CAPEEA BUREAU meeting notes

horizontal line

15 **February 2023** / 8:00 PM CET / Virtual-Zoom

# ATTENDEES

Alexandra, Bauke, Carole, Dominik, Gabriel, Martin, Stefanie

# AGENDA & Notes

## Last Meeting Follow-up Debrief of JTC meeting

*[Gabriel’s note: i did not take notes on this item, so i noted from memory]*

1. Carole and Bauke presented the discussion held at the recent JTC meeting. Members asked additional questions on various topics.
2. **Approaching other PA for new CAPEEA membership**
3. Alexandra and Stefanie will contact some other PA to become members. Stefanie indicated she is already in contact with one PA and a call will take place soon asking for colleagues from CAPEEA bureau to join.
4. Gabriel indicated that Warsaw PA has requested to join CAPEEA and forwarded the email to Alexandra and Stefania to contact them.
5. In total, about 5 PAs will be contacted, with some Bureau members providing additional details of previous contact points or PA contacts.
6. **September physical meeting**
7. Carole indicated she has no major updates/agreements regarding this September meeting. She indicated that Tallinn school apparently came forward with a proposal to host. Strasburg seems ready to organise with Paris if nobody else comes forward.
8. It was clarified that this meeting is for the accredited school network. Directors from all the accredited schools should agree. PA can help.
9. *[After meeting note - Stefanie indicated it was a misunderstanding with Tallinn, they would not organised. Gabriel indicated he asked the Paris director to contact the Strasbourg director to decide asap if anything is to be organised.]*
10. On a separate note, Martin asked for consideration for the next meeting, for 2024. He indicated Parma should be the choice.
11. **Website & other comm tools**
12. A discussion on the website and other tools for communication and facilitating APPLD tasks ensued.
13. Gabriel indicated the creation of a folder structure on the existing capeea gmail account drive: [**https://drive.google.com/drive/folders/1CvKi6qQoJCTC-p8iEbZNbTuyxkZJvfns?usp=share\_link**](https://drive.google.com/drive/folders/1CvKi6qQoJCTC-p8iEbZNbTuyxkZJvfns?usp=share_link)

Members are asked to provide feedback and add content if they are in possession of other documents.

Gabriel indicated the new approval from Google for CAPEEA to benefit freely of Google Workspace and the possibilities to create custom emails. Carole agreed to create functional emails that can be transmitted between position holders, such as [president@capeea.eu](mailto:president@capeea.eu) . Martin indicated this is how his PA functions as well. Alexandra suggested this might complicate things at this stage and prioritise it, focusing on the website.

1. Regarding the website, it was decided that content is a priority in contrast to the looks *(for reference, the webmaster proposed a for bureau members’ consideration a new look here* [*https://appld-ee.eu/capeea/*](https://appld-ee.eu/capeea/) ). It is important that the website become useful for CAPEEA members and is constantly updated to indicate CAPEEA is active and become appealing to members.
2. Martin indicated from his experience that content needs to come from the members and not from the webmaster.
3. A few targeted updates were agreed in the meeting (remove minutes from the website, add new section shadow members (Extended Bureau), create a section for bullet point updates on CAPEEA activity). In addition it is to be explored to add a forum section accessible only to members of PAs members of CAPEEA. A validation will need to be set-up with the benefit of allowing all parents to participate in discussion and enriching the value.
4. In addition, it was decided to create a document where all bureau members can suggest items to add to the website. The document is here: <https://docs.google.com/document/d/1rWAG6mfX5gw4VZI2zzbPiGUcJ2Uruatc3DFmvh5zjgs/edit?usp=sharing>
5. **Budget**
6. Gabriel has raised the issues of articulating a budget for a full steam CAPEEA, to account for travels and all relevant expenses, indicating that APPLD agreed in principle to contribute with a donation under a clearer cost structure.
7. Carole indicated that in principle there are 2 nights of accommodation and travel , for two persons, for each JTC. In addition there are 3 working groups, but currently are conducted in remote mode.

Carole reminded of the historical set-up where the PA ensuring the presidency would cover all costs but since smaller PAs could not afford, and in an effort to ensure equal treatment, CAPEEA was set-up to also mutualise such travel costs.

1. No other significant items of costs were identified.
2. Carole to consider preparing a n updated more detailed budget. Gabriel indicated his availability to help.
3. **2023 GA minutes**
4. Gabriel asked if the GA minutes will be sent to the tribunal. Carole indicated that probably yes, in view of updating the positions of Treasurer and Secretary.
5. Gabriel indicated the need to ensure an adequate format for such a document.
6. In conclusion, to check the two “minute document” versions and merge where needed.

[For ease of access: the 2 documents are saved here: https://drive.google.com/drive/folders/1\_cOIs7KBaN2ixNmWGq7UZeRoR94B\_rsQ?usp=share\_link]

1. **AoB**
2. Suggestion - to organise a June Bureau meeting to prepare the September meeting and discuss close of the year. Proposal agreed

# ACTION ITEMS

1. **Stefanie to check Tallinn’s school availability to organise the september meeting**
2. **Gabriel to ask Aris director to accelerate / contact Strasbourg director if anything is to be organised for the September meeting**
3. **Alexandra and Stefanie to contact PAs for becoming CAPEEA members**
4. **Greta to circulate a doodle to decide on next meeting dates.**
5. **To consider updating the minutes document in view of sending to tribunal.**
6. **All extended bureau members to provide input for the website update, here:** [**https://docs.google.com/document/d/1rWAG6mfX5gw4VZI2zzbPiGUcJ2Uruatc3DFmvh5zjgs/edit?usp=sharing**](https://docs.google.com/document/d/1rWAG6mfX5gw4VZI2zzbPiGUcJ2Uruatc3DFmvh5zjgs/edit?usp=sharing)

NEXT meetings

1. It was decided to host 2 meetings:

* Full bureau meeting after Easter break
* website meeting in about 1 month, in working group format (non mandatory for Bureau, with webmaster if possible present).