APEEE BXL III - EXCO

EXCO26, Thursday 7 March 2018

12h30 to 14h30

Council Europa Room EB S3.13

<u>Present: AP, FZ, GP, JN, MSM, TH, Ornella di Perri (Administrative Office Manager), Lucas Tasho (IT Manager)</u>

Excused: CF

Draft Agenda

Point	Subject	Comments
1. Procedure	Minutes EXCO meeting on 07.12.2018	To be approved by written procedure
1. Treasury	a) Budget implementation monitoring	a) Members expressed their dissatisfaction on the way the monthly accounts are presented as they do not represent actual figures. Treasurer will discuss it with the accountant.
	b) Update of the annual road map of financial and internal control.	b) WG Internal control abolished Monthly accounts: no need for September/October Draft budget to be prepared as of May each year. Renewal of the contract with External accountant
	c) Renunciation of outstanding mounts for services 2017/2018	c) Decision adopted with modifications
2. General affairs/staff	a) HR needs in 2019 and the time- schedule for the recruitment of part- time posts	a) Further discussion will follow within the WGs on the needs for each sector.
4. General affairs/IT/Communication	a) Follow-up of IT projects	a) Tablets for transport: tested. Need to buy the rest of the tablets. On-line payment Xafax: to be tested. Development of back-office is

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		progressing. Transport registration is ready.
	b) E-enrolment 2019/2020 - planning	b) Agreement on a proposal for dates to be submitted to the Board.
5. Sectors	a) Canteen	a) Agreement on the proposal for the purchase of a vegetable cutter RobotCoupe. Decision to be adopted by Board The extension of the contract with Xafax that expires in April 2019 to be checked.
	b) Transports	b) Some concerns were expressed on the tablets not being user-friendly to be efficient. Need to train the bus monitors on the use of the tablets.
	c) Periscolaire	c)Periscolaire rules will be presented to the Board for adoption.
5. AOB	Dates of next EXCO meeting	11/04 10/10 16/05 14/11 13/06 05/12 20/09