

**MINUTES OF THE EXECUTIVE BOARD MEETING HELD IN
KURESSAARE, ESTONIA ON MARCH 15TH 2008**

○ **Present:**

COUNTRY/PAYS	Name/Nom
AEHT Head Office Siège de l'AEHT	SCHINTGEN Nadine
AEHT Head Office Siège de l'AEHT	REES SMITH John
AUSTRIA AUTRICHE	ENENGL Klaus
AUSTRIA AUTRICHE	RUSSEGGER Hans (Council of Elders – Conseil des Sages)
BELGIUM BELGIQUE	WILDIERS Hilde
CROATIA CROATIE	BARANASIC Vesna
CZECH REPUBLIC REPUBLIQUE TCHEQUE	PODOLAKOVA Jana
DENMARK DANEMARK	BECK Christian
ESTONIA ESTONIE	RAND Neeme
FINLAND FINLANDE	NIEMINEN Marit
GERMANY ALLEMAGNE	CLAUSEN Jürgen (Council of Elders – Conseil des Sages)
IRELAND IRLANDE	OWENS Mary
ITALY ITALIE	BENVENUTO Alfonso
ITALY ITALIE	OLIVIERI Mariella
LATVIA LETTONIE	OZOLINA Silva
LATVIA LETTONIE	LOCMANE Ilze
LUXEMBOURG LUXEMBOURG	ROBERT Louis
MACEDONIA MACEDOINE	NIKOLOVSKI Zoran
THE NETHERLANDS PAYS-BAS	LUYCKX-WILLEMS Ans
THE NETHERLANDS PAYS-BAS	VAN SASSEN Roy (Council of Elders – Conseil des Sages)
NORWAY NORVEGE	ANDREASSEN Stig
NORWAY	SVORKAAS

NORVEGE	Einar
PORTUGAL PORTUGAL	PAIS Ana Paula
RUSSIA RUSSIE	KAGAKINA Irina
SLOVENIA SLOVENIE	SOLAR Janez
SLOVENIA SLOVENIE	SPEC Jana
SWEDEN SUEDE	LARSSON Arne

○ **Apologies received from:**

ALBANIA ALBANIE	VAQARRI Flutura (TODHE Ines)
AUSTRIA AUTRICHE	STEINDL Adolf (Council of Elders – Conseil des Sages)
CYPRUS CHYPRE	ANDILIOS Nicos PISTOS Costas
FRANCE FRANCE	COLLINET Annie
FRANCE FRANCE	GAILLOT Michel (Council of Elders – Conseil des Sages)
FRANCE FRANCE	BERNARD Jean-Paul (Council of Elders – Conseil des Sages)
GREECE GRECE	KALANTZI Evangelia
HUNGARY HONGRIE	SASVARI Akos
ICELAND ISLANDE	PEDERSEN Helene H.
POLAND POLOGNE	PIENKOWSKA Boguslawa
SERBIA SERBIE	VICIC Slavoljub
SERBIA SERBIE	PAVLOVA Natalija
SLOVAKIA SLOVAQUIE	SENKO Jozef SOTAK Marek
TURKEY TURQUIE	CELIK TAS Aydin ARDA Serpil
UNITED KINGDOM ROYAUME-UNI	HODGSON Isabell

1. Introduction

Louis Robert welcomed the delegates and thanked the Kuressaare Ametikool team for their hospitality, then asked those present to introduce themselves around the table. He then went on to explain to the meeting the purpose of the Council of Elders which was being set up at this meeting.

The objectives Council of Elders were as follows:

- To make use of the knowledge and experience of former Presidium members and school directors for the benefit of the AEHT;
- To extend and improve the range of the AEHT's activities and events;
- To prepare for the AEHT's 25th Anniversary celebrations (by creating a commemorative brochure, etc);
- To seek new sources of funding from public, national or EU bodies, as well as new privileged professional partners.

Jean-Paul Bernard, AEHT founding president, had presented his apologies for absence from the meeting, but had sent to LR a letter containing a number of suggestions as to the tasks which the council of elders would need to carry out.

At present the Council, which should consist of around ten members, for the moment has only three: Jürgen Clausen (Germany), Roy Van Sassen (The Netherlands) and Hans Russegger (Austria). The team will be completed by Adolf Steindl (Austria) and Michel Gaillot (France), who had expressed their commitment to the project though had been unable to be present for this meeting. The three Council members present then withdrew to an adjacent room to study the draft constitution for the council drawn up by the AEHT president. The next meeting of the Council of Elders would take place on September 16th 2008 in Diekirch, Luxembourg.

2. Agenda for the Executive Board Meeting

The agenda for the meeting was agreed nem.con.

3. Minutes of the previous meeting (Jesolo Lido, October 17th 2007)

The minutes were unanimously accepted as a true record of the meeting.

