

**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, 19<sup>th</sup> October 2017**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 305, 12:30-14:40**

**Present:** Michela Beati, Catherine Daguet-Babich, Kristin Dijkstra, Dorothée Farwerck Lefort, Catherine Hennessy, Sarah Ironside, Gareth Dafydd Lewis, Graziella Rizza, Tobias Stricker, Iulian Vasile, Ana Maria Zaharie.

**Absent:** Karim Kettani, Sven Roehr.

**Excused:** Christian Drantmann, Iseult Lennon Hudson, Victoria Petrova, Stefana Puiu, Josephine Usher, Sophie Weisswange.

**Proxies:** Christian Drantmann and Josephine Usher to Sarah Ironside, Iseult Lennon Hudson to Gareth Dafydd Lewis, Victoria Petrova to Catherine Daguet-Babich, Stefana Puiu to Ana Maria Zaharie.

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

### **Minutes 19.10.2017**

#### **1. Approval of the agenda.**

Adopted

#### **2. Approval of Minutes, 5/09/2017.**

Adopted

#### **3. Charity concert.**

The four APEEEs based in Brussels are organizing a charity concert which is set to take place on 8<sup>th</sup> January 2018. Location: "Conservatoire Royal de Bruxelles". This event has been announced to parents through our Newsletter, the ticket sale is not yet available.

**Vote:** *that all potential proceeds from the charity concert will go to "Solidarité Grands Froids ASBL."*

The Board agrees by large majority (11 in favour, 1 abstention, 0 against) to give the potential proceeds from the charity concert to the "Solidarité Grands Froids ASBL".

#### **4. Approval of 950 euro (provisional) for the Education support conference February 26<sup>th</sup>, 2018.**

The President of the APEEE of Brussels IV supports this proposal, explaining that the Education support conference should be considered as a joint conference with the other APEEEs based in Brussels rather than an individual initiative. This event could be hosted at the Albert Borschette Congress Center (CCAB), on 26<sup>th</sup> February 2018. The interpretation, which is the higher cost, could be provided.

**Vote:** *to pay the maximum amount of 950 euro for the organization of the Education support conference with interpretation.*

The Board agrees unanimously to pay the maximum amount of 950 euro for the organization of the Education support conference with interpretation.

#### **5. Training course: Dorothee.**

Ms Lefort is in contact with the school for Virage presentations to pupils (P3-S1). Some details need to be defined: dates and time slots.

The discussion focuses on how to provide the Virage training course to the German section due to the lack of German speaking trainers.

**Vote:** *that Ms Lefort, in consultation with the Pedagogical Group, will take the final decision on the matter. In the event that Virage is not able to provide the training course in German, the Board votes to make extra funds available for a parallel course in German.*

The Board agrees unanimously that Ms Lefort, in consultation with the Pedagogical Group, will take the final decision on the matter. In the event that Virage is not able to provide the training course in German, the Board votes to make extra funds available for a parallel course in German.

**Vote:** *to pay Julien ("Stop à la drogue" Association) for all future appointments with students.*

The Board agrees unanimously to pay Julien ("Stop à la drogue" Association) for all future appointments with students.

#### **6. Announcements from the Secretariat.**

Mr Lewis points out that it is important to clarify the role of the Secretary to the Board. Board members should improve their communication. He encourages the use of blog posts rather than e-mails. E-mail is difficult to manage when there are more than two or three people involved. Mr Lewis has created an on-line library, on Bitrix platform, to store documents of interest to parents, pupils and parents' association.

Ms Hennessy raises the topic of Board Members' attendance and participation at Board meetings. It is agreed to have an ad hoc meeting to discuss ways of making the APEEE Board meetings more efficient. Date to be confirmed.

#### **7. Statutes - Update.**

Ms Hennessy informs the Board that some improvements and additional text have been proposed by the section representatives and by some parents. She would like to hold two consultation evenings so she can report to the Board the outcome at the next Board meeting (10/11/2017). She kindly requests assistance for meeting room bookings, suggested dates: 7<sup>th</sup> and 8<sup>th</sup> November 2017.

## **8. Somerfesto planning.**

The Treasurer of the APEEE of Brussels IV provides an oral report of the Somerfesto meeting held on 12<sup>th</sup> October 2017. During that meeting, it was agreed:

- To close the Somerfesto accounts 2016-2017 due to financial obligations.
- To reimburse all parents who have incurred costs during the 2017 Somerfesto and need to be reimbursed.

**Action:** A communication regarding the reimbursement of costs incurred during the 2017 Somerfesto will be sent to parents via class representatives by Friday 20<sup>th</sup> October 2017. Parents' request for reimbursement must be sent to the APEEE accounting department. This message will be published on the APEEE website.

Ms Rizza introduces some points of reflection on Somerfesto and the Community Fund regarding: structure, responsibility and role.

**Action:** Ms Hennessy will write three decisions on Somerfesto for the next Board meeting. They will be uploaded on Bitrix platform.

## **9. Follow up of unpaid bills.**

The Director of the APEEE of Brussels IV refers that all outstanding payments for the academic year 2016-2017 are related to the canteen service. The Board investigates all possible solutions to recover these unpaid invoices (for example the option to block the access to the APEEE accounts).

**Action:** Mr Piettre will prepare a report on unpaid bills 2016-2017 for the next Board meeting.

## **10. Canteen: 1) HR support Stephan 2) Fraud report.**

Mr Piettre explains to the Board that the access control at the canteen and the administrative follow up related take a lot of time and energy. The situation is now stable, there are less students trying to get "free meals" without being registered. One board member points out that the use of the word "fraud" in this context is not appropriate in English.

**Action:** With reference to the canteen staff, Mr Piettre will send a summary report to the President of the APEEE of Brussels IV, the Vice President for the Administrative Affairs and the Board responsible for the Canteen in the coming days. A decision on the current issue related to the canteen management will be adopted by written procedure.

## **11. GA Planning**

Postponed

The Board meeting ends at 2:40 pm. Some attendees arrived late or left early. The next Board meeting is scheduled on 10<sup>th</sup> November 2017.