



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 13th December 2018

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 3C, 12:45-14:50.

Present: Stephanie Buus, Kristin Dijkstra, Luca Dussart Ilies, Dorothée Farwerck Lefort, Mariana Ghitoi, Alexandre Grigorescu-Negri, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Nadia Kichaout, Vladas Kukulskis, Dan Nicolae, Victoria Petrova, Dana Adriana Puia Morel, Graziella Rizza, Tobias Stricker, Anneli Veispak, Pénélope Vlandas.

Excused: Nathalie Marchioro-Holzer, Angela Muraca.

Absent: Iulian Vasile.

Proxies: Angela Muraca to Emanuela Innocente.

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

Minutes 13.12.2018

Ms Innocente chairs the first meeting of the new AB and gives a special welcome to the new Board members. She briefly explains the functioning of the AB meetings as well as the use of the written procedure. It is pointed out that all AB Minutes are published on the APEEE website for consultation showing the transparency of the Administrative Board. There is a round table introduction of members and attendees.

1. Adoption of the agenda.

Four items are added to the agenda:

- Reimbursement for Board members;
- Vote to approve a new project as requested by the CFC;
- Health & Security;
- Christmas market for the French section.

The agenda is adopted as amended.

2. RESULT: Written procedure "Approval budget 2018/2019 to be presented to the General Assembly".

Vote: The Board approved by written procedure the budget 2018/2019 to be presented to the General Assembly (Deadline: 16/11/2018, voting result: 12 votes in favour, 0 abstention, 1 against, 3 members who did not participate to the voting procedure).

3. RESULT: Written procedure "Approval presentation second cafeteria project to the General Assembly".

Vote: The Board approved by written procedure the presentation of the second cafeteria project to the General Assembly (Deadline: 19/11/2018, voting result: 10 votes in favour, 0 abstention, 0 against, 6 members who did not participate to the voting procedure).

4. RESULT: Written procedure "Vote on the support to the "Petit Charlot" project for EUR 2570, as requested by the Community Fund Committee".

Vote: The Board approved by written procedure the support to the "Petit Charlot" project for EUR 2570, as requested by the Community Fund Committee (Deadline: 29/11/2018, voting result: 9 votes in favour, 1 abstention, 1 against, 5 members who did not participate to the voting procedure).

Additional information: Some comments have been submitted on Bitrix by V. Petrova, G. Rizza and E. Innocente and all members and the Community Fund are invited to take note of them.

5. Vote: Approval AB minutes of meeting 08.11.2018.

Approved without any remarks.

6. Vote: Community Fund Committee (CFC): nomination.

Ms Ghitoi, the Chairperson of the Community Fund Committee, introduces the CFC to the newcomers.

The aim of the Community Fund is to finance projects and events that enhance school life. She explains that every project is different and behind each project there is a high volume of work. She refers that the Community Fund Committee is taking every project seriously and they are receiving more and more requests of funding from parents, teachers and students. The detailed minutes of the meetings of the CFC and the monthly budgets are now published on the Bitrix platform, where AB member will have a full overview.

The Fund is managed by a Committee composed of 7 parents of which at least two must be members of the Administrative Board of the APEEE.

Following two resignations, the CFC is currently made up of 5 members:

- Ambar Hernandez Pacheco and Gabriela Garcia Toledo from the French section;
- Sarah Ironside from the English section;
- Vanessa Vignati from the Italian section;
- Mariana Ghitoi from the Romanian section;

In order to fill the vacant posts, a call for candidates was published on the APEEE website and an announcement was made during the General Assembly. The criteria used to assess the applications were the motivation provided by the candidates and what they could bring to the CFC in terms of skills, engagement and value-added. The CFC received a total of six applications but only two candidates were retained for their specific skills: Simon Neill and Dana Adriana Puia Morel from the English Section.

Vote: *Does the Board agree to appoint Simon Neill and Dana Adriana Puia Morel as two new Community Fund Committee members?*

- Unanimity

The Board unanimously agrees to appoint Simon Neill and Dana Adriana Puia Morel as new Community Fund Committee members.

7. Vote: Nomination Social Fund Committee.

Mr Kettani, the Chairperson of the Social Fund Committee, explains to the new Board members that the aim of the Social Fund is to provide exceptional financial assistance to individual families in case of social and economic hardship. Financial assistance may be provided in cases of clear and objective financial difficulty.

#	Action	Owner	Deadline
#01 CA 13 th December 2018	To send the Social Fund rules, the application form to all Board members	Karim Kettani	In the coming weeks

It is clarified that the Social Fund Committee is only made up of APEEE Board members. The Social Fund Committee (SFC) is currently composed of three Board members: Mr Kettani, Ms Rizza and Ms Ghitoi who are entitled to examine and decide requests for funding. With reference to this school year, the SFC has received two applications for financial assistance which will be treated as soon as possible. The nomination of the Social Fund Committee has been postponed to the next Board meeting scheduled on 10th January 2019. Two or four candidates are needed. The next Executive Committee meeting will be held on 20th December 2018, at lunchtime.

8. AB Team Building – Get-together AB & staff.

Ms Muraca kindly proposed an Administrative Board Team dinner before Christmas holidays. The dinner will take place at NATO Staff Centre on Wednesday 19th December 2018, preferred date among the members. This is the opportunity for Board members to know each other better and share their points of view.

It is referred that in the past, AB team buildings were planned at school on Sunday, from morning to afternoon. In order to straighten the team, a team building will be organized within the Board and also with the APEEE staff in the near future. Ms Puia Morel offers her experience and support for its organization.

