



**Board Meeting/Réunion du Conseil d'Administration**  
**Brussels Tuesday 20 November 2012**  
**Commission, JII -79, 1<sup>st</sup> floor APEEE Office, 1040 Brussels: 12.30-14.00**

**ATTENDANCE**

**Presents:** Erika Schulze, Marc Henriques de Granada, Carola Streul, Joëlle Salmon, Jacopo Lombardi, Monika Paulus, Pascal Manzano, Martina Sindelar, Ralph Wischermann, Daniella Terruso, Eric Piettre

**Absent (excused):** Serge Lebel, Anja Mangels, Kunka Ilieva, Martijn Hesselink.

**Absent:** Maximilian Strotmann.

The following delegations have been sent for this meeting:

1. Serge Lebel gives his proxy to Joëlle (or Erika)
2. Anja Mangels gives her proxy to Erika
3. Kunka Ilieva gives her proxy to Erika.

Erika Schulze chairs the meeting.

**AGENDA**

The draft agenda (budget 2012-2013 to be presented and approved during the General Assembly) is adopted with two additional points:

- Commission's preparatory meeting on 27 November 2012, 11.00 am, for the Board of Governors meeting on 5 December
- Invitation to the Commission staff committee meeting on 27 November 2012, 3.30 pm

## MINUTES

### 1. Adoption of the Agenda

This meeting is dedicated to the budget 2012-2013 to be presented and approved during the General Assembly.

Marc is asked to present the APEEE draft budget 2012/2013:

#### 1. Priorities for next year

- HR strategy package is included although the working group has not yet met and no decision is taken. Some ideas are proposed like chèques-repas or review of salary grid- subject to CA decision (600 euros / managers and 200 euros / staff. These proposals serve as upper limits). Training budget foreseen is based on the Belgian laws requirements- calculated on basis of 1,000 € per staff member for excel and other software training. Erika made a proposal of 10,000 € for staff training on prioritisation, efficiency, team building (will be tendered).

- Canteen. Raw materials costs will rise, so estimated increase is included.

- Transport. Two new lines for am are foreseen (in reserve, implementation depending on sufficient numbers of pupils); small indexation for ALEs has to be taken into account if ALE scheme is abolished, we need to be attentive as costs will rise. (Rumours abound but until confirmed, we cannot put this in the draft budget).

#### 2. Budget details

There is a short discussion on how the collection of the Membership Fee and the fact that the income is never 100% should be presented in the budget. The proposal of Marc includes only 85% of the possible fees collection target taking into account realistic predictions.

Chapter 3 –Canteen: includes misanet

Chapter 5 –Canteen: includes blanchisserie, paper towels etc., badges (project),

Chapter 7 –General Affairs: IT will be increased by 30,000 euros. (The current project is covered by the budgeted revenues from last year).

Seen the rather high scheduled surplus of the canteen, Marc suggests accounting to put aside a higher amount for the repayment of the loan so that in future years no more savings to this end will have to be made. This would provide room in the budget to prepare the revision of price already requested by OIB for the lunch on Wednesday and for the “goûter” for the GPS next year.

Chapter 10 - comprises staff costs related to each activity.

No cross-subsidisation between activities.

**Decision 2012-11-20\_1** The CA decides to amend the draft budget and to approve it with the following points:

- To present under chapter 1 - Operational receipts of General Affairs projections based on 100% fee collection and to insert a line deducting a risk factor of 15%;
- To add to chapter 9-Repayment loan of the Canteen 27.000 Euros to reach the amount necessary to pay off the loan this year;
- The staff should receive a training in prioritising, efficiency and team building this school year and 10.000 Euros should be added separated according to the staff concerned under each heading.

## **2. AOB:**

*Next CA meetings:* 22/11 next ordinary board meeting (12.30-14.30), an extraordinary board meeting to prepare the General assembly will take place on 29/11 (12.30-14.30).

*Other meetings:*

27/11 - two meetings - DT to attend the meeting organised by Trade-Unions; MS and CS will participate in the preparatory meeting organised by DG HR (Groupe d'accompagnement des Ecoles Européennes) to prepare the Board of Governors meeting of December.

5/12 –The Board of Governors will meet at school 13:00-15:00. Erika Schulze and Joëlle Salmon will attend.

The meeting is closed at 14:00.