

## October 2025 Board Meeting

**Date:** Thursday 09 October 2025 from 19.00h to 23h30

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

**Present in situ:** Pim GESQUIERE - Sanjee GOONETILAKE - Andrea GRGIĆ (joined 20h20) – Carin PERSSON SVENINGSON - Elita PETRAITIENĖ.

**Present online:** Célia ALVES RODRIGUES - Vanessa BATISTA COUTINHO (left 23h00) – Janis FOLKMANIS (joined 21h15) - Ute HAMMESFAHR - Johanna PEYREDIEU DU CHARLAT (joined 21h05) - Fabricio SANTOS - Jan VON PFALER (JOINED 19.35).

**Others:** Emmanuel Bellis (APEEE Director) (19h00 – 22h50), CyberInit representative J. McCarthy (19h00 – 19h35) and GCP representative N. Irrera (19h30 – 20h15)

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

### I. Agenda Points

#### 1. Approval of the agenda.

Points on the need to elect new CEES WG and CEPM WG coordinators added.

Agenda approved by acclamation.

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

### II. Presentations (by external visitors)

#### 2.1. Adaptation of current cyber security policy

CyberInit representative J. McCarthy presents updated action plan.

With consideration for operational realities and proportionality, the initial recommendation to pursue formal CyFun labelling is withdrawn. However, aligning internal practices with the framework, applying controls only where they are relevant and necessary to a specific APEEE context will be applied. 24 hours of planned 80 over a year are used up to now. The project implementation is lightly delayed because of a cyber incident, school summer vacation, plan only actioned when consultant is physically present on-site.

Next steps: 17th Oct - MCG (Microsoft 365 managing company) presents results of their audit and provides recommendations on IT management; Nov -> Dec - depending on MCG recommendations - Mid-Term plan will be defined, and Initial report will be updated internally.

Immediate and critical actions, including system cleanup, updates, and documentation to ensure conformity with EU regulations are being performed.

The actions outlined by CyberInt represent a high-level strategic roadmap based on the current maturity assessment and the CyFun Basic framework. While they provide a structured direction for mid- and long-term improvements, detailed execution steps, resource requirements, and technical specifications have yet to be defined through further analysis. As such, it is not currently possible to provide a reliable budget estimate for these actions. The feasibility, scope, and associated costs will depend on several factors, including internal resource availability, technology choices, and potential external support. Most importantly, the successful implementation of these future actions is contingent upon the timely and effective execution of the short-term plan. Any delay or deviation at this stage could affect the overall strategy and financial planning.

CyberInt representative answers Board members questions and gives clarifications.  
CyberInt representative leaves the meeting (19h35).

## 2.2. GCP proposal Step 1 and Step 2

GCP representative N. Irrera presents Proposal for the next steps based on the recommendations. The APEEE wishes to move forward in a concrete way on two priority areas:

- **7.2.1 – Stakeholder Alignment:** establishing a shared vision between the Board, Management, and operational teams.
- **7.2.2 – Definition of a Shared Service Framework:** clarifying the scope, objectives, and responsibilities of each service (transport, canteen, extracurricular activities) in order to lay solid foundations for the future organization.

Small working groups of 4-6 Board members will be organized to brainstorm and draft the Vision and Mission. The draft will be presented to the Board for discussion and adoption. The presentation to the Board will not be a co-creation session but a discussion and feedback moment. Based on the reactions, the text can be slightly adapted so that all members feel represented.

Once the Vision and Mission are agreed, the next step is to make sure each department (Transport, Canteen, Extracurricular Activities, etc.) understands its role in delivering them. This means describing every service clearly, simple, and shared by all. The result will be a coherent service portfolio. Once validated, the service portfolio becomes a reference document for everyone in APEEE.

GCP representative answers Board members questions and gives clarifications.  
GCP representative leaves the meeting (20h15).

## III. Agenda points (continuation)

### 3.1. Approval of Board reports

Board reports:

- 24-06-2025 approved by acclamation.
- 10-07-2025, 16-09-2025 and 30-09-2025 approved by 11 votes for yes and 1 vote for abstain (Ute HAMMESFAHR).

**Decision: The Board approves 24-06-2025, 10-07-2025, 16-09-2025 and 30-09-2025 Board reports.**

## **IV. Items for decision (in presence of non-board members)**

### **4.1. Administrative support – staff needed**

The Chair and the APEEE Interim Director updates the Board on the topic. The Board is proposed to vote to recruit additional staff for the canteen and administrative support for the services and the general affairs. The recruitment would be a contract of limited duration.

