

APEEE BXL III - EXCO

EXCO23, Thursday 18 October 2018

12h30 to 14h30

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

Minutes

Present: MSM, TH, GP, GG, KK, AS, CF, FZ, AP, Ms de Perri
(Administrative Office Manager), Lucas Tasho (It Manager)

Excused: GB, RL, AH

<u>Point</u>	<u>Subject</u>	<u>Conclusions/decisions</u>
0. Procedure	Minutes EXCO meeting on 21.06.2018	<i>Approved</i>
1. Treasury	a) Budget results 2017-2018 b) Draft Budget 2018-2019 c) Decision on unpaid bills for services. d) Management of extra liquidity	<i>a) First reading on the results and proposed budget in the CA of October and approval in November. No further discussion as the accountant was not present. Details will be discussed on the next CA meeting.</i> <i>b) Discussion on the constraints of the elaboration of budget procedure. The new Treasurer will reflect on a new procedure and the persons involved. A proposal for a new position for a Financial Manager may be further discussed.</i> <i>c) Decision on sending an individual communication from the President and/or Vicepresident of the APEE to the remaining nonpayers. After this action, a decision of the Board may be needed to introduce legal action for non-payers.</i> <i>d) The WG needs to make sure any proposal fits with the mandate of the GA. The economic situation is not favourable; offers from financial institutions are either too risky either do not produce any benefit if we do not place a bigger amount than the one available. Long-term placement can be considered under the GA mandate but Exco & the Board must agree the level of risk. Main conclusion is that we need not to produce any more benefit and we need to find in house investments in order to improve our services. Post meeting note: GP/AP/KD will meet to agree final proposal for next Board.</i>
2. General affairs/staff	Recruitment of IT assistant - state of play	<i>The following CA members were appointed for the selection panel: JN, GP, GG, Ornella and Lucas.</i>

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	Other recruitments	<i>After the RSM internal audit results, we will reflect on the creation of a new position for and administrative assistant for periscolaire, canteen and general affairs.</i>
4. General affairs/IT	On-going projects update	<p><i>Back office: Transport and Cantine (pending small modifications) are done. Periscolaire planned to be finalised in November.</i></p> <p><i>Technical upgrade of the Website has been done. New interface may follow after the review of the content by the Communication WG.</i></p> <p><i>E-enrolment: need for new more powerful server. A decision was taken on renting a better server from EPAFOS.</i></p> <p><i>It manager is preparing a new proposal to have a new global electronic system to use badges for every of our services (including transport and periscolaire), maybe using Xafax or something similar.</i></p> <p><i>There is a new quite less expensive offer from Mollie. It was agreed to use again Mollie and allow only 1 payment mode (bank transfer).</i></p>
5. Sectors	a) Canteen b) Transports c) Periscolaire	<p>a) Discussion is taking place with the school managers on sharing the cost of maintenance of equipment and new investments in the canteen.</p> <p>b) A new Transport regulation has been prepared by the WG and will be submitted for approval of the CA.</p> <p>c)</p>
5. AOB		