



Conseil d'Administration

Minutes of the meeting of the APEEE BRU IV of 10th January 2008

3 Rue Spa 12.30 pm.

Present:	Remo Bettiol	Transport
	Antonio Cenini	Laeken
	Antonella Chiccolo	Canteen
	Hilary Crowder	President
	Camilla Gaudina	Administration and Canteen
	Anke Held	Extra Curricular Activities
	Yves Herman	Communication
	Aedín O'Byrne	Web master
	Isabelle Perignon	
	Guido Ricci	Transport
	Natalya Simons	Pedagogical Committee
	Ivan Torre	Treasurer
Guest:	Christian Matei	Extra Curricular working group

Hilary Crowder wanted to add two extra items to the Agenda:

- 1) The approval of the Agenda.
- 2) The approval of the minutes of the last CA meeting on 20th Dec 2007.

The Agenda for the meeting was approved. Ivan Torre requested that careful consideration be paid to time and urgency of the issues.

The minutes of the last meeting could not be approved, as they had not yet been circulated to all members. Camilla Gaudina to do so. *They will be approved at the next meeting.*

Point 1: Introductions

The meeting was opened by the President who asked everyone present to give a brief presentation of who they were, what class their children were in and why they wanted to be members of the board. Hilary Crowder introduced Christian Matei as a guest who was attending to hear about Extra Curricular activities. He has agreed to be the person on-site at the school to make sure that everything runs smoothly when the Monitors are there.

Point 2: Report on the ballot situation

Hilary Crowder and Ivan Torre had both been in contact with people (Hilary Crowder with Brian Carty at the European Parliament and Ivan Torre with another lawyer from the European Parliament) who are familiar with Belgian law governing ASBLs and elections and had positive feedback regarding the validity of the voting process. It was considered that retention of the written ballots was not required to legitimise the ballot after it had been announced at the GA.

Point 3: Appointment of Secretary

No appointment made. *Advertising the post amongst the parents to be done in the Bulletin.* Camilla Gaudina commented on her heavy work-load and said she would not be able to continue working this way in future. There is a real need to recruit someone to take over her position in the Canteen so she can concentrate on the Administrative Affairs. Ivan Torre also said he needs help and backup and that at the moment if he or Camilla get ill there is a real risk of things getting out of control. *Advertising of post for additional Canteen team member also to be undertaken.*

Point 4: Appointment of overseer of building work at the canteen:

Michael Stenger (previous President) was very involved in the start-up group of the school and was regularly in contact with the régie des batiments of the Belgian government as well as Camilla Gaudina and Ivan Torre. Michael Stenger suggested in an e-mail that he could no longer help with this work. Hilary asked Antonio Cenini (if this was the case) if he would take over this role as he is concerned with the building work at Laeken. Ivan Torre stated that it was the role of the President to be involved. Hilary Crowder said she had left a message with Michael Stenger and was waiting to hear from him. Antonio Cenini said he would contact Michael Stenger to check his position with regard to this portfolio. He would also see if he could get an update on the decision of the "regie des batiments" about when the work in the canteen is due to start as the APEEE has to inform the parents. *Antonio Cenini to report back to the board.*

Point 5: Statutes

Hilary Crowder said that according to the statutes we are still in the transitional stage and it is not necessary for us to have a "Bureau" at this stage and would rather that the whole board meet once a week so all can familiarise themselves with the issues and be a source of information for the parents. It also states in the statutes that we need to have a copy of any resolutions passed at our General Meetings available in our office for parents to read and Camilla Gaudina confirmed that we have a copy there. Hilary Crowder urged all members to read the statutes to understand their duties and responsibilities as Board members. She has a copy in English if anyone should need it.

