



Brussels, 30th March 2015

EGEA Board of Directors Meeting
Monday, 23rd March 2015, 13h00 – 18h00, Warsaw
-Minutes-

Participants:

Michel Vervekken (President) [MV]
Thierry Coton (1st Vice-President) [TC]
Leon Andriessen (2nd Vice-President) [LA]
Massimo Brunamonti (Board Member) [MB]
Dave Garratt (Board Member) [DG]
Jaume Berenguer (Treasurer) [JB]

For the Secretariat:

Neil Pattemore [NP]
Eléonore van Haute [EVH]

Apologies :

Klaus Burger (Board Member) [KB]

1. Welcome

Michel Vervekken welcomed all Board members to the Board of Directors' meeting held in TDT premises in Warsaw and noted apologies for absence.

2. Approval of the minutes of the last Board meeting held on 22nd October 2014 in Brussels

- MV explained that the action under point 3.2 of the minutes of the last meeting of the Board of Directors has not been carried out as the interest rate (0,30%) offered by ING was really poor at that time. Nevertheless, the Secretariat will meet some other banks to investigate further interest saving account rates as the Board preferred to opt for the saving account rather than any other serious investment which could be unsafe.
- After that, the minutes of the last Board of Directors meeting held on 22nd of October 2014 were approved.

3. Secretariat

3.1. Changes in the EGEA Secretariat and in the structural organisation

Discussion:

- After the Board's decision to hire a full-time Secretary General and following the withdrawal of Sylvia Gotzen as Secretary General for EGEA, MV and the Board members welcomed Eléonore van Haute who was designated by the Board of Directors members to

become EGEA Secretary General. Her designation will be official after her official appointment at the General Assembly. Eléonore van Haute thanked the Board for its trust and for giving EGEA the resources to be well-represented in Brussels.

- MV informed the Board that a convention has been signed between FIGIEFA and EGEA to discuss the transfer of offices, powers, duties and exit costs (e.g. paid holidays, etc) for Laurence Eeckhout's and EVH employments.

Due to the changes in the secretariat, the Board decided the following:

- EGEA to be directly invoiced for any services from third parties to avoid any double VAT charges by FIGIEFA re-invoicing.
- As for the car leasing contract for EVH, it was decided to renegotiate a new contract with Peugeot to ensure a direct invoicing to EGEA. The Board agreed to pay 30€ more per month in addition to what was initially agreed to allow EVH to enjoy a more spacious family vehicle. EVH thanked sincerely the Board for this kind gesture.
- It was decided that EVH should get the full rights of ING bank account use to ensure easy and fast payments.
- In order to have the full picture on EGEA accounts and current financial situations, the Board suggested to the Secretariat keeping a copy of all invoices at the office.

3.2. State of affairs of preparation of office move

Discussions:

- EVH gave an update on the FIGIEFA/EGEA offices' move due to the upcoming renovation works of the current offices. Two options have been considered by the Secretariat: 1) move to new offices on a temporary basis and come back to the current offices once the renovation works have finished; 2) find new offices and move permanently. It was explained that the first option is the preferred one because this offers the possibility to be associated to renovation works and to arrange the new spaces according to the Secretariat's specific needs.
- In addition to that, EVH pointed out that FIGIEFA will need some more office space due to the increased staff members (i.e. an office will be needed for Neil, a workplace for the new FIGIEFA full-time secretary, etc), therefore the budget for 2016 would need to be revised accordingly as the office rent might certainly increase.

Decisions:

- Decision that the EGEA share of office rent with FIGIEFA should be calculated according to a percentage (and not in m², or fixed rate). This percentage would need to be re-calculated as the current one was fixed to 24% (20%= EVH & 4%= NP) out of 110% (and not 100%).
- Decision to establish a new service contract with FIGIEFA for 2016.

