



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 8th November 2018

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 0/20, 12:45-15:20.

Present: Kristin Dijkstra, Dorothée Farwerck Lefort, Mariana Ghitoi, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Victoria Petrova, Graziella Rizza, Tobias Stricker, Iulian Vasile, Ana Maria Zaharie.

Excused: Michela Beati, Alexandre Grigorescu-Negri, Angela Muraca, Pénélope Vlandas.

Absent: Sophie Weisswange.

Proxies: Michela Beati to Graziella Rizza, Alexandre Grigorescu Negri to Kristin Dijkstra, Angela Muraca and Pénélope Vlandas to Emanuela Innocente.

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

Minutes 08.11.2018

The quorum is present. Ms Dijkstra chairs the Administrative Board meeting.

1. Adoption of the agenda.

ADOPTED

2. RESULT: Written procedure "Approval publication draft Statutes APEEE BRU IV for General Assembly".

Vote: The Board approved by written procedure the publication of the draft Statutes of the APEEE BRU IV for the General Assembly on 4/12/2018 (Deadline: 7/11/2018, voting result: 11 votes in favour, 1 abstention, 0 against, 4 members who did not participate to the voting procedure).

3. Vote: Approval AB minutes of meeting 11.10.2018.

Approved without any remarks.

4. Vote: Include summary team building 04 March 2018 to AB ("nomination Bureau") Minutes of 11.03.2018.

APPROVED

5. Vote: General Assembly – any topic to be proposed?

The next Executive Board meeting will focus on the preparation of the General Assembly and it will be held on 15/11/2018. The Board takes note of the absence of a list of potential board candidates and the lack of submitted motions to date. It is explained that according to the current Statutes, article

6.6, the agenda and the convocation will be sent to parents via the class representatives by 20th November 2018. It was clarified that if the new proposed Statutes are approved, future communications related to the General Assembly could be sent directly by the APEEE, so it will not be required to go through the Class Representatives any longer.

With reference to the documents to be published on the Apeee website, it is clarified that the preparation of the Activity Report is a task of the Administrative Board. The President of the APEEE invites each Board member in charge of a service to send his/her activity report to the APEEE secretariat.

| # | Action | Owner | Deadline |
|---|--|--|-----------------------------------|
| #01 CA 8 th November 2018 | To send the Activity report to the APEEE secretariat | ALL Board members in charge of an activity | By 16 th November 2018 |

5. Community Fund – update.

Ms Ghitoi, the Chairperson of the CFC, announces that the CFC meeting will take place at Breydel building tomorrow at lunchtime. The aim is to improve the visibility of projects financed by the Community Fund Committee. The Director of the APEEE and the Communication Officer will attend the meeting as guests.

6. Vote: Social Fund Committee (SFC) - composition until new Administrative Board is elected.

7. Vote: Social Fund - revised Rules of procedures.

The Chairperson of the Social Fund submits to the Board the revised Rules of Procedures for the Social Fund for approval. The amendments are focused on the organization of the SFC, the allocation of Funds and the application procedure. It is explained that the retroactive financing is not allowed - except in duly justified circumstances. The SFC shall not award funding exceeding the total amount available on its budget. All members must be on the Board of the APEEE, with the cessation of Board functions implying the immediate end of the SFC mandate. It is pointed out that the Social Fund Committee members will need to be re-appointed by the Board this Thursday until the new Board elected by the GA will be meeting in December or January.

Vote: *Does the Board agree to confirm the current 3 Board members in the Social Fund Committee until the new Board will meet and to approve the revised Rules of procedures for the Social Fund?*

- Unanimity

The Board unanimously agrees to maintain 3 Board members in the Social Fund Committee and to approve the revised Rules of Procedures for the Social Fund. Mr Kettani offers his help to translate the approved Rules of Procedures from English into French. The revised Rules of Procedures (English and French versions) will be published on the APEEE website as soon as possible.

8. Vote: Case V – request legal support.

In camera.

