APEEEL2 Extraordinary General Meeting
Thursday 5 December 2019

Conference Room, Admin Building, European Luxembourg 2 Mamer

Total number of members present or having given a proxy at the start of the meeting: **23 votes**

AGENDA

1. Opening remarks, introduction, and adoption of agenda.
2. Vote on APEEEL2 statutes' modifications relating to the representative role of the Secretary General and membership procedure.
3. Final remarks and closing of meeting

Start of the meeting at 18:40

APEEEL2 President, André Schmutz (ASC) welcomes all members in the assembly.

1. Adoption of agenda and adoption of minutes from previous AGM

- There are no additional points to be added to tonight's Agenda, so the Agenda is adopted at 18:41.
- ASC reviews the minutes of our last AGM of 21 November 2019, recently published on our website and distributed to all members present.

The minutes of the AGM of 21 November 2019 are adopted at 18:47.

2. Vote on the APEEEL2 statutes' modifications relating to the representative role of the Secretary General and membership procedure

Delphine Ballaguy (DB) confirms that she is happy to answer any questions relating to her new role as Secretary General. There are no questions asked at present.

The changes concern Article 11 paragraphs b, f and k only.

Comité de Gestion

Art. 11

b) le mandat des membres du Comité est de trois années administratives. Le Comité est renouvelable annuellement par tiers. Les membres sortants sont rééligibles.
A la suite de l'élection annuelle de renouvellement, au cours du quatrième trimestre de l'année administrative, le Président sortant convoque la réunion constitutive du Comité de Gestion qui prendra ses fonctions à partir du premier jour de l'année administrative suivante. La durée du mandat de trois ans s'applique à partir de juin 2017. Un tirage au sort établit les membres sortants, en cas de besoin.

APEEEL2 École Européenne Lux2, 6 Rue Gaston Thorn, L- 8268 Bertrange
Téléphone: +352 273 224 5127 Email: office@apeeel2.lu Website: www.apeeel2.lu

Pendant cette réunion le Comité en cours de constitution confirme la validité de son ~~règlement interne~~ de ses lignes directrices et procède à l'élection du Bureau, qui prendra ses fonctions également à partir du premier jour de l'année administrative suivant ; le Comité de Gestion porte cette information à l'ordre du jour de la première Assemblée générale utile ;

f) le Comité procède, chaque année administrative et selon la procédure prévue à l'art. 11 b), à l'élection en son sein, du Bureau composé de :

- un Président ;
- un Vice-président Administratif et Financier ;
- un Vice-président Pédagogie Secondaire ;
- un Vice-président Pédagogie Primaire ;
- un Secrétaire ;
- un Trésorier ;

et d'autres positions selon besoin.

Le Secrétaire Général peut participer aux réunions du Comité et du bureau sans y avoir le droit de vote.

k) le Comité de Gestion peut déléguer tout ou partie de ses pouvoirs soit à son Bureau, soit à l'un des membres de ce dernier, soit au Secrétaire Général ;

VOTE on the modifications of APEEEL2 statutes, as presented during the AGM of 21 November 2019 and detailed above:
Yes: all
Abstain: none

3. Financial Report

- ASC presents the updated APEEEL2 Financial Report, including the latest changes made by our auditor. He highlights that the decreased amount now expected from FAPEEEL impacts the results of the Report.
- Legally, any provision to be paid would need to have a corresponding invoice.
- The School has not yet provided us with any projects they would like us to support.

QUESTIONS FROM MEMBERS

- Question 1: who is our auditor?
  Answer: Our auditor is Mrs. Tania Kohn. Didier Hoareau (DH), Tibor Tuboly (TT) and ASC confirm they have reviewed Tania's auditing report. The report indicates Tania had access to all information and that there were no anomalies to report.

ASC confirms that Tania will have access to all our APEEEL2 official meetings minutes (Management Committee and Board meetings + AGM) in the future. The audit report prepared by Tania is available to everyone upon request.

- Question 2: Did Tania report on the 2% fee we paid to Six Payment for our online paying platform for Periscolaire activities?
  Answer: As this fee complies with standard practice and we have signed a contract with Six payment,

APEEEL2 École Européenne Lux2, 6 Rue Gaston Thorn, L- 8268 Bertrange
Téléphone: +352 273 224 5127 Email: office@apeeel2.lu Website: www.apeeel2.lu

Tania made no comment on it.

- DB explains that Tania has asked how we checked that pupils attending Periscolaire activities have indeed registered: we have asked our Periscolaire instructors to check and mark the presence of each pupil on an attendance list for every lesson.

- Tania also made a remark orally on the benefit to reconcile the statements we receive from Six Payments with our list of Periscolaire reservations in PAMS.

VOTE on the Financial Report and discharge being given to the Management Committee and the Treasurers:
Abstain: 2 Treasurers
Yes: all except 2

- **Budget for 2019/2020**

- Regarding our 2019/2020 budget detailed in the AGM Annual Report for 2018/2019, TT requests that we increase our current Periscolaire material budget of 10 000 euros to 15 000 euros, to purchase computers for our Coding and Robotics course.

VOTE at 19:15 on increasing our 2019/2020 Periscolaire material budget from 10 000 to 15 000 euros:
Abstain: none
Yes: all

4. Final remarks and closing of meeting

VOTE on continuing our finance auditing with Mrs. Tania Kohn for 2019/2020.
Abstain: none
Yes: all

ASC thanks all members for attending tonight's meeting**.**

As there are no more topics to be discussed, the meeting closes at 19:16.

APEEEL2 École Européenne Lux2, 6 Rue Gaston Thorn, L- 8268 Bertrange
Téléphone: +352 273 224 5127 Email: office@apeeel2.lu Website: www.apeeel2.lu