

**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 ai elevilor de la Școala Europeană Bruxelles IV AISBL



**Admin Board Meeting/Réunion du Conseil d'Administration  
Brussels Tuesday, 13rd November 2015  
CCAB, rue Froissart 36, 1040 Brussels, room AB305, 12:45-16:00**

**Present:** Sarah Conyers Barber, Michela Beati, Catherine Daguët, Christian Drantmann, Kristin Dijkstra, Marc Henriques de Granada, Martina Sindelar, Tobias Stricker, Patrick Ten Brink, Josephine Usher

**Absent:** Bogdan Ambrozie

**Excused:**, Nóra Edit Kárpáti

**Proxies: when leaving earlier:** Michela Beati to Catherine Daguët, Kristin Dijkstra to Martina Sindelar, Christian Drantmann to Josephine Usher

**Guest:** Maryse Holzauer, accountant APEEE, Eric Piettre, the Director of the APEEE of Brussels IV.

**Minutes 13.11.2015 - Board focused on budget 2015-2016.**

The President announces that the quorum is present and chairs the APEEE Board meeting.

**1. Adoption of the agenda**

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Priority is given to the budget.

Point 5 (proposal French section) is postponed at the end of the board

**2. Adoption of Minutes 12.10.2015**

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Adopted

**3. Interim contract to be prolonged**

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- The Director explains that interim member of staff working in the transport team should be prolonged up to end of January 2016 because of the situation relating to the contract of another Transport employee. One of the other members of the transport team now wishes to sign her contract in Feb 2015 for social and financial reasons (this was originally envisaged for early 2015). It means that she will work 50% up to Feb 2016, so we need another 50% in order to fulfill the position. VP Admin, President and Transport Board members had agreed this and invited the CA to accept the proposal.
  - The Director proposes to offer a full time contract and to allocate the remaining 50% as a polyvalent assistant in order to support secretariat (more work for the board) and other services.
  - The CA discussed the differences between an interim contract and a CDD (cost) and were advised that at this stage interim was the best option. This was confirmed by the VP Admin. There was also a discussion about why no Transport Assistant had been recruited as decided in 2014 and the Director was asked to explain. It was agreed to extend the interim contract until the end of January but the CA considered that thereafter a longer term solution needed to be implemented (i.e. a CDD not an interim post) given the higher costs of an interim contract. The Treasurer confirmed that this would be covered by the budget. The director of APEEE was asked to provide a statement before the end of January 2016 about the necessity + justification to extend a contract for additional assistance in transport until the end of July 2016 so that a decision can be taken by the new CA in good time.

Vote to extend contract of interim 50% TRA + 50% polyvalent up to end of January 2016:

- 9 in favor
- 0 abstained
- 0 opposed

#### **4. Budget 2015-2016**

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- 4.1. The Treasurer communicates 3 clarifications:
- He received emails related to the budgetary process that he does not accept at all
  - The CA scheduled a budget meeting for 12/10/2015. Before that meeting, the CA Member responsible for each service (Canteen/ Transport/Extra-curricular activities) was given an electronic version of the dashboards for their service. The CA was given draft figures (hard copy) for the results 2014/2015 and budget (with comparison 2014) at the meeting on 12 October. 3 members reacted and asked questions about the budget to which the Treasurer responded. Since the meeting of 12 October 2015, the VP Admin, President and CA members responsible for services have been provided with updated electronic versions of the dashboards. This week the full CA received by email updated figures for the budget, a detailed table with comparison of budget 2014 and results 2014 and the results and proposed allocation of result 2014 – 2015 and a written explanation for differences in the figures for the results with the version handed out on the 12/10. They have therefore, received the basis for all the calculations which will be presented to the parents. The auditor's report will follow. The Treasurer invited the CA members to ask any questions on any aspect of the budget and provided verbal explanations for the figures. The main points are summarized below. The Treasurer explained that it is illegal to simply reimburse money to parents. An AISBL cannot do so but can offer a one off reduction in prices

in the following year. The difference between budget and provisions was also explained.

