

APEEE BXL III - EXCO

EXCO19, Thursday 22 March 2018

12h30 to 13h30

Avenue d'Auderghem 45, Breydel building 4th floor, room 200

Minutes

Present: MSM, KD, GP, RL, GG, KK, AS, FZ, AP, Mr Goret (accountant) and Ms de Perri (Administrative Office Manager)

Excused: TH, GB, CF, DM

<u>Point</u>	<u>Subject</u>	<u>Conclusions/decisions</u>
1. Treasury	Situation on 28 February 2018	<p><i>Several points were discussed, in particular, the need to present the estimated budget and the real execution in a way that reconcile taking into account the particular flows of incomes and expenses of the services. To be changed for next year.</i></p> <p><i>Investments: Sectors' proposals for major investments may be submitted to the ad-hoc financial assets working group.</i></p> <p><i>Some minor investments maybe decided by the WGs (up to 2000 euros) within the budget.</i></p> <p><i>The purchase of 4 tents out of the 12 usually rented for the SF has been decided.</i></p>
2. General affairs	E-enrolment: state of play/ back office/ issues	<p><i>Back office is far to be in place and it is the priority. Several issues have been encountered on the front office. Both tasks take so much time of the IT Manager.</i></p> <p><i>Some projects such as the use of tablets for Transport sector are not prioritised.</i></p> <p><i>Meeting with EPAFOS in April.</i></p> <p><i>Possible IT audit.</i></p> <p><i>Decision on payments: because of the high cost Mollie and the difficulties for reconciling the payments with the services it will not be used anymore and payments will be only allowed by direct debit and</i></p>

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		bank transfer.
3. General affairs/communication	Complaints' database	Discussion on the purpose and use. <i>Postponed to next EXCO meeting</i>
4. Sectors	a) Extracurricular b) Transports c) Canteen	Up-date by the heads of sector. <i>Postponed to next EXCO meeting</i>
5. AOB	Presentation of the internal procedures to the staff	Ornella will inform <i>Postponed to next EXCO meeting</i>