

## Extraordinary June 2025 Board Meeting

**Date:** Thursday 12 June 2025 from 19.00h to 23h08

**Location:** Teachers' Canteen Woluwe & Online (ZOOM)

**Present in situ:** Célia ALVES RODRIGUES - Vanessa BATISTA – Andrew Janis FOLKMANIS (joined 20.30) - Pim GESQUIERE - Sanjee GOONETILAKE - Andrea GRGIĆ - Elita PETRAITIENĖ - Jan VON PFALER

**Present online:** Sabrina FASOLI - Alessia GHEZZI – Ute HAMMESFAHR - Carin PERSSON SVENINGSON - Myriam PINI (left 21.26) - Fabricio SANTOS – David ZELINGER (left 19.10)

**Others:** Anja Galle, Emmanuel Bellis, H. Nguyen, P. Orlovski, N. Follon

All related documents were sent to the Board members before the meeting.

D. Zelinger asks the floor and announces his resignation due to personal reasons.

The Board thanks D. Zelinger for his commitment in the Board.

D. Zelinger leaves the meeting.

### I. Agenda Points

#### 1. Approval of the agenda.

Agenda approved by acclamation.

**Decision: the Board approves the agenda.**

#### 2. Approval of 04-04-2025 and 13-05-2025 Board report

The Board approves 04-04-2025 and 13-05-2025 Board reports by acclamation.

**Decision: The Board approves 04-04-2025 and 13-05-2025 Board reports.**

### II. Items for discussion/decision (in presence of non-board members)

#### 1. Pre-budget 2025/2026

E. Bellis (financial manager) and J. von Pfaler (treasurer) present APEEE pre-budget 2025/2026 (incomes, expenditure, operating result, etc.). Pre-budget for each service was prepared in collaboration with service managers and is presented to the Board (transport – H. Nguyen, canteen –

P. Orlovski, afterschool activities – E. Bellis). The Board is provided with the comparison table of prices for services in all Brussels European schools.

The Board members discuss and ask questions, including price increases for the next school year.

The Board is proposed to vote on the APEEE services price increase for the next school year: Canteen 6%, Transport 2.55%, After school activities 0 – 5%.

The decision is taken unanimously (14 votes for yes).

**Decision: The Board approves APEEE services price increase proposal as submitted to the Board.**

P. Orlovski and H. Nguyen leave the meeting.

## 2. Terms and Conditions (use of APEEE services)

E. Bellis and J. von Pfaler present the current situation on Terms and Conditions for the services provided by the APEEE (including invoicing, price change, debt collection, etc.).

The discussion was linked to the cash flow needed for the APEEE to run its operations. A number of parents make late payments, and there was a discussion if the terms and conditions need to be modified to increase the speed of payments of invoices.

The statement was made that the email accompanying invoices currently state: "*invoices that are not paid within the time limit and after the second and final reminder, will be forwarded to a debt collection agency.*" Board members stated that this is currently not applied, and the first measure should be to apply the reminders, and the forwarding to a debt collection agency.

Currently invoices are often sent late in the term. Therefore, a discussion started on the payment cycle. Proposal was made to that the first invoices are sent earliest by 15<sup>th</sup> of October, then by the 15<sup>th</sup> of January, and the final invoice by the 15<sup>th</sup> of the first month after the Easter break.

After discussions the Board is proposed to vote on the mandate for the Budget working group to revise Terms and conditions.

The decision is taken unanimously (12 votes for yes).

**Decision: the Board mandates Budget working group to revise services Terms and Conditions within the frame of the discussions that took place at the Board meeting.**

A. Galle, E. Bellis and N. Follon leave the meeting at 23.00.

## III. Implementation of action points agreed in previous meetings

### 1. ICT actions undertaken by GCP on ICT project planning

Eleven ICT project design workshops are planned for the APEEE staff and parents. During these workshops, the staff and the parents will inform on the needs that should be taken into account in the design of the APEEE ICT system.

## 2. Change of DPO

The terms of the contract are under discussions.

## 3. Agreement with the school

Is to be sent to the APEEE lawyer.

## 4. Legal analysis permit situation Evere

The draft is still being revised by the lawyer.

## 5. Presentation to parents

The Board shortly discusses the possibility of an online presentation of the Board governance as was presented in the letter to parents on 11-06-2025 (Follow-up on the Annual General Meeting of 2025). Decision postponed.

# IV. Items for decision

## 1. Canteen working group coordinator

Ute Hammesfahr stands for the position of the Canteen wg coordinator and presents herself.

**Decision: Ute HAMMESFAHR is elected Canteen working group coordinator anonymously.**

## 2. Internal Rules

Statutes Working Group Coordinator presents draft of the Internal Rules of the Board (ROI). The document was provided to the Board in advance. The draft was sent to the APEEE lawyer for comments. The APEEE lawyer confirmed that all provisions are in line with the APEEE Statutes and Belgian law.

The Board is proposed to vote on the provided text.

The decision was taken by 11 votes of yes (Célia ALVES RODRIGUES - Vanessa BATISTA - Sabrina FASOLI - Pim GESQUIERE - Sanjee GOONETILAKE - Andrea GRGIĆ - Ute HAMMESFAHR - Carin PERSSON SVENINGSON - Elita PETRAITIENĖ - Fabricio SANTOS - Jan VON PFALER), 1 vote for no (Andrew Janis FOLKMANIS), and 1 vote for abstain (Alessia GHEZZI).

**Decision: The Board approves the Internal Rules of the Board as proposed.**

## 3. Statutes working group mandate update

Statutes Working Group Coordinator updates the Board. The next step, as proposed in the mandate, is a review and modernisation of the Statutes further (step 2).

**Decision: The Board approves the mandate by acclamation.**

#### **4. Interparents – change of the IP Statutes**

A letter has been prepared to the attention of Interparents with comments on the proposed revision of the Interparent Statutes.

**Decision: The Board supports the letter addressed to Interparents commenting the revision of the statutes by acclamation.**

### **V. Items for discussion**

#### **1. Extraordinary Board meeting 24/06/2025**

The Chair proposes to hold an extraordinary Board meeting in situ only on 24/06/2025 to discuss internal matters.

The meeting ended at 23h25.

Next Board meeting date is scheduled on 24 June 2025 (extraordinary) in situ only.