Report 16/09/2025

September 2025 Board Meeting

Date: Tuesday 16 September 2025 from 19.00h to 23h25

Location: Teachers' Canteen Woluwe & Online (ZOOM)

Present in situ: Vanessa BATISTA - Pierre DEBAR – Janis FOLKMANIS - Pim GESQUIERE - Sanjee GOONETILAKE - Elita PETRAITIENĖ - Johanna PEYREDIEU DU CHARLAT - Jan VON PFALER - Fabricio SANTOS.

Present online: Célia ALV RODRIGUES – Andrea GRGIĆ - Ute HAMMESFAHR.

Others: Emmanuel Bellis (APEEE Director), GCP consulting representatives

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

The Board members commemorate former colleague Sabrina Fasoli in a minute of silence.

I. Agenda Points

1. Approval of the agenda.

Agenda approved by acclamation.

Decision: the Board approves the agenda.

II. Presentations (by external visitors)

2.1. Project PHOENIX: CRM Analysis

GCP Consultancy representatives Present the CMR analysis.

Project PHOENIX initial objective - the aim of the collaboration with GCP Consulting to conduct an assessment of the Salesforce system within APEEE, to map both current and future needs of all processes and associated tools, and to provide recommendations regarding the potential optimization or replacement of the solution.

The final report was eventually reoriented to highlight inefficiencies beyond the technical aspect. It focused on raising awareness of the need to review processes and align stakeholders before selecting a new IT solution. The report concludes that the organization is not currently equipped to support a sustainable digital transformation or to manage future evolutions of its application architecture.

GCP representatives answer Board members questions and gives clarifications.
GCP representatives leave the meeting (20.40).

3. Items for discussion/decision (in presence of non-Board members)

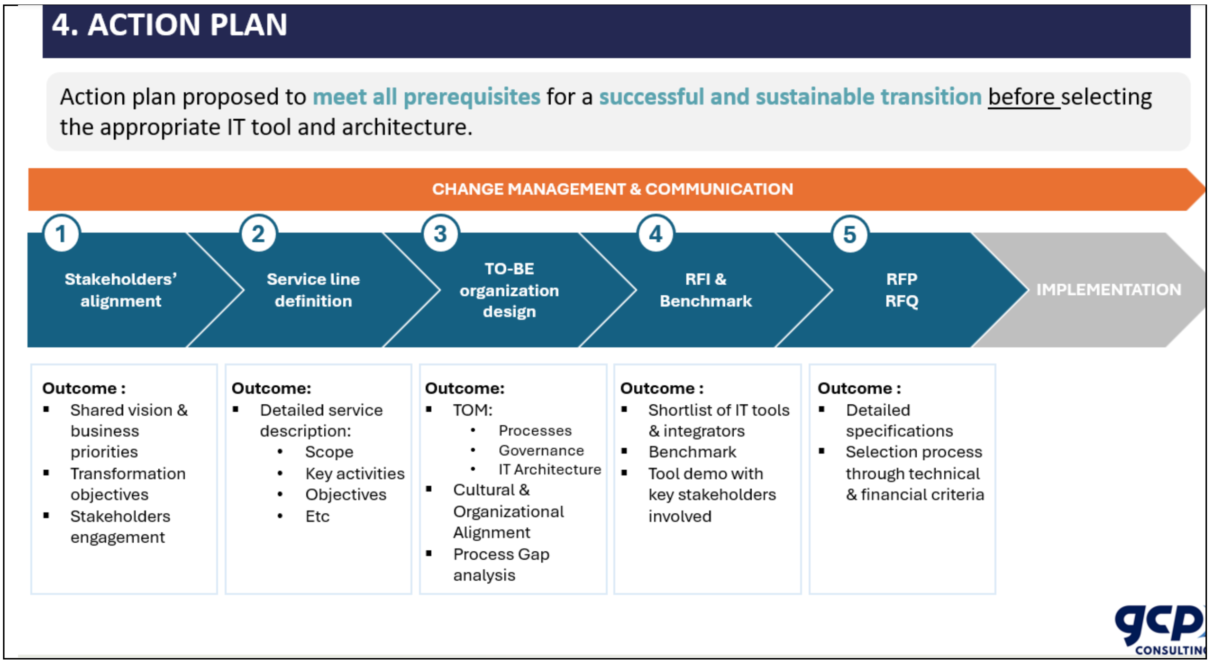
3.1. Discussion on GCP Consulting report with audit on Salesforce

3.1.1. Strategic decision on direction to take

Board members commented on the report and stated that it provided a detailed overview on the internal functioning of APEEE. The document has a wealth of information. As such it will be a reference document for the APEEE in the future on actions to take.

