



Admin Board Meeting/Réunion du Conseil d'Administration

Brussels Thursday, 30th November 2017

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 305, 13:00-14:25

Present: Michela Beati, Catherine Daguet-Babich, Catherine Hennessy, Sarah Ironside, Gareth Dafydd Lewis, Victoria Petrova, Graziella Rizza, Tobias Stricker (skype-video streaming), Ana Maria Zaharie.

Absent: Christian Drantmann, Karim Kettani, Sven Roehr, Iulian Vasile, Sophie Weisswange.

Excused: Kristin Dijkstra, Dorothée Farwerck Lefort, Iseult Lennon Hudson, Stefana Puiu, Josephine Usher.

Proxies: Kristin Dijkstra and Iseult Lennon Hudson to Catherine Daguet-Babich, Josephine Usher to Catherine Hennessy, Dorothée Farwerck Lefort and Stefana Puiu to Ana Maria Zaharie.

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

Minutes 30.11.2017

The quorum is present. Ms Hennessy opens the Board meeting.

1. Approval of the agenda.

It is clarified that the current meeting is focused on the Draft Budget and on how to make the Board meetings more efficient. All additional discussion points included in the agenda are postponed to the next meeting (4/12/2017).

The agenda is adopted as amended.

2. Approval of Minutes 10.11.2017.

With reference to the point 4 (Somrefesto points), the Board agrees to record the full text, circulated by e-mail dated 24th October 2017, in the draft Minutes 10.11.2017 so as to give the context in which the decisions were taken.

ADOPTED with these amendments on point 4 (Somrefesto points).

The Treasurer of the APEEE of Brussels IV points out that all Board members should work in a positive a constructive manner.

3. Budget Presentation.

The draft budget for the academic year 2017-2018 has been uploaded on Bitrix platform and submitted to the Board for information.

The Treasurer of the APEEE of Brussels IV explains that this is a first budget presentation.

- Result 2016-2017

First, the Director of the APEEE of Brussels IV comments on the 2016-2017 result compared to the 2016-2017 budget. The 2016-2017 result is positive with an excess of 200 K while the budget 2016-2017 presented a negative amount of 40 K. Mr Piettre comments the differences due to the fact that the school has reached its full capacity during the academic school year 2016-2017. This stabilization should allow us to refine the budget forecasts for the future.

Ms Rizza explains that several projects have not been achieved and the remaining amounts have not yet been used (DAO, Social Fund, Audit). This information should appear in the activity report presented at the General Assembly.

- Budget 2017-2018

Mr Piettre explains to the Board that the new draft budget for the school year 2017-2018 presents a provisional loss of 111 K. This forecast is impacted by among other things an expected loss (deficit) of the cafeteria which has been launched in November 2016.

Ms Petrova refers that a transport working group has launched several points of reflection among others the green buses which will be able to generate additional costs.

Each service should look closely at the budget with the Director of the APEEE of Brussels IV and validate the scenario. It is requested to calculate and revalue the necessary amounts for the social reserve and other commercial obligations in case of end of activities.

With reference to the conduction of the GA meeting, the VP Administrative affairs would like that each member could introduce himself/herself and explain what the Board has done during the last three years. It is important that a central thread be followed during the GA meeting and to explain to parents why we have an important reserve. With reference to the staff of the APEEE of Brussels IV, if there will be any changes to the organizational chart we can make a change and evaluate the impact in an half an hour meeting.

4. How can we improve our Board meetings?

In order to make the Board meetings more efficient, Ms Hennessy proposes that the APEEE Board meetings be divided into three distinct sections:

Section 1 (12:30-13:00) - Would be held in camera with just the Board members, so that they could discuss informally and openly between themselves about issues arising and/or matters of interest to the APEEE. No notes or any records will be kept. Attendance is not mandatory. Indeed, with people having to rush from meetings and other commitments, it would be very unfair to make it mandatory.

Section 2 (13:00-13:30) - Would be the voting /decisions sections. Attendance would be mandatory (or represented by proxy). Absence for all or part of this section would be deemed absence from the Board meeting and would be recorded as such in the minutes.

Section 3 (13:30-14:30) - Would be discussion items. Attendance would not be mandatory. No decisions on a discussion item can be taken, because many people will already have returned to their offices. Instead, the text of proposed decisions could be developed. The draft decision would have to be circulated to the entire Board for a vote by email.

The above proposal, previously announced on Bitrix platform, is an experiment, a working process. A Board vote is not required.

With reference to the implementation of the GA resolutions, Ms Hennessy created and published a table on Bitrix platform in July 2017.

She would like to update the mentioned table giving a status report on how the Administrative Board has implemented each resolution adopted by the General Assembly. She proposes to write the corresponding vote to each resolution; every decision must in some way be related to these resolutions.

With reference to the Bitrix platform, Mr Lewis explains briefly the main functionalities offered to the users. He has set up several working groups on specific topics and an on-line library where documents can be stored. He could also create a common area and share documents with the other APEEEs like external groups.

The Board meeting ends at 2:25 pm.