

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, 17th March 2016

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 2D, 12:45-14:30

Present: Sarah Conyers Barber, Catherine Daguet-Babich, Kristin Dijkstra, Christian Drantmann, Dorothee Farwerck Lefort, Ulrike Gemmer, Catherine Hennessy, Iseult Lennon Hudson, Gareth Dafydd Lewis, Victoria Petrova, Stefana Puiu, Sven Roehr, Tobias Stricker.

Excused: Michela Beati, Françoise Bodenez, Nóra Edit Kárpáti, Josephine Usher, Natalia Vandenberghe.

Absent: Evangelia Fidanidis, Marc Henriques de Granada, Graziella Rizza.

Proxies: Michela Beati and Nóra Edit Kárpáti to Catherine Daguet-Babich, Françoise Bodenez to Victoria Petrova, Josephine Usher to Christian Drantmann until 2:10 pm, Christian Drantmann and Josephine Usher to Kristin Dijkstra from 2:10 pm.

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

Minutes 17.03.2016

The President chairs the meeting and announces that all meeting documents including the agenda and supporting documents have been published on Bitrix platform for the first time before the CA.

1. Secretariat

- **Adoption of Minutes 4.02.2016**

ADOPTED unanimously without any remarks.

- **Adoption of Minutes 23.02.2016**

ADOPTED unanimously without amendments.

- **Teambuilding Follow-up 6.03.2016 – Approval of CA composition and distribution of tasks (organigram) – Definition Working group.**

It is clarified the distinction between members and guests of a working group. The members of a working group are invited permanently. President, VP Admin, VP IERP, Treasurer invited due to their function are not obliged to attend all Services meetings. The Director and the managers of services

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

APEEE BRU IV AISBL, Drève Ste Anne 86, B- 1020 Bruxelles

Tél : 02/474.10.91 - <http://www.bru4.eu>

are guests and non-members due to legal reasons. The board agrees that the APEEE staff should not be automatically invited.

The President submits to the Board the "CA composition" with the related tasks (structure of the Bureau + composition of WG) for approval.

VOTE in favour of the CA composition submits to the Board including the distinction between members and guests of working groups:

- 15 in favour
- 1 abstention
- 0 against

The Board agrees with a large majority and 1 abstention the CA composition as submitted and to maintain the distinction between members and guests of a Working group (ANNEXE 1)

2. Finances

Financial questions are postponed to the next APEEE Board meeting on request of the treasurer except:

-Appointment of two additional administrators as authorized bank signatories.

No board member present is candidate as back-up for payments.

ACTION: The President will contact Ms Rizza, the back-up treasurer, in the following weeks, in order to ask her if she accepts to be appointed as bank signatory.

-Tenders – Canteen access system (financing), Cafeteria (financing)

• Tenders

The President wants to raise this point to the Board in order to the APEEE to be transparent and clear when tenders have to be submitted and contracts awarded.

The Board discusses in principle to set procedures or guidelines for calling tenders.

The purpose is to set up a guideline to follow clear and transparent procedures in regard with the amount of the tenders.

Ms Lennon Hudson enters at 1:20 pm.

Some board members underline that a realistic approach has to be followed and the Board has to trust to the working groups in terms of the business on daily basis.

The aim is not to paralyze the work of working groups who have to obtain offers but the Board has to be informed and verify the financial cover.

DECISION: It is proposed to discuss this issue in a small group and to come back to the board with recommendations; a financial working group have to be created.

• Canteen access system (financing), Cafeteria (financing)

Excel document "rapport Dao" is presented to the board

CANTINE - "système accès contrôle" 5 suppliers contacted. 4 offers received [REDACTED]

DECISION: Financing for Access card Canteen has to be clarify.

ACTION: The Treasurer with the help of the former treasurer and the Director

DECISION: "Systeme accès controle" has to cover the needs of all services.

ACTION: Mr Stricker has prepared a summary about the utilization of access cards for canteen, transport and extra-curricular activities. This document will be circulated among responsible of services and working group services in order to check if the needs of each committee are foreseen.

Ms Beati will send a doodle invitation to Ms Puiu and the responsables of committees in order to fix a meeting in two weeks. A report will be submitted for the next Board meeting.