- The Treasurer reminded the CA that he took over a situation generated by another treasurer

#### 4.2. Budget 2015-2016:

- The Treasurer asks all board members to send emails with information request to the APEEE accountant Maryse in order to centralize it
- The Treasurer first explains that he has sent to the board a document with some proposals in order to allocate part of the profits from 2014-2015
- The Treasurer reminds the CA that every service and every activity is covering his risk (for example, Péricolaire football activity will not finance swimming activity) and this rule is to avoid any risk on a service or APEEE level
- Canteen:
  - Budget 2015-2016: more costs Euroclean because a supplementary shift in the canteen lunch timetable
  - Global increase of cost = 17% + incomes = 5% → total of 12 % increase of cost
  - Cafeteria – see below
- Transport: result 2014-2015:
  - 6 potential lines in September 2014, 5 were created but all along the year, the last in June 2015  
A 50% assistant transport was in the budget 2014-2015 following the difficult situation at Transport in September and October 2014. The enrolment system Point Be – which was partly responsible has now been upgraded and the additional information it now contains made the launch of transport in September 2015 smoother.
- Periscolaire:
  - Results 2014-2015 are more positive than budgeted because it is difficult to budget for the activities because we operate on the basis of minimum enrolments. This means that if more than the minimum enroll, we end up with a “profit” on that activity. Also, private lessons were more popular than foreseen - there were 111 enrolments compared with the 30 in the budget 2014-2015.
  - Difficulty to propose a reimbursement because activities are in one installment and that reimbursement to parents will be time consuming for the APEEE staff. One member queried the situation with private lessons.
- AG:
  - Cost lower a.o. because a webmaster was recruited at end February while budgeted for 10 months
  - Social Fund: VP Com presented the proposal for a social fund as a point to be included on the agenda for the GA on the basis of the written document that had been circulated before the meeting. The difference between the Community Fund (transparency) and Social Fund (confidentiality) was explained and other questions answered.
  - There was a discussion about the cafeteria. The CA agreed that a proposal should be included on the agenda for the GA. The CA member in charge of the canteen was asked to provide the supporting documentation and calculations by Wednesday 14 November.

Vote on the general principle to allocate excesses to services (TRA, CANT, EXTRACUR – see proposals list of The Treasurer):

- 11 in favour – unanimity
- 0 abstained
- 0 opposed

Vote on the general principle to allocate excesses to cover the risk of CP302:

- 11 in favour – unanimity
- 0 abstained
- 0 opposed

Vote on the general principle to allocate excesses to an insurance group (Securex):

The CA was presented with a proposal to allocate funds to a Groupe Assurance in view of the current pension situation in Belgium. Explanations were given by Patrick and the Treasurer.

The status of the situation with the commission paritaire was clarified. It was explained that any eventual increased costs (which have been estimated by Securex) need to be provisioned for.

- 10 in favour
- 1 abstained
- 0 opposed

Vote on the approval of an extraordinary AG to present amendments to statutes APEEE 4:

- 7 in favour – unanimity
- 0 abstained
- 0 opposed
- 4 absent.

Vote to allocate 15 k to a social fund:

- 11 in favour – unanimity

- 0 abstained
- 0 opposed

## **Cafeteria**

Vote to allocate part of the excesses to a cafeteria in September 2016:

Principle: "The GA agrees that the APEEE may provision part of the profit resulting from the 2014-2015 financial year with a view to the potential launch of a cafeteria in the next academic school year."

If yes, 2 options:

1. Cafeteria is an extension of the Canteen: "The GA agrees that the cafeteria should be treated as an extension of the canteen service"

OR

2. Cafeteria is a new service: Reserve to finance investment: "The GA agrees that the cafeteria should be launched as a new service"

- 11 in favour – unanimity
- 0 abstained
- 0 opposed

**End of Meeting at 16:00.**

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