4. Finances

4.1. Review of the preliminary financial situation dated end 2014

- Receipts:

- Membership Fees: MV informed the Board that all members have paid their membership fees for 2014 except ARDIS. MV reminded that STM paid a reduced membership fee of 7.250€ instead of 8.856€ for 2014 only.

Decision: The Secretariat to send a payment reminder to ARDIS. The payment of the 2014 membership fees should be done by April 30th, 2015. After that date, EGEA will reconsider ARDIS membership to EGEA.

- ECSS/CITA Tender: MV was pleased to announce that EGEA has been paid for its participation in the Commission/CITA tender on ECSS. An invoice has been sent to CITA in February 2015 and payment has been received in March 2015.

- Expenses:

- Regarding the state of expenses, the financial statement shows a positive balance of 100.029€ for 2014 (mainly due to the receipt of CITA payment for the ECSS Study and because there were less expenditure for the meetings and travelling than foreseen). This amount will be added to the reserves.
- Supplementary work hours for Neil Pattemore's work: The Board was informed that Neil Pattemore has been working more hours than budgeted. The total working hours is over 110% of the target hours.

Decision: After discussion, the Board agreed to pay an extra of 4000€ (approximately 10% of the annual total work hours) for Neil's supplementary working hours for 2014. For 2015, the Board kindly asked NP to stick as possible to the 2015 budget, however in case of any supplementary working hours, NP should consult the Board beforehand.

- Decisions & Actions:

- The Board took note of the preliminary financial situation dated end 2014 as presented by the Secretariat.
- Decision to submit the formal approval of the 2014 financial statement to the next General Assembly in Brussels together with an official audit.

4.2. Revised budget 2015: presentation of the revised budget 2015

- MV presented the revised budget 2015 (please see attachment).

- Discussions:

- Receipts:
 - Membership fees: No changes regarding the membership fees. As for ARDIS, no membership fee has been included into the 2015 budget as no payment was received for 2014. Their membership to EGEA might be reconsidered.
 - Licensing agreements: As both contracts for licensing agreements with Automechanika and Autopromotec will end soon in 2015, EGEA has been liaising with Automechanika to conclude a new contract for 2015-2017. As for Autopromotec, EGEA will send a letter to AICA asking to renew the contract.
- Expenses:
 - Secretariat Cost: Further discussion, the recalculation of the percentage and clarification on the share of rent and charges should be done by MV with Sylvia Gotzen.

- Insurances: For further clarification and following the hiring of a full-time secretary general, a new budget line has been included regarding the insurances (occupational accident insurance, etc). These were fully paid before by FIGIEFA, and no costs were borne at that time by EGEA.
 - Manpower: 90.000€ have been allocated for the manpower of EVH (50% from 01/01/2015 to 15/03/2015 and 100% as of 16/03/2015) and Mona Wiig (3000€).
 - Bookkeeping: The cost for bookkeeping has been increased since EGEA is subject to the VAT as more accounting work is required now to separate the VAT from all invoices and budget lines.
 - Meetings and travelling: the budget line has been reduced however it was decided to include now all travelling from NP under this line.
 - The Board agreed to subscribe to the FAIB (Federation of European and International Associations in Brussels) as it could provide EGEA with some more support on general legal matters, taxation issues, general statutory matters, etc...
- Actions & Decisions:
 - The Secretariat to send a letter to AICA asking to renew the contract for licensing agreement with Autopromotec.
 - The Secretariat to subscribe to the FAIB.
 - For the drafting of the budget 2016, the Board should reflect on new and clear criteria to calculate the membership fees for 2016 (e.g. car park ...).

