

**Association des parents d'élèves de l'école européenne de Bruxelles IV AISBL**

Parents Association of the European School, Brussels IV Aisbl  
Elternvereinigung der Europäischen Schule Brüssel IV Aisbl  
Associazione dei genitori della Scuola Europea di Bruxelles IV Aisbl  
Oudervereniging van de Europese School Brussel IV Aisbl  
Асоциация на родителите на учениците от Европейско училище Брюксел IV AISBL  
Asociația de părinți elevilor de la Școala Europeană de Bruxelles IV AISBL



**Admin Board Meeting/Réunion du Conseil d'Administration  
Brussels Tuesday, 11 November 2014  
Avenue Beaulieu 5, 1160 Brussels,  
room BU-5 (3/135) from 12:30-14:30**

**Present:** Sarah Conyers Barber, Kristin Dijkstra, Christian Drantmann, Marc Henriques de Granada, Iseult Lennon Hudson, Horst Nickels, Eric Piettre, Carla Sabeva, Joëlle Salmon, Martina Sindelar (late), Tobias Stricker, Patrick Ten Brink, Josephine Usher, Natalia Vandenberghe, Ralph Wischermann

**Excused:** Salima Atiaoui,

**Absent:** Rachid Ahajjam, Benoît Vandergeeten

**Minutes (approved on 20.11.2014)**

**2 Approval of agenda and minutes**

- Discussion of minutes, approval after minor changes.

**3 Budget**

- Due to the rapid growth of the school and the larger sums of money being dealt with, it is necessary to make administrative changes to how the APEEE office is run, including internal office reporting and quarterly reporting. This will also have implications for staffing.
- Canteen
  - Natalia has put together 3 budget proposals, each with a different reduction in the canteen price: -10%, -20% and -25%. All 3 scenarios still generate a return, however the school is still growing and changing rapidly. Unforeseen events and future changes in human resources (salaries, statues, new recruits) require a financial reserve in the budget. It is necessary to find the right balance of reduction in price and retaining the right amount of reserve and operating capital. At the same time, it is recognised that it is not a good idea to keep too much reserve.
  - Proposal to allocate an event budget to the canteen as is allocated to Periscolaire is made but it is noticed that canteen organised every year information evening and the small costs linked to this activity are covered.
  - VOTE on canteen budget:

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APEEE BRU IV AISBL, drève Sainte-Anne 86, B- 1020 Bruxelles

Tél : 02/340 14 96 - Fax: 02/340 14 93 - <http://www.bru4.eu>

Comptes bancaires	Général, cotisations	BE3413 253154 5590	Banque Delta Lloyd
	Transport scolaire	BE3413 253154 4782	
	Service cantine	BE3413 253154 5287	
	Activités périscolaire	BE3413 253154 5489	

- ⇒ -10%: unanimous NO
- ⇒ -20%: 10 YES, 3 NO, 2 abstentions
- ⇒ -25% 3 YES, 6 NO, 6 abstentions

**Decision 2014-11-11\_1** The CA decides to propose to the General Assembly the scenario n° 2 with a decrease of price for the canteen subscription of 20 %.

- Transport
  - Transport prices do not change, which is a success due to the number of additional bus lines that had to be created this year.
- Community Fund
  - The Community Fund is currently on a bank account that incurs 100 euros of fees per year. Proposal that the APEEE repay the 100 euros from last year with a donation, and that the bank fees be included in the APEEE general operating costs. Proposal that the APEEE make a one-time donation to the Community Fund, to be used as start-up money. Could grow over the years into a small percentage of membership fees being paid into the Community Fund annually.
  - VOTE on the first proposal: unanimous YES.

**Decision 2014-11-11\_2** The Board decides that starting from September 2014, the Community Fund bank fees will be included in the APEEEs general operating budget.

- VOTE on the second proposal: 13 YES, 1 abstention (one board member had left the meeting at the time of this vote).

**Decision 2014-11-11\_3** The Board decides to propose a one-time donation of 5000 euros from the APEEE to the Community Fund at the General Assembly.

- Managing the financial reserve
  - Discussion on the possibility that the APEEE of EEBIV will be asked in the future to give a loan to the APEEE of a new Brussels European School.
  - Discussion on the possibility of creating a Social Fund for the canteen.
- Human Resources
  - 2 new recruitments and 1 change of contract for an existing employee (from freelance to CDD in order to provide more security both for the employee and the APEEE). Services WG makes a formal recommendation to the Board that this change be implemented.
  - VOTE to change working contract, following Services WG recommendation:
    - ⇒ 14 YES
    - ⇒ 1 abstention
The decision to use 1 staff member as half-time Webmaster, half-time transport assistant, is not working out. APEEE needs two different half-time employees. Amendment of previous decision.
  - VOTE to make provision for these salaries in the budget: unanimous YES

**Decision 2014-11-11\_4** The board decides to give the green light to hire these people. The searching process can begin, but no contracts are to be signed until the budget has been approved at the GA.

- Interparents
  - Annual membership fee will be raised.
  - EEBIV will most likely have to host IP meetings more often than in Berkendael, requiring a small budget.
  - Sarah will make a report of IP related expenses and inform Natalia for inclusion in budget.
- VOTE: unanimous.

**Decision 2014-11-11\_5** The Board approves the budget as presented by Natalia, with the addition of the donation to the Community Fund and the covering of Community Fund bank fees by general operating funds of the APEEE, and reducing canteen prices by 20%.

**4 Request that board members whose mandates are ending indicate whether they will be putting themselves forward as candidates at the next election.**