

## **Brussels Thursday, 9<sup>th</sup> January 2025**

### **Online Administrative Board meeting via Teams: 12:36-14:25**

**Present:** Johanna Alkhafaji, Pavlina Canova, Angela Guarino, Noémie Hangya-Lachmann, Dan Nicolae, Josephine Norris, Stefan Petrovski, Dana Adriana Puia Morel, Ionut-Adrian Sandu, Marius Serbeniuc, Adja Awa Sissoko, Iordan Toujarov, Pénélope Vlandas.

**Absent:** Rachel Aviotti, Jane Okafor, Tzvetomir Penev.

**Excused:** Marzia Brofferio, Marianna Cosco, Alexandre Grigorescu-Negri.

**Proxy:** Marzia Brofferio to Johanna Alkhafaji, Marianna Cosco to Dan Nicolae, Alexandre Grigorescu-Negri to Pénélope Vlandas.

**Guest:** Beatriz Soler Navarro, the Director of the APEEE of Brussels IV, Manuela Pamio, secretariat of the APEEE of Brussels IV.

### **Minutes 9.01.2025**

The quorum is reached. Dan Nicolae, the President, chairs the Board meeting.

#### **1. Adoption of the Agenda.**

Adopted.

#### **2. Adoption of the Minutes of 5/12/2024.**

Adopted without any remarks.

#### **3. General Assembly 20/02/2025.**

For administrative reasons, the Board decided to postpone the date of the APEEE General Assembly meeting from 30<sup>th</sup> January 2025 to 20<sup>th</sup> February 2025. Ms Soler Navarro, the APEEE Director, announces that the GA agenda, the retro planning, the statutory deadlines, and notifications to parents have been updated on Wiki platform. For the retro planning, additional days have been allocated to activity reports. Ms Soler Navarro asks each Board member in charge of a service to contact their respective manager and check the progress of the activity report so that it can be completed by the end of January.

As proposed by Ms Guarino, it is agreed that the internal deadline for compiling activity reports is 22<sup>nd</sup> January 2025. The APEEE Director will update the GA retro planning accordingly. Mr Petrovski informs the Board that the Treasurer's report will be produced upon receipt of the financial figures.

Ms Alkhafaji, the Vice President for Communication, would like to post on the APEEE website a brief description of the duties of a Board member and the time needed to fulfil them. This could help a new Board member understand his or her duties and responsibilities and facilitate a smooth transition. The following actions are identified:

**Actions:** The Vice-President for Communication will create a new WIKI page with a short description of the tasks of each Board member. The Board will review these tasks by the end of next week. A



description of the duties of each Board member will be published on the APEEE website along with the application form.

#### **4. Finances.**

##### -Annual Accounts.

Mr Petrovski, the APEEE Treasurer, informs the Board that we are awaiting important information regarding the cleaning of reconciliation of the ageing balance. He explains that the APEEE accountant is currently cleaning up our accounting records/documents. Together with the Director of the APEEE, she will contact each supplier/client by e-mail to confirm the accuracy of our accounting records.

At the end of this process, the impact on the profit and loss (P&L) will be positive and will increase our result. According to Mr Petrovski, this positive result should be kept in order to increase our reserves. He points out that we have received confirmation from our external financial experts that any kind of free services we provide to pupils should be booked in the APEEE accounts. The impact on our P&L would be zero, and the cost would be considered as a gift. Finally, he informs the Board that we need to book the final entries in the accounting software.

##### -Audit 2023-2024.

In progress. Ms Soler Navarro, the APEEE Director, provides a quick update on the 2023-2024 audit report. She explains that the APEEE accountant has shared with the E&Y company a first package of documents to be checked, and we need to receive any comments/remarks, if any.

**Action:** Tomorrow morning the APEEE Director will contact the auditors and financial experts by email to make sure that everything is in order. A working day with the APEEE Director, the APEEE accountant, and the financial experts will be held next week to close this matter. Mr Petrovski announces that he will publish the annual accounts on Wiki platform as soon as the APEEE Director sends them to him or the auditors.

##### -Budget 2024-2025.

Prior to the meeting, Mr Petrovski and Ms Soler Navarro published the APEEE draft budget for the 2024-2025 school year on Wiki platform. The APEEE Treasurer clarifies that this is a first draft budget and that we will issue a new version of the budget taking into account the comments and analyses from the Board. He also takes the opportunity to remind the Board of the principles to be followed when preparing the budget. The Board agreed that a net profit of 2 % should be reached for each service and activity (except the Community/Social Funds), that the management fees should be shared with all services and activities (except Community/Social Funds and Somerfesto) according to the percentage of total APEEE revenue, that the canteen services should re-invoice each service for the daily lunch served to the APEEE staff, and that the services offered by APEEE to some pupils/families must be booked through an accounting entry in the annual accounts. Mr Petrovski analyses in detail the draft budget for the activity services and funds. Regarding the APEEE management fee, he explains that we have increased the subscriptions and reduced the costs of the APEEE structure, so we have less management fee. This means we will distribute this management fee to the APEEE services with less cost. He is pleased to announce that the canteen service has reached a net profit of 3,21 % and the extracurricular service has achieved a net profit of 2,86%. He explains that it will be difficult to reduce the costs of the transport service and that the only way to reach a net profit of 2% for the transport service is to increase the transport price. It is outlined that 90% of the revenue of the transport service is paid by the European Institutions and 10% by parents. If we respect the budget, we will have a positive result that allows us to make IT investments, improve canteen investments, etc. The APEEE Director thanks Mr Petrovski for the support and explanations. Ms Soler Navarro emphasizes the importance of having one final version of the budget. She gives a positive opinion on the draft budget as the three APEEE services have



worked hard to achieve a positive result, and the management fee is no longer negative. She will add a tab on the draft budget showing all detailed information about transport costs. A large part of these costs is due not only to bus companies but also to the payment of the bus monitors: ALEs, Bénévoles, CDDs, Group Cleaning (the company that supplies bus monitors). Mr Petrovski asked all board members to send their comments on the draft budget on Wiki as soon as possible. A new final version of the budget will be produced taking into account all the remarks. The idea is to approve the draft budget by written procedure next week. Finally, the discussion focuses on several topics such as: the limit set by the European Institutions for the reimbursement of transport costs to pupils of EU staff, the negotiation power of our APEEE alone and together with the other Brussels APEEEs with bus companies, and the possibility of improving our negotiation power with bus companies through the European Commission, etc.

The President of the APEEE announces that the next APEEE Board meeting will be held online on 13<sup>th</sup> February 2025 instead of 6<sup>th</sup> February 2025 at lunchtime. He reminds the Board that the draft 2024-2025 budget will be approved via written procedure with a one-week deadline. He clarifies that the same transport price will be applied to European Institutions and self-payer parents.

The Board meeting ends at 2:25 pm.