



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 7th November 2019

Location: CCAB, rue Froissart 36, 1040 Bruxelles, meeting room: 2B: 12:40-15:05

Present: Stephanie Buus, Kristin Dijkstra, Luca Dussart Ilies, Dorothee Farwerck Lefort, Alexandre Grigorescu Negri, Emanuela Innocente, Karim Kettani, Vladas Kukulskis, Dan Nicolae, Victoria Petrova, Graziella Rizza, Tobias Stricker, Iulian Vasile.

Absent: Nadia Kichaout, Angela Muraca.

Excused: Mariana Ghitoi, Ambar Hernandez Pacheco, Dana Adriana Puia Morel, Pénélope Vlandas.

Proxies: Mariana Ghitoi to Alexandre Grigorescu Negri, Ambar Hernandez Pacheco and Dana Adriana Puia Morel to Kristin Dijkstra, Karim Kettani and Dan Nicolae to Graziella Rizza, Pénélope Vlandas to Dorothee Farwerck Lefort, Emanuela Innocente to Graziella Rizza from 13:30 pm, Karim Kettani to Graziella Rizza from 13:45.

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

Minutes 7.11.2019

The quorum is present. Ms Dijkstra chairs the Administrative Board meeting and welcomes all attendees.

1. Adoption of the agenda.

One item is added to the agenda:

- Vote: Approval AB minutes of meeting 20.06.2019

- Point 6 is deleted. It was decided to put the conference on the exposure to electro-magnetic waves on hold. This point would be discussed at the next BYOD WG meeting and we will be trying to include it into the strategy for developing in overall school policy with regards to BYOD and the use of Digital Learning at school.

The agenda is adopted as amended.

2. Vote: Approval AB minutes of meeting 12.09.2019.

3. Vote: Approval AB minutes of meeting 03.10.2019.

4. Vote: Approval AB minutes of meeting 20.06.2019.

Unanimously adopted without any remarks.

5. Record: Resignation Emanuela Innocente as Secretary of APEEE IV Board.

Ms Emanuela Innocente has resigned as Secretary of the APEEE IV Board by e-mail on 28th October 2019 but she remains Board member. The Board takes note of her resignation as Secretary of the Board as per e-mail. The President of the APEEE thanks Ms Innocente for all work done as Secretary of the Board and for her help to streamline and professionalize our association.

6. Presentation of the APEEE draft strategy.

The next Strategy WG meeting will be held in the Breydel office on 14th November 2019, at lunchtime. This is a good starting point for developing our approach and setting the next meeting dates. Ms Dijkstra invites anyone who is interested in being part of this discussion to attend this meeting.

7. VOTE: Adoption of the 2019-2020 draft Budget to be presented to the GA.

Before the presentation of the 2019-2020 draft Budget, the Treasurer of the APEEE provides a strategic financial analysis on the budget. Her intention is not to go into details of the budget items but to guide us through the budget and to facilitate its comprehension. This analysis will help the Administrative Board to have a better understanding of the budget. Ms Rizza presents a summary of the main financial matters drawn up after a detailed analysis of all works produced by the services. With reference to the revenues of services, the transport service represents about 59% of our income followed by the Food and Beverage (31%), the extra-curricular activities (8%) and the General Affairs (2%). The Treasurer of the APEEE refers that in the past two years there have been some developments in the General affairs. We have got on Board the Social Fund, the Community Fund and the Somerfesto. All these activities should be added to the General Affairs. She points out that the costs should be transparently spread among business units by taking into account that the Somerfesto, the Social Fund, the Community Fund are activities managed by the APEEE. The VP for Pedagogical affairs suggests replacing the use of the wording management fees with indirect costs. Ms Rizza gives a financial analysis per main cost center. The Food and Beverage business unit has been divided into: canteen, teacher and staff restaurant, events and cafeteria. The canteen is in itself positive; the other activities are in negative. The Board responsible for the canteen explains that the small loss in the cafeteria is due to the investments made for the launch of the snack shack and the cargo bike. With reference to the events provided by the canteen service, the Treasurer refers that the organization of these activities requires a lot of work and we are charging too low. We need to increase the percentage on the sales margin. The Food and Beverage could be in break-even with a 5% increase on canteen subscriptions. For the extra-curricular activity service, we are running in a negative trend. It is explained that the costs of the staff and the subcontractors are very high compared to the turnover and some extra-curricular activities are unsustainable (for example Action Sport). These high costs are due to the nature of the service which requires more staff. The discussion focuses also on other points of reflections:

- The Board notes that there are a number of people who are using the cafeteria or are benefitting from the Social Fund or the Community Fund or the pedagogical affairs provided by the APEEE without paying the APEEE membership fee. We should have an open discussion whether the whole school community should pay these fees.
- Do we need to work for a strategy in which each business unit needs to be autonomous or do we want to work in a situation where the different units may offset each other?
- The Budget includes the recruitment of the stock officer position. The Treasurer draws the attention of the Board on the fact that every new profile we get into the APEEE it is an additional cost. In her point of view, we can't continue to increase the staff costs just because we can continue to increase the fees. Once this position has been filled, any additional recruitment will be a big issue.

The Board responsible for transport reminds that the Board's approach during these last two years was to have a minor price increase for the canteen and the transport services. There was a deliberate strategy to push the prices to the limit in order to show to parents that we did all our best to provide the best service possible to parents and to keep prices as low as possible. Ms Petrova points out that at a certain point we need to increase prices in order to meet specific needs (for example for the implementation of the cafeteria). We could sustain this argumentation to parents at the General Assembly by saying that now we have to go back to an increase.

With reference to the transport, Ms Petrova introduces the issue of Green Buses in order to meet the demand from parents. The idea could be to start with 5 CNG buses this year and 10 CNG buses next

year. The Treasurer of the APEEE has prepared a projection on what the impact would be in our budget starting next year. With reference to the costs, the discussion focuses if these costs should be covered by the APEEE reserves or if we should increase the transport price for all pupils using the transport service. It was explained that last year we did not create additional reserves. Ms Petrova clarifies that we can't have all green buses because the bus companies don't have them at all. We are pushing as far as possible our strategy of reducing school transportation's impact on the environment. In the contracts signed with the bus companies, we have clearly set that school buses must not be more than 10 years old and they have to be Euro 5 and 6 for those with combustion engines or diesel. On the technical side, we do not insist on the alternative of electric buses because this option is not affordable. Ms Petrova clarifies that we do not invest in transport, we subcontract and the investment is made by the bus company. She would like to propose an argumentation that in the future costs could be less expensive and more affordable.

With reference to the Green buses, the Board agrees that there would be a presentation in written as a part of the transport activity report, to the parents in preparation for the General Assembly.

The Treasurer of the APEEE submits to the Board the proposed draft Budget for the academic year 2019-2020 for approval. Two versions are presented:

- Budget 1: A version without any increase of prices;
- Budget 2: A version including an additional increase of prices for the Canteen (5%).

Vote on Budget 1: *Who is in favour of the Budget 1 with no increase?*

- 9 in favour
- 1 abstention

Vote on Budget 2: *Who is in favour of the Budget 2 with an additional increase of 5 percent in the canteen subscription fee?*

- 5 in favour
- 1 abstention

The majority of the Board agrees to submit the Budget 1 with no increase of prices to the GA for approval.

8. Discussion about the assistant manager position for the extra-curricular activities.

The majority of the Board agrees to recruit Ms Baldelli Stéphanie as extra-curricular assistant manager.

The Board meeting ends at 3:05 pm. Some attendees arrived later and left early.