Point 6: Extracurricular activities

Anke Held distributed some documentation on the budget for extracurricular activities to the members. Most of the board felt that it is important to start some form of activities as soon as possible but there is a serious problem with the administration of the programme. Anke Held is not in a position to do it herself and her suggestion of recruiting an external financial administrator for the activities would put the projected finances in deficit even with a start date of 21st January. If the start date is delayed then her projected deficit would be higher. Ivan Torre was concerned about employing an "external administrator" with financial responsibilities. He pointed out that we have been very lucky with our two existing employees (Manuela and Christophe) in that they are very honest. He would rather have a parent volunteer or an additional "internal administrator" to take on the workload when he/she is employed in March. It was put to a vote to decide if an extern should be hired or if we should look for a parent (volunteer) or another volunteer (bénévole) who is paid a maximum of €1000 (Guido Ricci's suggestion) or if we should abandon the whole idea of activities until next year. The board were in favour of having extracurricular activities this year however limited but the vote was in favour of trying to find a volunteer parent in the next two weeks and then review the situation again. It is hoped that EC activities can start after the half term holiday in February as 21st January is now impossible given the need to buy all the materials required, find an administrator and complete the registration process. *All board members to try and recruit an administrator for the EC programme from amongst the parents.* Christian Matei excused himself from the meeting.

Point 7: Communication with the school administration

Hilary Crowder met with Ms. Bustorff this morning and has arranged to meet every Tuesday morning at 8.30 (with Yves Herman in attendance as well). All board members could use this meeting when they had something pertinent to discuss with Ms Bustorff. Ms. Bustorff would also like to invite the board to meet her at her home and offered next week. The board decided on Friday at 8 o'clock. Hilary Crowder also reported that Ms. Bustorff sees the Pedagogical

meetings as forming a crucial part of the exchange between the parents and the school. Isabelle Perignon said she is interested in this portfolio. Hilary Crowder drew attention to Resolution 10 made at the General Assembly that the APEEE would ask for a meeting between the parents and Ms. Bustorff. In her meeting with Ms. Bustorff she agreed to host a meeting and will be inviting the parents to meet her.

Point 8: Communication with Parents

A meeting with Parents re Canteen issues and pricing of meals

Hilary Crowder commented that having checked the minutes of the General Assembly she had been mistaken that there had been an undertaking to host a meeting with the parents to further debate the question of meal prices. However, other board members remembered it being raised although it did not get voted on. Therefore there is no obligation on the board to host such a meeting. However, it was thought appropriate that parents should be informed of all the arguments put forward by the other APEEEs for price rise for school meals. Guido Ricci said that any vote by parents at such a meeting had no obligation attached to it. Only votes at a General Assembly carried that weight. Hilary Crowder said that if someone called for an Extraordinary General Meeting the votes would count. It was not envisaged to host such a meeting. There was a discussion about the impact of the prices of school meals after the Berkendael kitchen renovation and Christophe undertakes the catering. Camilla Gaudina and Ivan Torre replied that the cost of meals (which is currently around Euro 7 a head) would not change substantially because of the fixed costs of electricity, water etc. which are not currently accounted for in the meals received from Woluwe. So these fixed costs would replace the transport costs being incurred now. One of the main reasons for Berkendaels' higher cost base compared with other schools is due to the higher number of servers we have*. *A date was set for the end of February to host such a meeting.* Hilary Crowder pointed out that Yves Herman and Camilla Gaudina would be in charge of this. From the latest exchange of e-mails regarding the start of works it appears that it will not begin at the end of January as previously expected. Therefore it looks as though the children will continue to get hot meals from Woluwe until the end of the month, when Woluwe proposes to stop their distribution to us. However, Camilla Gaudina intimated Woluwe might not be so hard and fast on that date if it is just a question of a week or two more.

A Referendum on the School Timetable

With regard to Resolution 6 that the APEEE undertakes to collaborate with the school on holding a referendum on a change to the school schedule, Hilary Crowder reported on her discussion of the issue with Ms. Bustorff in the morning. Hilary Crowder recognised that the school schedule is the prerogative of the school administration and that the APEEE can only consult the parents of their wishes and advise the Head of such results. Ms. Bustorff will report on her decision about how and whether to change the timetable in the near future and if there is a need for consultation with the parents.

