome

- **Intro new members**
- **Short presentation**

There was a brief introduction of all board members present; some of them expressed their interests in improving the school community in different areas. Discussion focused on the schedule and timing of future board meetings. The Board agreed to fix a board meeting after Carnival holidays and a special meeting in March to distribute functions within the Board. The aim was to give all members the opportunity to reflect on what role they could consider taking on.

ACTION:

Mrs Lennon Hudson will set up a doodle request for a meeting last week of February with the help of the Secretary of the APEEE.

No volunteers to draft the agenda.

The President will set up a doodle request for the meeting taking place in a week-end early march. She will consult Mr Schlabe to obtain authorization to use the canteen.

The President of the APEEE together with the VP administrative affairs will prepare "the first" welcome package for new members including the Statutes of the APEEE and all relevant documents requested by members.

2. Financial decisions

Special thanks were addressed to Ms Bodenez and to all interpreters for their volunteer work during the General Assembly.

2.1 Volunteers GA: agreement for gift interpreters + Ms Evangelopoulou (chocolates + flowers).

The Board agreed unanimously to offer:

- A gift to the interpreters for their volunteer service during the General Assembly (4 interpreters excluding Ms Bodenez as new board member. Total amount 200 euro, 50 euro per gift).
- A gift to Ms Evangelopoulou for her assistance with the room booking process (total amount 30 euro).

2.2 Refunding:

The Board decided unanimously to reimburse Ms Lennon Hudson for flowers' costs offered to the school direction and the outgoing board members (total amount 90 euro).

The Board decided unanimously to reimburse Ms Daguet-Babich for the costs of the plastic badges and badges used for the General Assembly (total amount 150 euro).

Ms Kárpáti, and Ms Hennessy left at 1:45 pm.

2.2 Purchase Bitrix : Presentation TS

Mr Stricker explained to the new board members Bitrix: a platform to share and store documents among Board members. He stressed that this powerful platform could be used to improve communications with class representatives and parents. Bitrix subscription should cost less than 200 euro per month, payment required by credit card.

The VP administrative affairs briefly described how the past Board went through the decision of adopting such a tool and how the Administrators implied in the 'Working group' IT took a decision on Bitrix after having compared it with other similar tools. The VP administrative affairs also clarified that "this platform may not be the best solution but its functioning is known and much time and effort has been spent on this project".

The request of one board member to postpone this decision in 15 days was rejected.

Bitrix was chosen by the previous board but not implemented as credit card was not available at this time.

Vote on adoption Bitrix platform for a trial period of sixth months:

- 10 in favour
- 3 against
- 3 abstentions

The Board agreed to adopt Bitrix platform for a trial period of six months.

ACTION: Mr Stricker will provide a detailed file. The President will send out a doodle request to plan the Bitrix training for Board members once Bitrix is implemented and accesses given to everyone.

Mr Stricker and Mr Drantmann left at 2:10 pm.

2.3 Training "Cultural differences "decision.

The Director of the APEEE proposed to the board members a teambuilding focused on "cultural differences". The aim of this project was to build better relations between members, improve teamwork and communication.

Vote on principle to allocate 1600 euro for the training to the Board members.

The Board decided unanimously to allocate 1600€ for such a training addressed to the Board members and that should take place by the end of 2016.

ACTION: Ms Bodenez, Ms Farwerck Lefort, Ms Fedanidis and the Director of the APEEE will meet the trainer proposed by the Director. The Director has to organize the meeting after the 2 weeks school holidays. Other Board Members can send new proposals.

3 Community fund

Ms Lennon Hudson present, in name of Mrs Usher, absent, and Mr Drantman, absent, to the APEEE Board members two applications, sent to the Community Fund Committee, for funding (story teller project and MEC project).

It was clarified that for sums above 750 euro, the Board of the APEEE must be consulted and approve any application.

It is clarified that, in general, the projects submitted must be in favour of all the school community and not in favour of a specific linguistical section.

Ms Beati, Ms Rizza and Ms Fidanidis left at 2:25 pm.

- Vote on story teller project (MAT EN to P5EN) amount to be allocated 1100 euro.

The Board agreed by large majority (one abstention, one out of vote) to refund the story teller project.

- Vote to allocate a maximum amount of 1338 euro to cover expenses related to send a delegation of 10 students from all linguistic sections (L2 EN) and two teachers to the Model European Council that will take place at the EEs of Mol in March 2016.

The Board agreed by large majority (one abstention, one out of vote) to allocate a maximum amount of 1338 euro to cover expenses related to send this delegation.

6. INTERPARENTS

The board's representative in INTERPARENTS answered questions about the upcoming INTERPARENTS General Assembly (IP GA) for which documentation had been pre-circulated to the board only (not for further distribution) and invited board members interested in becoming more involved in IP to attend part of the IP meeting as observers (two places available on 15 & 16.2.16)

Action: contact Sarah CB if interested

It was noted that final IP approval was necessary before the 'IP Annual Review 2015' (which had been included in the documentation package) could be disseminated within the parent community and that this approval was expected imminently.

It was explained that there was significant backlog of IP Treasury tasks and it was likely that full accounts would not be ready for presentation at the GA. The IP bureau had accordingly taken advice and drawn up a contingency plan to address the problem.

The APEEE board was asked finally whether it would support its representative in seeking a second term as IP president. No other candidates had presented and the incumbent was willing to continue to provide continuity.

The board decided unanimously (the IP rep not voting for reasons of declared personal interest) that:

[A] "Brussels IV APEEE nominates Sarah Conyers Barber for a second term as INTERPARENTS President." (**Action: confirmatory letter of nomination to be sent by APEEE President to IP secretary at info@interparents.eu cc: president@interparents.eu**)

Ms Farwerck Lefort left at 2:55 pm.

[B] " If full/proper accounts are not presented at the February INTERPARENTS GA and the Assembly is asked to decide on how to proceed, Brussels IV APEEE asks its representative to:

1/ Vote against a discharge of the Treasurer (on the basis of incomplete accounts)

2/ Vote that the Treasurer's mandate be revoked so that someone else can be nominated and authorised to do the necessary work.

3/ Vote in favour of the contingency plan proposed by the IP bureau (outlined in the excel document pre-circulated to the IP membership by its bureau on 3/2/16) or a modification of that plan, such as may be agreed during the IP meeting, to ensure that the Treasury tasks are completed and accounts can be approved in a timely fashion. This would include the calling of an additional GA to coincide with the April IP meeting.

The meeting ended at 3:05 pm.