9. Presentation of Draft Budget 2018-2019 for GA (approval by written procedure).

The Treasurer of the APEEE submits to the Board the proposed draft Budget for the academic year 2018-2019 for information. Two versions are presented:

- A version without an increase of prices;
- A version including an increase of prices for the Canteen (5%) and Transport (2%);

It is explained that this is a first budget presentation and a detailed version will be published on Bitrix platform in the coming days. The Administrative Board unanimously agrees to approve the draft budget 2018-2019 by written procedure. Once approved, the draft budget will be submitted to the General Assembly for approval.

| # | Action | Owner | Deadline |
|---|--|------------------------------|----------|
| #02 CA 8 th November 2018 | Launch written procedure to approve the draft budget to be presented to the GA | Director/Secretary/Treasurer | ASAP |

10. Presentation building on sale (Drève Sainte Anne 78, 1020 Laeken).

The Director of the APEEE informs the Board that a building located at Drève Sainte Anne 78, 1020 Laeken is on sale. The Board members discuss the eventuality of buying this property. It is explained that the EEIV will reach the full capacity in the near future and the lack of space will have an impact on the organization of APEEE activities. In this context, the purchase of the building might be a good choice for the benefit of the whole school community. In fact, there would be more rooms available for extra-curricular activities and we could create a canteen area for nursery children and organize events. In addition it is a solid investment. The Treasurer of the APEEE refers that if we have this investment as part of social reserve fund this is an added advantage.

11. List of AB decisions - update.

The Secretary of the Board has published on Bitrix platform all decisions taken by the Administrative Board of the APEEE of Brussels IV after the General Assembly meeting held on 24/01/2018. She invites all Board members to have a look at the list that should be updated in the future.

| # | Action | Owner | Deadline |
|---|--|-------|----------|
| #03 CA 8 th November 2018 | Review the AB decision list available on Bitrix and provide any comment to the Secretary | ALL | ASAP |

12. Vote (if required): Financial support requested by the School – see list.

The EEIV has requested financial support from the APEEE and the Community Fund for a series of projects included in a wish-list: Stop a la drogue, Virages, Eurosport, Baby Grand Piano, MEC, Somerfest, BAC, Christmas Tree.

It is pointed out that the role of the Parents' Association in the school projects should be more visible and recognized by the EEIV. We should propose a clause that any communication about projects funded by the APEEE or Community Fund should name/mention the contribution.

The Administrative Board unanimously agrees to finance the following projects whose benefits are for the whole school community:

- "Stop à la Drogue" interventions offered by Julien, a former drug addict (Julien's interventions 5 days per year - total cost: 1525 euro).
- Virages action (intervention of a specialized psychologist 6 times per year - total cost: 2000 euro).

The other financial requests are not approved or they will be further explored with the school.

13. University Fair 17 November 2018 – Career > parent presentations.

The EEBIV will be hosting the University Fair on Saturday 17th November 2018 from 9:30 am to 5:00 pm. This event is a great opportunity for secondary students who will have the chance to interact with official representatives of Universities and European higher education schools. At the same time, there will be a group of parents invited to speak about their jobs to students. For this occasion, the EEBIV asked the APEEE to find a group of eight parents with a variety of backgrounds who would like to come and tell about their careers.

14. Performance Audit - update.

The Board thanks the Director of the APEEE for the interview planning. A first report from the Performance Audit Company will be made before the next General Assembly.

15. APEEE IV Services: Canteen – trial period to avoid overcrowding.

Last week, in order to avoid the overcrowding, a new organization of the canteen was set up. The Director of the APEEE refers that the problem of canteen capacity for secondary students has not yet been solved. Next Monday there will be a briefing with the canteen manager and the Board responsible for the Canteen on this matter. The aim is to check that the new organization works well. Mr Piettre informs the Board that the next Health & Security Committee meeting of the EEBIV will be held at the end of November, early December 2018. At this meeting, Ms Petrova, the Board responsible for Transport, will raise the issue regarding teachers' supervision.

16. Somerfesto 2019 - Update.

The Treasurer of the APEEE explains that the surplus of the last Somerfesto edition was generated from the drink stands, the Italian Food Stand, the Romanian Food Stand through the sales of the homemade food prepared by parents.

If the Somerfesto will be held on the school day, there is a high risk to incur in a loss due to the fact that many parents could not attend this event. In addition there would be some logistical problems such as the cleaning of the school site and the access of buses into the school parking space. If the school decides to plan the Somerfesto on 9/05/2018, the parents' association will be involved only in a sense of volunteering support.

The Board responsible for transport is not in favour to organise the Somerfesto on 9th May 2018 because this day is the Europe Day and the Somerfesto is a sort of trade mark for the Parents' Association open to all Parents without limitation. A meeting focused on Somerfesto will be held with the school direction on 19th November 2018.

The Board meeting ends at 3:20 pm. Some attendees arrived later or left early.