MINUTES STEERING COMMITTEE

Cardiff, 22 October 2003

Present:

Hans van Aalst; Frans Schneider; Wolfgang Stutzmann; Kent Anderson; Leif Haar; Jos Leenhouts, Louise Rosthoj; Leila Lahti; Peter Hodgson; Laurence J. Kavanagh, StefanoTirati, Birgitta Johansson and Marián de Villanueva.

Chairman: Peter Hodgson

He introduced Jos Leenhouts as the new National Rep. of The Netherlands She is the principal op the Mondriaan College in Hague and has a lot of experience in Vocational Education and Training.

Apologies:

No communication from Greece and Portugal.

1. **Minutes of the last Steering Committee 14 June 2003**

Birgitta Johansson asked about Internationalisation. Frans Schneider explained that the board of the World Federation of Associations of Colleges and Polytechnics (WFACP) has decided to cancel their 3rd International Conference which was to be held in 2004 in S. Africa and which will now take place in 2005 in the United Arab Emirates. EFVET will therefore receive the payment of the World Federation expenses in 2005, since the main source of income of the WFACP is a capitation fee of $ 40 for each delegate attending the conference.

Jos Leenhouts made some orthographic corrections in the minutes.

Minutes of last meeting were approved.

2. **Matters arising**

Project NGO2 has been approved: members, via National Reps., will receive questionnaires and will be able to contribute. Importance of involving also other external organisations to EFVET network.

Leif Haar reminded SC that next deadline for newsletter was 1st December.

Leila Lahti will write a document to members to promote EFVET as disseminator in projects.

3. **Conference Cardiff**

Peter Hodgson informed that 17 countries and 120 delegates had registered. The programme is fine. Some speakers have changed. Considerable effort had been made to keep costs down on previous years. Some expenditures were cut to have the conference cheaper and recuperate the money we have lost in other conferences. Peter Hodgson thanked the Conference Team for their help and support over the past year.

Hans van Aalst said how hard Peter Hodgson and his team have worked.
AGM: Papers were sent in time. Jos Leenhouts had not received some papers.

4. **Follow up to MEP and European Parliament event (March 2003)**

Hans van Aalst has spoken to several MEPs (Members of European Parliament) following the event and he will have a meeting with them in March. Leila Lahti is very interested in going to this meeting representing

Finland. The Association of Colleges (UK) and BveRaad (NL) have also expressed interest. Peter Hodgson explained that the new Chief Executive of AoC – John Brennan - would be attending the Conference on the Saturday providing an opportunity for face to face discussion on this and other matters

5. Membership

Jos Leenhouts expressed the opinion that EfVET should emphasise the strategic role it has to play in influencing European VET policy and development and that a distinction be made through the membership structure and fee levels. Peter Hodgson explained that some countries were adopting different fee structures to reflect exactly that – a fee for strategic representation and another fee for individual services to Colleges. The UK example was explained. He said that, if a National Rep. does not agree with the fee or if he/she want less fee, the National Rep. should present a proposal about National fee structures to the Steering Committee and it must approved by the Steering Committee. Hans van Aalst said that we are looking fore more members studying the fee policies. He wanted two groups: lobbying and members, so he will ask to the members during the AGM who is interested in these subjects.

Louise Rosthoj did not understand why continue budgeting for people who have not paid and are unlikely to ever pay (3 years behind in some instances). Birgitta Johansson agreed, because there are people who will never pay. Frans Schneider explained that as Treasurer he needed Steering Committee approval to write off bad debtors

6. Financial situation

Frans Schneider presented the balance sheet and profit/loss account for 2002. The accounts have been approved by the Accountants. (see papers AGM).
There is still a cash flow problem due partly because of generally late and some non payment of the membership fee by the members and partly because of the negative reserve we are faced with.
The aim is to have a positive reserve within a period of 4 years.
The S.C. approved his proposal to increase the membership fee a little, it is on the agenda of the AGM for final approval. (see papers of the AGM)
The budget he presented is cut to a minimum, the S.C. agreed with that budget based on an expected income, which he presented and the SC approved. (see papers of the AGM).
The members of the E.T. will sign for this approval for the accountants, after the AGM agrees.

Instead of waiting for 10 invoices to be sent, we agree to ask to accountants to send straight forward an invoice when a new member apply for membership. Approval.

Apart from Frans Schneider, nobody has credit card/cards of EFVET accounts.

7. Date and time of the next meeting

Executive Team: 30th January 2004, in Brussels, at 16:35 h.
Steering Committee: 31st January 2004, in Brussels, at 09:00 h.