



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 12th December 2019

Location: CCAB, rue Froissart 36, 1040 Bruxelles, meeting room: 2B: 12:30-14:20

Present: Kristin Dijkstra, Luca Dussart Ilies, Dorothee Farwerck Lefort, Mariana Ghitoi, Alexandre Grigorescu Negri, Nadia Kichaout, Horst Nickels, Dan Nicolae, Victoria Petrova, Dana Adriana Puia Morel, Graziella Rizza, Luigi Rosario Filippo Sciusco, Tobias Stricker, Iulian Vasile.

Excused: Stephanie Buus, Ambar Hernandez Pacheco, Karim Kettani, Vlas Kukulskis, Angela Muraca, Tzvetomir Penev, Pénélope Vlandas.

Proxies: Stephanie Buus, Ambar Hernandez Pacheco and Tzvetomir Penev to Kristin Dijkstra, Vlas Kukulskis to Alexandre Grigorescu Negri, Pénélope Vlandas to Dorothee Farwerck Lefort.

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

Minutes 12.12.2019

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

1. Introduction of the Administrative Board.

There is a brief round table introduction of members and attendees.

2. VOTE: Projects submitted to the Community Fund.

On behalf of the Community Fund Committee, Ms Ghitoi submits to the Board two applications for funding:

- 1) A Gardening project for the secondary school.
- 2) 'A scuola di legalità' project.

- Gardening project for the secondary school.

The first project, submitted by three secondary teachers, may be divided into two parts:

Project A: to create a garden for the secondary section (Purchase of flower bulbs, plants, seeds and small pots for a total amount of 500 euro).

Project B: to improve open spaces at school by placing 10 combinations of planters and benches. Total cost of the final project: 24.507,00 euro. It is clarified that the APEEE of Brussels IV could finance the purchase of one combination and the remaining components would be financed by the EEBIV progressively.

The Chairperson for the CFC explains that 5.000 euro were transferred from the Somerfesto bank account to the Community Fund bank account for green projects. 3.000 euro will be used for another project developed by Mr Rowland but the amount of 2.000 euro could go directly to fund the submitted project.

On behalf of the CFC, Ms Ghitoi asks the Board to finance a gardening project for the secondary school for a total amount of 2.907 euro: 500 euro for the purchase of bulbs and plants, 2.407 euro for the purchase of 1 combination composed of 4 planters and 3 benches (9 seats).

The Board expresses some concerns about the second part of the project. There are limited seats available, 10 combinations provide a maximum of 90 seats. This equipment may be used only for a part of the year because the school is basically closed two months per year for holidays. We need to go back to the school and request a more complete plan. More information is needed regarding the exact location of the equipment, the material used, the type of plants chosen to ensure a minimum of maintenance. In addition, it must be made clear that this equipment must not affect the access spaces needed in case of emergency.

It is important to meet and discuss with the school how to organize the secondary playground and show that we would like to help and contribute to co-finance, but we need to see a coherent plan to organize the secondary playground.

Vote: *The Board approves the CFC request for 500 euro to go to the school to pay for flower bulbs to be planted in the secondary playground.*

- Unanimity in favour

We will vote on the second part (B project) when we will have more information from the school.

Ms Ghitoi points out that transparency is important, and it is good to decide together especially when there is a financial implication. She will provide a report on what would be discussed with the school management in January in order to take a Board decision.

#	Action	Owner	Deadline
01 CA 12/12/2019	To fix a meeting with the school management on gardening project and then to provide a report to the Board members in order to take a collective decision.	Mariana Ghitoi	In January 2020

-'A scuola di legalità' Project.

The second project, coming from the Italian section, aims to promote education to equality and respect for others. Ms Ghitoi explains that this is a high-level cultural project which involves students from two European schools (Laeken and Uccle). It should be co-financed together with the APEEE of Brussels I. The project is open to 255 students from the Italian section from P5 to S7 and to 62 pupils who has chosen Italian language as L3/L4 at EEBIV.

The idea is to invite a theatre company from Italy to perform a play for the students of both schools. The theatre performance, inspired by the novel 'Per questo mi chiamo Giovanni', will be followed by a debate with the producer as well as by a series of workshops in class.

The CFC has decided to contribute with an amount of 750 euro for this project and kindly invites the APEEE Board to finance it for a total amount of 2.059,57 euro.

Some Board members point out that in other language sections (DE, BG, NL, etc.) these initiatives are financed by parents through class funds. In addition, parents pay taxes to school for cultural activities. It could be useful for teachers to first explore with the school management why this money could not be

used for these projects before taking any decision. The Board decides not to proceed to the vote and to ask the teacher to explore other opportunities of funding with school and parents.

Ms Dijkstra thanks Ms Ghitoi for all information provided.

