

Brussels Thursday, 5th September 2024

Online Administrative Board meeting via Teams: 12:40-13:57

Present: Johanna Alkhafaji, Marzia Brofferio, Pavlina Canova, Marianna Cosco, Alexandre Grigorescu-Negri, Angela Guarino, Dan Nicolae, Jane Okafor, Stefan Petrovski, Ionut-Adrian Sandu, Marius Serbeniuc, Iordan Toujarov.

Excused: Rachel Aviotti, Noémie Hangya-Lachmann, Josephine Norris, Tzvetomir Penev, Dana Adriana Puia Morel, Adja Awa Sissoko, Pénélope Vlandas.

Proxy: Rachel Aviotti and Noémie Hangya-Lachmann to Marzia Brofferio, Tzvetomir Penev and Dana Adriana Puia Morel to Dan Nicolae, Adja Awa Sissoko to Stefan Petrovski, Pénélope Vlandas to Alexandre Grigorescu-Negri, Johanna Alkhafaji to Dan Nicolae at 1:20 pm, Iordan Toujarov to Pavlina Canova at 1:29 pm.

Guest: Anne Robertz, the Director ad-interim of the APEEE of Brussels IV, Manuela Pamio, secretariat of the APEEE of Brussels IV.

Minutes 5.09.2024

The quorum is reached. Dan Nicolae, the President, welcomes all attendees and chairs the first Board meeting of the new academic year.

1. Adoption of the Agenda.

Adopted.

Before the adoption of the agenda, the discussion focused on the possibility of modifying the length and time of Board meetings. Mr Toujarov would like the duration of the Board meetings to be limited to 1.5 hours. He kindly asked the Board to reschedule the Board meetings from 12:00 pm to 1:30 pm. This proposal was briefly discussed, but not accepted.

2. Adoption of the Minutes of 6/06/2024.

Postponed.

3. Update New Director.

Dan Nicolae is pleased to announce that, Beatriz Soler Navarro, will start work as APEEE Director on 16th September 2024. The President wishes to introduce the new APEEE Director to the entire school management before the School Board meeting scheduled on 12th September 2024.

He would like to change the next Executive Committee meeting planned on 19th September 2024 into a "Meet & Great" with the new APEEE Director and the members of the Board.

4. Open Board Positions.

The APEEE President points out that important Board positions need to be filled: Transport Responsible, Vice-President for Community Affairs, and members of the Social Fund and Community Fund Committees. Ms Okafor appeals to Board members to volunteer for the Social Fund Committee. She



clarifies that the Social Fund Committee is made up of Ms Cosco and herself, and that a third person is needed to balance their opinions and to find a better way forward.

Action: the President asks the Board secretary to post the open Board positions on the APEEE WhatsApp chat, so that all board members may volunteer for these positions.

With reference to the Community Fund Committee, Mr Nicolae informs the Board that there is always at least one non-board member on the panel, so he invites everyone to call for volunteers among parents to join the Community Fund Committee. Finally, Ms Alkhafaji explains that she is currently holding both functions of Vice-President for Community Affairs, and Vice-President Communication. She will be leaving the Board next year, so it is important to find other Board members to take over these roles.

Ms Alkhafaji informs the Board that a parent with expertise in communication is interested in joining the Board.

5. Interparents Meeting.

Mr Nicolae informs the Board that the Interparents meeting will be held on 7th and 8th October 2024 at the European of School of Brussels IV. The meeting will be held in a hybrid format, and the meeting room equipment will be provided by the school. Mr Nicolae would like to provide material for the meeting, such as mugs, agendas, pens etc., sponsored by Together school at no costs to the APEEE.

Ms Brofferio and Ms Guarino are the Interparents representatives for the EEBIV. Ms Brofferio explains that there are normally two delegates and two back-ups for Interparents. She invites any interested Board member to join the IP meeting as a listener. Ms Brofferio explains that being Interparents representative is a time-consuming task, and she will not be able to renew the position next year.

6. Finances:

-Missing documents: Annual accounts +Audit report (2022/2023 school year).

Mr Petrovski, the Treasurer of the APEEE, points out that the parents' association is still missing two important documents in the financial field: the official annual accounts for 2022-2023 and the auditor's report for the financial year ending on 31 August 2023. He explains that our parents' association has not yet sent its official annual accounts to the Belgian National Authority and that this delay could result in some penalties. He shows a list of actions published on Wiki and explains that he has been waiting for these documents since February. As a result, he is unable to check the accounts and publish them on Wiki for the Board members. It is clarified that both documents have to be published on the APEEE website.

-Employee register + computer.

The Treasurer of the APEEE informs the Board that he has created a new Wiki page called 'Employee Register' and has asked the Director ad interim to provide a list of all APEEE employees' names, job positions, type of contracts, period (start date/end date), gross salary, computer, city of residence. Mr Petrovski points out that this page should only be accessible to the Board members and the APEEE Director. He thinks that it is useful to have a staff register not only because the Treasurer needs to confirm salaries on a monthly basis, but also to know who has a contract with the APEEE, the amount and whether we are in line with the budget when renewing or adding a new contract.

Mr Grigorescu-Negri points out that the access to the 'Employee register' page should be limited to the President, the Vice-President for Administrative affairs, and the Treasurer as it contains sensitive information such as the salaries of individual employees.



Action: it is agreed that once the table is finalised, the Board will discuss and vote on whether or not to give all Board members access to the Employee Register.

The discussion focuses on APEEE computers and IT issues. Mr Petrovski proposes to give Mr Rega, the former Director, his old APEEE computer, which has an accounting value of zero, free of charge.

With regard to the return of the APEEE computers, the treasurer proposed to give them free of charge to the employees leaving the parents' association if these conditions are met:

- The Board is informed and authorised the gift,
- The PC has a net accounting value of zero,
- The computer is cleaned of all APEEE related information/documents.

Ms Guarino outlines that it is important to look at all computers and to come up with a PC replacement plan.

Finally, Ms Robertz informs the Board that Ms Zghino, the APEEE ad-interim accountant, will provide the APEEE Treasurer with all the information on the APEEE staff in order to complete the on-line employee register. She also clarifies that different companies manage the website part and the hardware part. Point be is a provider in charge of the APEEE website and the APEEE online enrolment system. Together school is an application used to keep parents up to date with all important bus-related information. Vetasoft is the canteen access system application, and, before the end of the school year, canteen and extracurricular activities will be integrated into Together school, so that all APEEE services will be on the same platform.

In terms of hardware, the Frematech company adapts our computers to our needs, and it is in charge of the Nas, our APEEE intranet, which allows us to share documents within the APEEE.

- 3rd Quarterly reporting: Result on 31/05/2024 Finances -Quarterly Reports – 2023/2024.

The Treasurer announces that we have received the third quarterly reporting for 2023/2024 (the result on 31st May 2024). He points out that the figures are correct and in line with the budget. He informs the Board that, in accordance with our statutes and internal rules, the quarterly report is focused on the APEEE services and the APEEE funds and there is no need to produce a quarterly report for the Somerfest. Finally, he thanks Ms Robertz and Ms Zghino for their work.

-AOB

- 4/09/2024 First day of school: feedback.

Mr Nicolae reports that the first day of school went smoothly with both the canteen and transport services working well. Nearly 300 parents attended our annual Welcome Coffee yesterday, a good opportunity to gather information about the APEEE services, meet other parents and get involved in school life. He provides an oral report on yesterday's meeting with the school director regarding the exchange of data between the school and the parents' association.

The Board secretary thanks all the APEEE staff members for their valuable work.

The Board meeting ends at 1:57 pm.