



## Team Building: Admin Board / Conseil d'Administration

Brussels, Sunday 4<sup>th</sup> March 2018 (10:30-15:00)

Location: EEB4, Drève Sainte-Anne 86, Restaurant Teacher L2

### Present:

Catherine Daguet-Babich, Michela Beati, Kristin Dijkstra, Alexandre Grigorescu Negri, Ambar Hernandez Pacheco, Emanuela Innocente, Sarah Ironside, Serge Karim Kettani, Serge Julvecourt, Victoria Petrova, Graziella Rizza, Tobias Stricker, Sophie Weisswange.

**Proxies:** Mariana Ghitoi and Iulian Vasile to Alexandre Grigorescu Negri for the entire meeting; Sophie Weisswange to Catherine Daguet-Babich before her arrival.

## Summary

This Team Building represents an opportunity for the new elected Board Members to familiarise with the APEEE and its organisation, but also to assign the roles within the Bureau and the Working Groups. It was also agreed to look at the goals the APEEE has for 2018-2019;

### **Presentation APEEE Bru IV Admin Board roles**

Michela Beati introduced the different roles within the Admin Board providing a complete overview of the related task and workload within the Bureau and the Working Groups.

- All participants were requested to stand up for the role most suitable taking into account interest and experience;
- The interest expressed by email for those not able to attend today was also taken into account;
- It was advised that considering the workload, each Member should take the lead only for one of the activities. This does not prevent to engage also with the Working Groups;
- It was agreed to split the communication and events, considering more events are organised and this way forward should facilitate the internal organisation;
- Interaction with APEEE staff: channelled through the Director, Eric Piettre, for better coordination and the respective service managers.

### **Election APEEE BRU IV – Bureau and Working Groups**

The result of this round of election is available in the attached excel file.



180305

Composition\_CA.XLSX



It should be noted that for all roles, apart the President, the election was unanimously.

A long discussion on the election of the President took place. Catherine Daguet-Babich is available to continue in her role until she will be a member of the APEEE, when his son will graduate in July. But some members pointed that considering a new Board is now on, also the election of a new President should be envisaged to avoid having someone starting in July from scratch. Before continuing with the discussion two topics have been raised:

- Considering to have a past / present / future Presidents working together to guarantee a smooth running of the Association and most important to guarantee flow of information and knowledge;
- Check if any other Board Member is ready to stand up for the position of President: Kristin Dijkstra and Alexandre Grigorescu Negri expressed the interest to run for this election.

It was reminded the contribution of Catherine Daguet-Babich in the last four years and that the APEEE should take full advantage of her experience and availability. Taking into consideration that Alexandre Grigorescu Negri has taken over the role of VP Admin, it was proposed to vote on the following:

1. Vote to elect Catherine Daguet-Babich as President until 06 July 2018;
2. Vote to elect Kristin Dijkstra as President from 07 July 2018;
3. As of 07 July, Karim Kettami should become VP Pedagogical Affairs.

This way forward should enable a smooth transition and a successful running of the APEEE in 2018.

Result of the vote: 1 against, 3 abstentions and 11 in favor, so Catherine Daguet-Babich has been elected as President; taking into consideration the transition period described above.

The Executive Board (Bureau) is composed by 6 fixed members and maximum two additional members taking into consideration the priorities of the Association for the current year. For 2018 it was agreed to have the Somerfest and Statute.

Composition of the Executive Board (Bureau):

1. President: Catherine Daguet-Babich (until 06/07/2018, then Kristin Dijkstra)
2. VP Admin: Alexandre Grigorescu Negri
3. VP Communication & PR: Ambar Hernandez Pacheco
4. VP Pedagogical Affairs: Kristin Dijkstra (until 06/07/2018, the Karim Kettani)
5. Secretary: Emanuela Innocente
6. Treasurer: Graziella Rizza
7. Statute: Sophie Weisswange
8. Somerfest: Serge Julvecourt

The Bureau members will agree if they should meet between CA meetings.



The APEEE Organigramme following this round of election should be provided to all Board members before the next CA meeting. Those who could not attend the Team Building and who did not express interest to take over a specific role should be warmly invited to actively contribute to any of the Work Group. During the next CA the Organigramme should be complete.

#### **Other decisions / actions**

- DAO: School Board should be informed with an official notification if the agreed planning (June/July) should be delayed specifying the reason why;
- Signature APEEE Bank Account: President (Catherine), VP Admin (Alexandru), Treasurer (Graziella), Somerfest Leader (Serge).
  - In July once the new President will take over, another member should have the right of signature being Kirstin a US citizens (avoid possible taxation in the US)
- Statute: Sophie to take over the lead for the revised statute. Graziella, Karim and Tobias will be part of the Working Group;
- Integrated calendar to be circulated (Emanuela);
- Next GA to be planned possibly in November 2018: Emanuela, Manuela and Michela in charge, including notary;
- Access to Borschette: all members to provide info required for the ePass to Manuela Pamio;
- Ask for APEEE badges;
- Ambar volunteered to work on a Welcome Pack for parents;

#### **Future CA on meetings: agenda items**

On Monday 12<sup>th</sup> March the next CA will take place.

Below a list of items to be considered for this and future meetings:

- Update on DAO
- Establishment of the Social Fund
- Extra budgetary activities
- Performance Audit (other Members required)
- Bitrix training during CA
- Revision Statute (proposal in April)
- Update Rules of Procedures (ROPS) into Chapter

#### **Goals the APEEE hast for 2018-2019**

The Team Building concluded with a brainstorming on the goals to be set by the Board in order for the Association to have a clear direction. Some topics have been raised also during the previous discussion, but now the priorities have been identified, namely (in alphabetical order):

- DAO
- Performance Audit
- Social Fund
- Website

Please check next page for the full brainstorming outcome.



## **APEEE GOAL 2018-2019 (PRIORITIES)**

### **CLEAR COMMUNICATION WITH PARENTS**

- Website
- Monthly newsletter
- Role of Section Representatives
- Ad Hoc Communication / Social media / Bitrix
- “Petits Annonces”
- Direct mail to parents from APEEE = opt out
- K.I.S.S = keep it simple & short

### **BUILD RELATIONSHIP WITH STUDENTS**

### **STATUTES & ROPS**

- Role/integration of Section Representatives
- HR Rules implementation
- Simplification of ROPS (Graziella, Sophie, Karim, Catherine, Tobias)
- Actions
  - Division of ROPS into Chapters (Graziella)
  - Finalisation of Statutes (Sophie)

### **DAO**

- Implementation by July
- Consult Board on 12<sup>th</sup> March
- Order to DAO in April

### **BITRIX**

- Training for CA
- Customisation
- Access to parents
- Focal points: Tobias and Alexandre
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### **PARENTS HANDBOOK / WELCOME PACK**

- Parents & Board
- Find the work done by Catherine Hennesy on Bitrix



#### **SOCIAL FUND**

- Finalize rules & launch by April
- Communication

#### **YEARBOOK & AGENDA**

- Extra Budgetary Account – Part 1
- Convention with the School

#### **PERFORMANCE AUDIT**

- Graziella, Tobias and Karim (other Board Members if needed).

#### **GA PREPARATION**

- Notary
- Retro Planning
- Date end of November
- Michela, Manuela and Emanuela

#### **INTEGRATED CALENDAR**

- CA / School / OSGES / PED TEAM / IP (Emanuela)

#### **EXTRA BUDGETARY**

#### **LEARNING SUPPORT DATABASE INTER-APEEE**

- Catherine, Karim, Kristin, Fanny, Ambar, Milena

The meeting ended at around 15:00 pm.