4.3. Neil Retainer: discussion on adaptation of retainer to exchange rate differential Euros vs GBP

- NP reported to the Board that since July 2014, the exchange rate differential Euros vs GBP has changed significantly. The original exchange rate in the contract is 1,1679€/£1, but this is now at 1,4435€ and this will be above the 5% clauses as stipulated in the contract.
- As NP is already loosing 5% of his income before any additional payments would be made, the Board has been kindly asked to reflect on that situation.
- Decision: After discussion, the Board was pleased to inform NP that it was agreed to pay the full difference in exchange rate (with no threshold defined of the annual fee budget) for January, February and March 2015 taking 1,1679€/£1 as the basis for calculation and with no 5% fluctuation thresholds. After that and as of April 2015, all invoices will be issued in GBP, based on the 1.1679€/£1 exchange rate.
- NP thanked the Board for this gesture.

4.4. Membership fees 2015: discussion and final decision on some Members' request:

- **ARDIS**
 - The Board agreed that if ARDIS remains member of EGEA for 2015, ARDIS should pay its full membership fee of 10.856€.

- **STM**

- Following the discussions with STM, the Board decided to ask for a full membership fee for 2015 as they paid already a reduced membership fee of 7.250€ instead of 8.856€ for 2014.

- **SAA**

- Discussion between Board Members following the email from Diego De Pedrini, SAA President, on January 27th stating that the SAA Board decided to pay a maximum 2015 membership fee of 5000€.
- Following the discussion, the Board agreed that there is no need for re-discussion as SAA is already paying a reduced membership fee since the donations have been fixed within EGEA. SAA was already supposed to pay 10.856€ as the other small associations, instead of the actual membership fee of 8.856€.

4.5. AFCAR Membership fee for 2015: short overview

- Due to lack of time, this item was not discussed.

5. Roadworthiness test (PTI) Directive 2014/45/EU: Short update concerning access to vehicle specific technical information for PTI testing of Electronically Controlled Safety Systems (ECSS)

- This item will be discussed at the General Assembly meeting

6. EGEA Working Group activities

6.1. WG2: New WG2 Chairmen

6.2. WG6: Report on the GOCA test series and next steps

6.3. WG7: Market Study Data - Wolk & Leoprechting contract

- Report from first kick-off meeting on March 9th, 2015 (Klaus & Michel)
- Discussion on output of the study for EGEA

6.4. WG 9: MAC label: short update on the business plan

6.5. WG10: report from last meeting on December 3rd, 2014 and next steps

- These items will be discussed at the General Assembly meeting

7. Any other business

7.1. IAAM Conference in Bologna on 21st May 2015: Neil's participation and EGEA Presentation

- Due to lack of time, this item was not discussed.

7.2. EGEA members: discussion on potential new member countries

- Austria: EVH reported to the Board that she has been informed by Mr. Rehberg that Mr. Zagler from VFT, the Austrian Association for parts wholesalers (FIGIEFA Member), would like to create an Austrian association for the garage equipment.

The Board welcomed this initiative and Dave Garratt kindly offered his support for the creation of this new trade association at national level.

Decision & Actions:

- The Secretariat to liaise with Mr. Zagler from VFT (cc: Mr. Rehberg) and to offer him support for the creation of its new association.

- Turkey: Since there is no news from the Turkish Company who wished to join EGEA some years ago, the Board suggested to meet them and visit their booth during the Autopromotec Trade Fair in May 2015.

- Following these discussions, the Board suggested to investigate whether there is any company from countries non-members of EGEA who would like to join our association. A round-up was made (companies in countries such as Denmark, Finland, Portugal, Austria, Romania, Hungary, Czech Republic, Turkey would qualify) and it was decided to enjoy the Autopromotec trade fair to meet these companies. For that, the Board proposed to create a 'membership pack' which can be used for these meetings and which would indicate the benefit of being member of EGEA and under which conditions.

Actions:

- The Secretariat to prepare a 'membership pack' before Autopromotec.
- The Secretariat together with MB and Autopromotec to list all manufacturers from these countries non-members of EGEA who will be exhibitors at Autopromotec.
- The Secretariat to liaise with Wolk to establish a list of tools and test equipment manufacturers from countries non-members of EGEA.



Eléonore van Haute