The Board discusses the action plan and is proposed to vote on action plan validation (step 1) after which there will be meetings organised with service managers (step 2). Estimated 2 iterations for canteen, periscolaire, transport.

For step 1, is a step to be undertaken by the Board, to define business priorities and objectives. Based on these objectives, the service managers can work on a detailed service description.



The decision is taken unanimously. This is a unique opportunity to define the ICT needs of the APEEE, which should have been done prior to contracting Salesforce in 2021 without any project planning whatsoever.

Decision: The Board validates steps 1 and 2 as proposed in the action plan by GCP.

GCP consulting had stated in their presentation that the implementation of the action plan, there should be oversight by the Board through appropriate structure. The chair communicated that this would require further discussion.

3.1.2. Representation at the EEB2 Administrative Board

The Chair proposes the Board to decide on the representatives to go to the EEB2 Admin Board on 23 September as Vice Presidents might not be available due to work commitments. After discussion it is decided that Board President should appoint the representatives based on their availability.

The decision is taken unanimously.

Decision: The Board President shall appoint a Board member to represent the Board at the EEB2 Admin Board on 23 September.

4. Agenda points (continuation)

4.1. Approval of Board reports 12-06-2025 and 02-07-2025

12-06-2025 and 02-07-2025 Board reports are approved by acclamation.
Decision: The Board approves 12-06-2025 and 02-07-2025 Board reports.

4.2. Register of decisions (info point)

Differently from previous years, the Board intends to file the decisions of the Board constantly and not only at the end of the year. By continuously updated the register of decisions would be available upon request for parents who ask so, in line with the statutes. At the end of the year, the register of decisions would be as usual published on the APEEE website.

4.3. Board operational continuity

WG Board Operational Continuity (BOC) coordinator updates the Board on the topic and emphasizes how it is important to have unified filing system and proper handover to the new Board members, and introduction to Teams for members not familiar with it.

The Board thanks the coordinator for the great job done.

5. Convention with the school update

The Chair and the APEEE Director updates the Board on the topic. The meetings with the school are continuing on the details of Memoranda of Understanding concerning services to be annexed to the Convention. The APEEE Director continues his mandate on the negotiations with the school.

The problem with the electricity at school from the beginning of the school year is pointed out. Currently for the kitchen to function properly, the staff need to alternate between different appliances. If too many appliances are switched on at the same time, the electricity for the whole school goes off. Therefore, if one appliance is on, another appliance needs to be switched. Operating in such a manner is difficult for canteen staff, and menus had to be adapted accordingly.

The Régie des Bâtiments (RdB) is responsible for the installation of new electricity cabinet, and the school is responsible for the communication with the RdB. The current system of governance does not allow for prompt resolving of issues with electricity and seriously impacts the proper functioning of the kitchen. The point was made that the issues related to the change of the electricity cabinet, which is under the responsibility of the RdB, shows how important the cooperation between the school and the APEEE is, and how important it is to discuss issues upfront.

6. Items for information (in presence of non-board members)

6.1. Allergies policy

Vice President Admin and the WG HSS (Health, Safey and Security) coordinator updates on current issues related to allergies. The APEEE has no systematic allergies policy in place across the three services, only some information mentioned on the website regarding the canteen.

WG HSS Coordinator updates on policies in APEEE services. School asks parents to sign a document which states that allergies in services are under APEEE supervision. But at the same time the school does not share students' medical information with the APEEE. Work is currently done within the transport service to sensitive the drivers and the monitors to the fact that they might be travelling with pupils with food allergies or other medical conditions. Until 2024 the APEEE staff had no training to deal with allergic reactions, and this training must be repeated annually. Training will also be given to Periscolaire supervisors.

6.2. Other business

Not discussed.

The meeting ended at 23h25.

Next Board meeting date is scheduled on 09 October 2025.