



Board meeting - Minutes

17 January 2008 12.30-14.45

Chair: Hilary Crowder
Participants: Remo Bettiol, Hilary Crowder, Anke Held (until point 6), Natalya Podoprikhina, Guido Ricci, Ivan Torre, Camilla Wikstedt Gaudina
Excused: Antonio Cenini, Antonella Chioccola, Aedin O'Byrne, Isabelle Perignon
Observer: Calin Nastaseanu (until point 6)

1. Approval of the Agenda

The agenda was approved after point 5" Canteen vote" was changed into "Canteen discussion".

2. Approval of the CA minutes of 20/12/2007

The minutes from the CA meeting of 20/12/2007 were approved.

3. Approval of draft General Assembly minutes of 10/12/2007

The draft minutes from the General Assembly of 10 December 2007 were approved. They will be sent out to the class representatives who will be invited to send any comments before Tuesday next week. As a courtesy they will be sent to Carola Streul first for her to look at before being sent to the class reps.

4. Approval of CA minutes of 10/01/2008

The minutes from the CA meeting of 10/01/2008 were approved.

5. Canteen discussion

The CA was informed by Hilary Crowder that in an exchange between the architect and the school administration, the architect said the renovations of the kitchen will be carried out during the Easter holiday and not in January as previously stated. Hilary Crowder has asked Mrs. Christmann of the Board of Governors to verify this with the "Regie des Bâtiments". Hilary Crowder informed Mrs. Christmann that Woluwe can no longer deliver meals after 31st January.

This delay in the delivery of the kitchen means that a solution has to be found to cover the six week period when we will have an incomplete kitchen and no hot meals delivered from Woluwe. The objective of the Board is to find an alternative, which allows the Board to keep, both the high quality of the food served to children and the present price level.

Hilary Crowder will contact the president of the APEEE at the Woluwe School to find out if they could go on delivering hot meals for another month. If Woluwe would say no, Hilary Crowder will ask the APEEE in Ixelles if they could help out.

Camilla Wikstedt Gaudina will consult our chef, Christophe Goblet, to see what kind of food he could actually prepare in the present kitchen. She will also ask some external catering companies for quotes.

The final decision will be taken at the next CA meeting.

6. EC activities – Approval of timetable and budget

Calin Nastaseanu is introduced. He is the parent who has offered to take on the administration of the extra curriculum activities. Anke Held presents the programme and the budget and after some revisions, offering activities for Primary on Mondays, the programme and the draft budget are approved. The school will also organise activities on Friday afternoon after school but those are to be managed separately by the school.

Anke Held and Calin Nastaseanu will have a meeting with the school today to reconfirm the programme and registration process and the insurance issue will be clarified.

The registration form will be distributed via the agenda and via e-mail to the class representatives on Monday next week.

Calin Nastaseanu will meet with Ivan Torre to discuss the financial procedures for the EC activities.

7. Canteen meeting

Mrs. Bustorff will organise a meeting on 7th February to inform the parents about different issues as was requested at the General Assembly. She has offered to host the APEEE canteen meeting at the same time for which we set the date last week as the 26th Feb. It was decided to keep the canteen meeting date as the 26th Feb until further discussion. The meetings will not be combined and the request for 26/2 will be maintained but not published in the Bulletin. Camilla Wikstedt Gaudina will inform Mrs. Bustorff.

8. Communication – Approval of the Newsletter and its distribution

Yves Herman has prepared a draft for the new Bulletin. It is approved after some changes. It can be printed at the Commission and then sent by mail. Hilary Crowder will fill in the request form for the European Commission (DG ADMIN) to make use of the Print shop. The same procedure is to follow for the safe.

9. Communication – Marketing of Board

To be discussed at the next meeting.

10. Minutes of Hilary Crowder's meeting with Mrs. Bustorff

The minutes have been circulated to the members of the CA. Ivan Torre confirmed his amendment (which he had circulated by e-mail) that our financial reporting responsibility for receiving the grant money from the Board of Governors lies with the BoG and not with the school administration, even if the school is being used as a "post box" for the funds.

11. Telephone chain

Postponed for the next meeting

12. Where and when CA meets

The CA will meet once a month at the school. Next meeting is Tuesday 22 January 12.30 at SPA 3.

13 AOB

Canteen regulation

The modified canteen regulation was approved. The modified version takes into account the decision of the CA from 20/12/2007 regarding rules for children arriving after the start of the school year. The minimum number of days per week for subscriptions has been changed from four to three which was the praxis applied since September.

Ad-hoc decisions canteen

It is decided that in the cases of children who had two meals per week they will pay the subscription fee for three meals a week. This is less than the regulation (which the parent/s has/have signed that they are aware of) requires since it says that a child has to be subscribed at least four times a week.

In the case of a child who subscribed to the canteen on the 28 September 2007 the Board decided that the invoice will be issued as from October 2008 and not take into account September.

Renting of clothes for the chef

The chef Christophe Goblet has a proposal for a contract regarding the rental of cloths. The CA decides to accept the offer and Hilary Crowder will sign the contract as soon as possible.

Hilary Crowder
President

Camilla Wikstedt Gaudina
Secretary