3. Review of the CA posts.

The President of the APEEE clarifies that the review of the AB posts will not be discussed at today's meeting. It is much more useful that Board members may have the time to reflect on what they are interested in doing. Ms Dijkstra sent a doodle invitation request to the Board members for the January team building meeting. During that meeting, the distribution of functions within the Board will be discussed and assigned.

The discussion focuses on some reflection points. Ms Puia Morel encourages the participation in the WGs and invites anyone to express his/her interest in joining one of the WGs. She constates that it is much easier for people to work in working groups and integrate newcomers. Mr Nicolae is interested in joining the Community Fund Committee and provide his help on safety. Mr Rizza points out that we need to distinguish between functions and continuity. For the key functions, for example the treasurer, we need to have a responsible person and a back-up person who can ensure the continuity. We need to establish a moment when we can discuss certain issues on a regular basis and fix a calendar such as for the Administrative Board and the Executive Board meetings.

With reference to the Working Groups on services, Ms Petrova explains that the President, the Vice-President for Administrative affairs, the Treasurer are always members of these WGs by default and any other Board member could express his/her interest in being part of those. She points out that the VP for Administrative affairs has a very important role to play in these groups in backing-up. The President of the APEEE points out that these reflections points will be discussed more in detail at the forthcoming team building.

4. Vote: The AB votes to maintain the existing Executive Committee members in their current roles as an interim measure until our half-day team building in January, at which time all posts will be opened for interested candidates.

According to the new Statutes (article 1.1), 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. In order to accomplish this duty, the President of the APEEE invites the Board to proceed to the vote to maintain the Executive Committee as it stands as an interim measure until the team building in January.

Vote: *The AB votes to maintain the existing Executive Committee members in their current roles as an interim measure until our half-day team building in January, at which time all posts will be opened for interested candidates.*

- Unanimity in favour

It is clarified that we do not need to appoint an interim Board secretary at today's meeting. This role will be assigned at the upcoming team building in January. Mr Piettre explains that the list of the new Board members with their functions will be sent to Nagelmackers bank in order to activate the electronic payments. It will be also published in the annexes of the Moniteur belge. The annual accounts for 2018-2019 will be sent to the Tribunal de commerce within three months.

5. Discussion and VOTE on January 6 event with APEEE Board and Staff.

The Director of the APEEE refers that traditionally, the APEEE offers chocolate boxes to our subcontractors at the end of the year. This year, Mr Piettre would like to submit to the Board two proposals:

- to organise a lunch at school with the APEEE Board, the School Management, the APEEE staff and our subcontractors on 6th January 2020 (Location: school canteen, budget for lunch: 15 euro per person).

And in the afternoon,

- to have a working group meeting (Board members only) in order to distribute the functions within the Board. This WG should replace the Team building session foreseen in January 2020.

The Board members discuss this proposal, but they decide to explore other options. A couple of years ago, we had a dinner with the subcontractors, the APEEE Board and Staff. Mr Nickels reminds that this event did not work in the past. Some Board members consider that it could be more productive to have small group meetings. Ms Petrova informs the Board that once per month, normally on Wednesday, the transport office organizes an information session with bus monitors. Ms Dijkstra will explore with her colleagues if it is feasible to organize a reception with the four Boards of the APEEEs based in Brussels and the respective staff.

#	Action	Owner	Deadline
02 CA 12/12/2019	To explore the feasibility of organizing a reception with the other APEEEs based in Brussels (AB & staff)	Kristin Dijkstra	In the coming weeks

6. State of play (services).

Mr Piettre announces that all parents enrolled to the APEEE services have received a communication regarding the functioning of our services the last day of school before Christmas holidays. On Friday, December 20, 2019 school finishes at 12:30. All our buses will run normally in the morning and the return buses this Friday noon will operate like Wednesday noon. The 3:20 pm and 4:10 pm departures are cancelled, buses to OIB garderies will leave at 1:30 pm. Nursery and primary pupils as well as S1 and S2 students enrolled to the OIB garderies will be able to eat in the canteen. There will be no extra-curricular activities for nursery, primary and secondary students.

7. AOB

-Next meetings.

Ms Dijkstra informs the Board that the SAC meeting will be held on 9th January 2020. The Board agrees to move the Administrative Board meeting to 16th January rather than 9th January 2020. The Secretary of the APEEE will check the availability of a meeting room on that date. The Executive Committee meeting scheduled on 23/01/2020 will be replaced by the half-day team building in January.

Ms Petrova will check the date of the next information meeting with the bus monitors planned in January. She will send the invitation to the President and the other Board members.

#	Action	Owner	Deadline
03 CA 12/12/2019	To check the date of the next information meeting with bus monitors planned in January. And then to send an invitation to the President and the other Board members	Victoria Petrova	In the coming weeks

The meeting ends at 2:20 pm.