The Bulletin

Yves Herman then presented his idea for a new document to communicate with parents on a monthly basis. It is an A5 booklet which would contain practical information from the APEEE as well as fun news and happenings around the school to act more as bridge between the school and the APEEE and to create more of a school community identity. He suggested this document would not only be available on the website but also would be distributed in hard copy to all the parents so that those unused to consulting the website would feel included in the life of the school. The hard copy would cost Euro 80 to print. Ivan Torre suggested that given the APEEE is a European organisation we have access to the Institutional print shop and should be able to

* This reflects the higher proportion of younger children in the school and expectation of a higher number of pupils at the school.

get it printed free of charge. *Yves Herman will send Ivan Torre the print specification to see if the print shop could do it.* The feasibility of the next bulletin being in new format or old format was discussed. Hilary Crowder pointed out we needed to communicate with the parents urgently and that whichever format is used there should be a bulletin by the end of next week. Yves Herman and Ivan Torre to liaise to see whether it would be practical to launch the new look format. Hilary Crowder said the next bulletin should contain the resolutions adopted at the General Assembly as the board has an obligation to post them to all parents. She also said it would be useful to post a list of all areas where parents could offer their help. *Hilary Crowder to send Yves Herman the list drawn up for the General Assembly but which was not distributed.* In addition the advertising of the role of EC administrator and Board Secretary was discussed as a matter of urgency.

9. Locating and Centralising Documents

Camilla Gaudina has been in contact with Nathalie Ekers (previous Vice President for Administrative Affairs) and Katrin Marenholz (previous APEEE Secretary) and is making sure that all documents are filed and kept in the APEEE office. Hilary Crowder is waiting for a reply from Carola Streul (former President) for a hand over from her of the loan agreements and documents relating to the legal creation of the AISBL and any others, which she may have in her possession.

10. Opening Bank Accounts

Ivan Torre confirmed that until the registration number for the AISBL has been issued we cannot open new bank accounts, which we want to do so we can separate the various financial function matters but we also need to do this as the initial bank account had a "temporary" status. As things stand we have one bank account for all APEEE affairs and he and Carola Streul remain the signatories for the account. *Hilary Crowder to report back after she has spoken to Carola Streul.* Ivan Torre explained to the new board members that the application to become an AISBL had been made and approved but we now needed the registration number and that would be issued in a publication made by the state.

11. Interparent Meeting

This meeting was set up by Carola Streul to take place at Berkendael on 21st January 2008. Hilary Crowder questioned whether we have the time and the resources to be able to host it as we are a new board finding our feet with critical situations to face in the canteen and the administrative setup. Camilla Gaudina said she thought, judging from the Interparent group list e-mails, it was too late to pass up our responsibility. Ivan Torre offered some historical background and told the meeting that our APEEE had not attended a previous meeting and not taken part in a particular vote and as a panacea to the Interparent organisation we had offered to host this meeting. Hilary Crowder aired her concerns about organising the meeting for them, in terms of coffee and provision of lunch given the uncertain status of the canteen. Camilla Gaudina said she was sure that the renovation work would not have started and that hot meals from Woluwe would still be being provided. With regard to coffee it looked as though the members might be reduced to using a machine in the corridor. *Hilary Crowder asked all members to note the date in their diary and attend at least part of the day if possible.*

12. OAB

Next meeting. The next meeting was decided for Thursday at 12.30 pm at 3 Rue Spa given the meeting happening on Tuesday morning with Ms. Bustorff. Ivan Torre suggested that we alternate meetings to take place at the school at lunchtime, every two weeks. *This should be agreed by all members at the next meeting.*

Buying of canteen equipment. It was decided to give the chef Christophe Goblet the mandate to buy a mixer for soup (approx. €1000) and two thermometers to measure the food temperature (approx. €300).

The meeting was brought to a close by Hilary Crowder at 2.50pm.