#	Action	Owner	Deadline
#02 CA 13 th December 2018	To send a proposal for the team building	Eric Piettre and Dana Adriana Puia Morel	At the next Board meeting 10/01/2019

9. Communication to Parents on the new building following GA.

At the last General Assembly meeting, the Administrative Board of the APEEE received the mandate to explore the possibility of purchasing the building located at: 78 Drève Sainte Anne, 1020 Brussels.

All Board members fully agree to send a communication to parents on this topic. The purpose is to inform parents on the future steps as well as to launch a call of expression of interest for those who would like to be part of the Working Group on Feasibility study for the purchase of the building. It is pointed out the importance of working in a constructive and transparent way and to give parents as much information as possible.

The Treasurer of the APEEE would like that a private company be contacted in order to estimate the right price of the property. She points out that we should call two or three companies in order to make an estimation based on what we want. In the meantime, it is important to set up a target working group composed of people with specific skills. The Treasurer of the APEEE of Brussels IV will take the lead in overall coordination. The aim of the working group is to verify that the project is feasible. Stephanie Buus kindly volunteered to finalise the message Ms Graziella will draft.

#	Action	Owner	Deadline
#03 CA 13 th December 2018	To prepare a draft communication to parents (in French and English) on the new building following GA	Graziella Rizza and Stephanie Buus	By Monday 17 th December

10. Vote: Executive Committee: election as per new Statutes (art 11).

According to the article 11.1 of the new Statutes, at the first meeting after the General Assembly, the Administrative Board shall elect and revoke from among its members the Executive Committee, which will consist of a minimum of six and a maximum of eight members.

It is clarified that the role of the Executive Committee should be defined before deciding its composition. The article 11.4 of the new Statutes, states that the Administrative Board delegates the supervision of the day-to day management of the Association to the Executive Committee, but this is a general task. The minutes of the Executive Committee meetings are internal documents shared by e-mail with Board members, in the future only on Bitrix.

There is a long discussion on composition of the Executive Committee. The Board responsible for transport insists on the fact that the three services of the APEEE (canteen, transport and extra-curricular activities) need to be represented as recommended in the first auditor's summary report. Ms Petrova clarifies that the daily job of the parents' association is what we provide every day: transport, hot meals and extra-curricular activities. It is also outlined that the VP Administrative Affairs and the VP Pedagogical Affairs should be present.

It is important to designate today the required quorum group of the Executive Committee in order to guarantee the business continuity.

Vote: *Does the Board agree to assign the APEEE roles/positions as follows?*

- *Kristin Dijkstra, President*
- *Emanuela Innocente, Secretary*
- *Graziella Rizza, Treasurer*
- *Victoria Petrova, Transport*
- *Tobias Stricker, Canteen*
- *Pénélope Vlandas, Extra-curricular activities*
- *Alexandre Grigorescu-Negri, VP Administrative affairs*
- *Ambar Hernandez Pacheco, VP IERP*
- *Karim Kettani, VP Pedagogical affairs & CEA*
- *Dorothee Farwerck Lefort, Prevention*
- *Angela Muraca, LS-SEN*
- *Iulian Vasile, Health & Safety*

Voting result: Unanimity

It is proposed that in particular for new Board members, it would be wise to initiate a sort of mentoring scheme to allow a smooth familiarisation with the files the Administrative Board is dealing

with. This will enable to share and gain experience to enable taking on, at a later stage, new responsibilities on behalf of the Board.

Some new Board members already express their interest in specific areas: Mr Ilies Dussart Luca for the WG on the new building, Mr Dan Nicolae for health and security matters, Ms Veispak for LS-SEN, Ms Buus and Mr Kukulskis for communication activities. In order to identify the other APEEE responsibilities and tasks (who does what) at the next AB meeting (10/01/2019), the Secretary of the Board will submit a new organigramme to be updated.

#	Action	Owner	Deadline
#04 CA 13 th December 2018	Send to all Board members the organigramme including the vacant positions	Emanuela Innocente	Before the next AB meeting on 10 January

Vote: *The Administrative Board unanimously decides that the Executive Committee will include:*

- 1) *The President*
- 2) *The Secretary*
- 3) *The Treasurer*
- 4) *The VP Administrative affairs*
- 5) *The VP Pedagogical affairs*
- 6) *The Board responsible for transport*
- 7) *The Board responsible for canteen*
- 8) *The Board responsible for extra-curricular activities*

The VP IERP or other Board members will be invited to the Executive Board meetings, if necessary.

It is clarified that all Executive Committee meetings will be held at lunchtime.

11. AOB.

➤ **Health and Security;**

Ms Petrova provides a brief feedback from the Health & Security meeting held with the school direction on 11th December 2018.

➤ **Vote to approve a new project as requested by the CFC;**

The Administrative Board decides to vote via written procedure the approval of a new project as requested by the Community Fund Committee. It is briefly explained that this project comes from the French section, in particular from S4 FR. They will invite some experts from Paris in order to work collectively and use some innovative methods to develop collective intelligence. They should manage two workshops for 100 students who will be divided into smaller groups, the estimated cost is around 900, - Euro, mainly for travel costs. (The initial budget requested for funding was: 1500 euro).

The Chairperson of the CFC will send the project and all detailed information to the Board as soon as possible.

Post-meeting note: following an exchange with the applicant to look for cheaper travel options, the CFC was informed that the total expense will be under the 750, - Euro, so the written procedure is not required any longer.

➤ **Reimbursement for Board members**

This point will be discussed at the next Executive Committee meeting (20/12/2018).

The Board meeting ends at 14:50 pm. Some attendees arrived later or left early.