CAFETARIAT - "Système paiement" 5 suppliers contacted. 2 offers received [REDACTED]

"Materiel d'aménagement" 3 offers received [REDACTED]

"Parois HACCP" 1 supplier contacted - 1 offer received [REDACTED]

Financing 50.000 € for Cafeteria has been approved during the 2015 GA.

According to the Statutes of the APEEE of Brussels IV, it is pointed out that:

Article 22 point 1: "The collective responsibility of the Board does not prevent it from giving to its members or a committee, individual responsibilities, such as the management of the canteen, transport, the extra-curricular activities, etc."

Article 22 point 2: "Each member or committee responsible for particular tasks within the limits delegated to them is responsible for the daily management of its own budget by way of a separate account".

DECISION: The board acts these figures and the state of play. The board agrees that the canteen committee organize meetings with the tenderers in order to open the cafeteria in September 2016.

3 Training for Board members.

- Litsa's proposal – Jump

Postponed.

-Eric's proposal " Jean Pierre Coene" and Litsa "Guebli Carron" – cultural differences.

Postponed.

4 IERP

-Request to set up a functional email for students' exchanges to members outside the Board.

The VP for Pedagogical affairs provides a brief report on the students' exchange meeting held with the secondary deputy director on 17th March 2016.

The VP for Pedagogical affairs announces that a student will come at EEBIV in June 2016 and some applications have been submitted to the school direction for the school year 2016-2017. The parents'

association will be contacted if an exchange has been approved by the school direction. In this context a dedicated e-mail for exchanges is requested.

DECISION: It is decided that the setting up of functional mailboxes has to be agreed with the VP IERP and not discussed at Board meetings.

- President e-mail – delegation secretariat.

The President raise the point that someone has to have access to the President mailbox when necessary as a backup.

DECISION: The VP IERP will be in charge of this task.

5 Statutes/Rules of procedure

- Working group on Statutes.

It is requested to launch the first meeting of the working group Statutes. It is confirmed that Mr Drantmann will join this Working group.

Ms Hennessy leaves at 1:56 pm.

- Research of lawyer and definition of needs.

The President refers that a lawyer specialized in AISBL has to be chosen in order to assist the parents' association on any question relating to the functioning and the development of the APEEE.

Maitre Orlandi Lawyer of Interparents Sarah will send the contact details
Maître Joan Dubaere, le conseiller d'APEEE 2
Racine & Vergels Avocats
<http://www.xirius.be/fr/avocats>
<http://www.ey-avocats.com/FT/fr/Services/Law/Associations-and-foundations-law>

ACTION: It is requested that the working group on Statutes take this in charge.).

DEADLINE: asap

-State of play – information to the board (transport call for tender).

Draft minutes of the Meeting of 14/03/2016 has been circulated.

The Responsible for transport asks the Board his approval in order to launch the enrolment asap.

DECISION: The Board accepts to launch the enrolment.

Other points are postponed

6 Community fund: application from the Italian section.

Ms Lennon Hudson explains to the Board that the Community Fund Committee received an application for the Italian section: a storyteller project in Italian language (MAT IT to S3 IT +- 260 students involved).

Ms Conyers Barber supports this application because it encourages the diversity in school and gives the opportunity to more students to be involved in a project in their mother tongue.

VOTE on the principle that the project, which is scheduled urgent, in line with budget, has to come up early and have clear deadlines:

- 13 in favour
- 3 abstentions
- no against

7 Services Committees

-Fixing 1st meeting of the services committees (canteen, périscolaire, transport)

Services committees are kindly requested to fix their first meeting.

– Minutes of the Canteen Group 8.03.2016

Minutes of the Canteen Group 8/03/2016 have to be finalized and circulated to the board.

ACTION: The Director

DEADLINE: Next CA

Mr Drantmann leaves at 2:20 pm.

- Information between staff and members of the committees in case of incidents.

The Manager informs the Director and the members of the committees (Transport, Canteen and Periscolaire) in case of serious incidents.

ACTION: Communication to be done by the Director to the Managers

DEADLINE: Next CA

The meeting ends at 2:30 and immediately the Britrix presentation starts. Mr Lewis presents and explains the Bitrix platform and the main functionalities.