

APEEE BXL III - EXCO

EXCO2, Thursday 15 November 2018

12h30 to 14h30

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

Minutes

Present: MSM, TH, GB, GP, KK, RL, AP, Ornella di Perri (Administrative Office Manager), Lucas Tasho (IT Manager)

Excused: AH, GG, AS, CF, FZ

<u>Point</u>	<u>Subject</u>	<u>Conclusions/decisions</u>
0. Procedure	Minutes EXCO meeting on 18.10.2018	<i>Approved</i>
1. Treasury	Follow-up on unpaid bills for services	<i>Personalised Emails were sent the week before. Most of the contacted parents have replied and are paying the outstanding amounts. Further follow-up and measures to take will be discussed in next EXCO meeting.</i>
2. General affairs/staff	a) Recruitment of IT assistant - state of play b) Draft Board decision for the tasks of the Financial Assistant c) Payment of School Minerval for APEE staff - state of play	<i>a) The selection panel interviewed several candidates and Mr. Mergim Isljamaj has been proposed for recruitment. A contract for 20 hours/ week and a duration 4 months will be proposed.</i> <i>b) The Decision will be submitted to the Board.</i> <i>c) The President will explore with the school the different options payment. The minerval must be paid by the end of December.</i>
4. General affairs/IT	a) On-going projects update b) Decision on	<i>a) Application for the buses is ready to be tested in January.</i> <i>New website: the review of the content is being done by the sectors and the Communication WG.</i> <i>b) Viva wallet has been identified as the best</i>

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	payments methods	<i>offer for e-payment. The three different offers will be presented to the Board.</i>
5. Sectors	a) Canteen b) Transports c) Periscolaire	<i>a) Canteen: A revised regulation for the canteen is being prepared in line with the one of transport.</i> <i>b) Transport: Satisfaction survey to be launched in December.</i> <i>c) The vacancy notice for the recruitment of a support assistant in extracurricular activities is put on hold.</i>
5. AOB	Next meeting	<i>The date of next meeting is fixed on 7/12/2018 to allow the participation of a financial expert for the placement of the APEEE financial assets.</i>