



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 20th June 2019

**Location: Charlemagne Building, rue de la Loi 170, 1040 Bruxelles, meeting room:
09/209 : 12:45-14:35.**

Present: Stephanie Buus, Luca Dussart Ilies, Alexandre Grigorescu Negri, Ambar Hernandez Pacheco, Emanuela Innocente, Nadia Kichaout, Vlasdas Kukulskis, Victoria Petrova, Dana Adriana Puia Morel, Graziella Rizza, Tobias Stricker.

Absent: Pénélope Vlandas.

Excused: Kristin Dijkstra, Dorothée Farwerck Lefort, Mariana Ghitoi, Karim Kettani, Angela Muraca, Dan Nicolae, Iulian Vasile, Anneli Veispak.

Proxies: Kristin Dijkstra to Ambar Hernandez Pacheco, Mariana Ghitoi to Alexandre Grigorescu Negri, Karim Kettani and Iulian Vasile to Graziella Rizza, Angela Muraca and Dan Nicolae to Emanuela Innocente, Victoria Petrova to Dana Adriana Puia Morel until 13:47 pm, Anneli Veispak to Dana Adriana Puia Morel.

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

Minutes 20.06.2019

The quorum is present. The Secretary of the Board opens this Extraordinary Board meeting focused on the performance audit report.

1. Adoption of the agenda.

One item is added to the agenda under OIB:

-Survey on BYOD project.

The agenda is adopted as amended.

2. Draft Audit Report.

In response to the recommendations made by Moore & Stephens, Ms Rizza, the Treasurer of the APEEE, has developed an action plan to the draft audit report. This project, published on Bitrix platform, is submitted to the Board for discussion, reviewing and approval.

Ms Rizza kindly asks the Board a general agreement on the method proposed for proceeding with this project. She points out that before discussing on the proposed Working Groups, it is important to have a common approach and share the same goals and visions. It is essential to clearly define the vision, mission, objectives and strategy of our Association.

The Board agrees with the method proposed by Ms Rizza and decides to take the following action steps:

1st step: Setting up of two Working Groups:

- A Working group on Strategy/Communication divided into two subgroups → Strategy (AB leader: Dana Adriana Puia Morel) and Communication (AB leader: Ambar Hernandez Pacheco).

And in parallel,

- A Working Group on Organigram (AB leader: Alexandre Grigorescu-Negri).

2nd step: Once this first step is over, we create a Financial Working Group (AB leader: Graziella Rizza) and a Working Group on IT (AB leader: Vldas Kukulskis). The proposal of setting up a 5th WG on Legal/Statutes is postponed because it needs further discussion within the Board.

3rd step: To raise volunteers for each Working Group (Board members and staff) and fix a timeline.

3. AOB

- Review draft contribution APEEE to the 2018/2019 Yearbook.

The Director of the APEEE refers that Ms Beumers Le Doaré, our Communication officer, is reviewing the APEEE's contributions to the 2018/2019 Yearbook. The updates are focused on the presentation of the services managed by the APEEE (canteen, cafeteria, transport, extra-curricular activities) as well as on the listing of some projects funded by the APEEE Community Fund Committee during this school year.

#	Action	Owner	Deadline
01 CA 20/06/2019	To send the APEEE contributions for the 2018/2019 Yearbook to the EEBIV school	APEEE Communication Officer	In the coming days

-Survey on BYOD project (Bring Your Own Device).

The survey on BYOD project proposed by the APEEE Prevention Group is not ready to be sent out to S5/S6/S7 parents by the Parents' Association. Firstly, the APEEE Board needs a written agreement from the School Management on this matter, secondly some questions should be reviewed in a neutral way. Ms Puia Morel explains that when you make a survey, you have to fix a goal and keep the answers & questions clear, simple and neutral. If the question leads the respondent to a specific answer, we will not receive true results and the quality of the survey is at risk.

Ms Hernandez Pacheco, the Vice-President for Communication and Information, points out that all communications on pedagogical subjects should be approved by the APEEE Board and agreed with the School. Ms Puia Morel offers her help to develop this survey in a neutral way.

#	Action	Owner	Deadline
02 CA 20/06/2019	To contact Ms Farwerck Lefort in order to review the survey on BYOD project.	Dana Adriana Puia Morel and Stephanie Buus	ASAP

The Board meeting ends at 14:35 pm. Some attendees arrived later or left early.