The decision is taken unanimously by 10 votes for yes.

**Decision: The Board approves the recruitment of new full time administrative staff, which would dedicate half of his/her time on Admin in support of Canteen, and for the other half support the general affairs and the three business managers.**

### **4.2 Isabel – additional back up for the staff**

As discussed in an earlier Board meeting, the sole purpose of Isabel is to releasing funds for invoices having been approved by two board members. We are a small organisation, and these additional signatures are needed for the business continuity for our operations (e.g. in case of sickness, departure). The replacement of this card is a lengthy process. Therefore, to be on the safe side, additional authorisations are needed.

The Board votes to grant Isabel card to Paul Orlovski, Hong Ha Nguyen and Nadege Follon.  
The decision is taken unanimously by 9 votes for yes.

**Decision: The Board approves, the granting of an Isabel card to Paul Orlovski, Hong Ha Nguyen and Nadege Follon.**

### **4.3. List of powers and actions relating to daily management**

In the summer the Board authorised two Board members to finalise the list of powers and actions related to day-to-day management. This proposal was further included in the mandate provided by the Board. According to Eubelius (Law firm), the final version needs to be approved from a formal/legal point by the Board. The list of powers and actions have been published in the Moniteur Belge, simultaneously with Director's ad Interim official nomination.

The Board votes on the proposal. The decision is taken unanimously by 9 votes for yes.

**Decision: The Board approves the List of powers and actions related to day-to-day management granted to Emmanuel Bellis in his function of Director ad Interim.**

### **4.4. Limitation of further investment in Salesforce**

Following GCP report, there was a discussion on halting further investments in Salesforce, considering the very high probability of Salesforce decommissioning. Salesforce is however the tool APEEE uses, and inevitable there will be costs. On the other hand, it might be that an additional development in Salesforce would be required, facilitating the life of the APEEE. As a guidance on staff, the Board needs to decide on the level of investment APEEE would allow (i.e. the parameters). The Board is proposed to vote on parameters.

The decision is taken by 8 votes for yes and 1 vote for abstain.

**Decision: The Board decides that any additional investment performed to change parameters in Salesforce needs to be amortised within the next two years.**

#### **4.5. Election of CEES WG and CEPM WG coordinators**

Elita Petraitiene stands for the position of CEES working group coordinator of the Board year 2025 (for the left period) and presents herself. Candidate approved by acclamation.

**Decision: Elita PETRAITIENE is elected CEES working group coordinator.**

Vanessa Batista Coutinho stands for the position of CEPM working group coordinator of the Board year 2025 (for the left period) and presents herself. Candidate approved by acclamation.

**Decision: Vanessa BATISTA COUTINHO is elected CEPM working group coordinator.**

### **V. Agenda points (continuation)**

#### **5.1. Extraordinary Board meeting**

The Board is Proposed to have extraordinary meetings: 22 October on pricing of services, and 4 December on auditor report.

#### **5.2. Request for EGM**

The Board is updated on the following up of the request to organise an extraordinary general meeting (EGM). The class representatives' lists have not been finalised yet (some classes have not provided reps names after several reminders). The final reps list has to be confirmed by the Bureau and then the signatories' names of the request could be verified. The school will be contacted on possible dates for the EGM (availability of salle polyvalent).

#### **5.3. Presentations to parents 16 and 21 October 2025**

Info sessions on APEEE governance and the financial situation will be organised for parents online on 16 and 21 October.

#### **5.4. 2026 Annual General meeting**

Organisational matters were discussed.

## **VI. Implementation of action points agreed at previous meetings (in presence of non-board members)**

### **6.1. Agreement with the school**

Memorandum between the school and the APEEE draft is under discussion with the school.

### **6.2. Evere move**

The APEEE have not yet received detailed information from the school necessary for proper APEEE services planning related to the Primary and Nursery move to Evere in September 2026.

## **VII. Item for discussion (in presence of non-board members)**

### **7.1. Estimation of 24/25 results and cash forecast**

Financial situation before the audit 2024-2025 is presented to the Board.

### **7.2. BruMun**

Board members attended the opening and closing ceremony. Sabrina Fasoli award was handed over on behalf of the APEEE. The APEEE thanks numerous parents who helped organising this year's BruMun. Detailed reflections will be made in writing.

## **VIII. Any other business**

Not discussed.

The meeting ended at 23h30.

Next Board meeting date is scheduled on 20 November 2025.