4. President's Report (Louis Robert, LR):

Louis Robert thanked the General Secretary, Nadine Schintgen, and the Interpreter/Translator, John Rees Smith, for their dedication to the Association, and asked the meeting to give them a round of applause.

A. Study Visit to Colombia

LR went on to report on the study visit to Colombia carried out by the Presidium at the invitation of the SENA (Servicio Nacional de Aprendizaje) in Bogotá, an invitation received during the Jesolo Lido conference. The contacts between the AEHT and the SENA had been established through the LYCEE D'HÔTELLERIE ET DE TOURISME SAINT QUENTIN EN YVELINES in Guyancourt which has been working with the SENA since 2006 as part of an international cooperation agreement.

LR emphasised that the vice-presidents had paid their own travel expenses and that all expenses in Colombia had been covered by the SENA. A detailed report of the visit had been published on the website and in Newsletter No 5. LR therefore confined his comments to a report received that morning from our Colombian contact, Sébastien Longhurst in the SENA's international relations department. For further information, delegates were invited to consult the Powerpoint presentation available on the SENA's website at www.sena.edu.co.

- Purposes of the visit

The objectives of the visit were:

- To give the AEHT delegation a presentation of the SENA's activities and of the Colombian tourism sector, with a view to setting up cooperative links between the SENA and the AEHT;
- To sign a cooperation agreement between the SENA and the AEHT, giving the SENA the status of observer member and so giving the SENA access to a network of 420 hotel and tourism schools and to all the AEHT's activities;
- To develop several strategic pathways for improving the SENA's work in the area of the Hotel and Restaurant professions. Two workshops took place involving the Presidium and other members of the AEHT delegation:
 - i. In Armenia on February 19th 2008, a round-table discussion on 'Tourism Development in the Coffee-growing Region: Strategies for Expanding Green Tourism.'
 - ii. In Medellín on February 21st 2008, a workshop on 'The Challenge of Gastronomy: Innovation through Combining Traditional and Modern Cuisine'.

- Several possible collaborative schemes were identified:

a. Participation in the AEHT Annual Conference by SENA students

- 1) 4 SENA students (culinary arts, pastry, service and bar) would participate in the Kuressaare conference;
- 2) The SENA would seek new partners within the AEHT while at the same time publicising the SENA's key role as a major contributor to vocational training in Latin America;
- 3) There would be a Colombia exhibition stand in Kuressaare, probably with the financial support of several tourist promotion bodies and companies.

b. Student placements

- 1) Placements for Colombians in Europe

The first stage to be implemented involves extending the eight-week placement undertaken by SENA students at St Quentin, by adding a period of observation of one week, to be spent in AEHT member schools elsewhere in Europe: this would give a European dimension to the placements and provide new cooperative links. Any school interested in the scheme should contact Sébastien Longhurst direct (slonghurst@sena.edu.co).

2) Placements for European students in Colombia

The visits to the Crowne Plaza Tequendama, Sofitel Santa Clara and Sofitel Victoria Regia hotels have paved the way for arranging professional placements in Colombia for AEHT students. These placements are intended for students following Higher Education programmes, who will have the opportunity to spend part of their time attending short ad hoc training sessions provided for students and teachers registered with the SENA.

These hotels have already agreed to work with us in developing this scheme, in which the SENA will act as intermediary between the hotels and the AEHT (which will use its collaborative arrangements with the ACCOR group), as well as acting as personal tutor to the placement students.

The SENA hopes to receive a first group of students in 2009.

c. Teacher placements

The hotels mentioned in b.2 above are also interested in offering placements to European teachers: these periods of observation could also be combined with short training courses and workshops intended for SENA teachers and students.

The AEHT is currently working with the ACCOR group in order to launch this scheme, which could begin as early as this year. Any teachers interested in carrying out a period of observation in one of these hotels in Colombia are invited to contact Boguslawa Pienkowska or Renata Dlugaszek at the Warsaw hotel school, Poland (AEHTACCOR@WP.PL).

d. SENA participation in European Competitions

In order to promote across Europe Colombia's gastronomic culture and the excellence of SENA's training, LR recommended that they compete in competitions organised by AEHT schools as well as in other European contests such as the Georges Baptiste Cup.

e. Class Twinning Project

The idea consists of using the internet for language-related activities involving European classes twinned with Colombian classes: different types of exercises would be set up according to the specialisms of the students concerned. The representative of the Marseilles hotel school had suggested basing the exercises on a sharing of traditional recipes: the preparation of dishes according to the recipes could be filmed and a commentary added, thus enabling language classes to be based on a culinary theme.

The SENA will this year launch a pilot project based on this idea in collaboration with the Marseilles hotel school.

f. Study visits to Colombia by European schools

The SENA would be very happy and very interested in hosting classes from European schools wishing to carry out study visits from 2009 onwards. If so requested the SENA would take responsibility for organising the logistics of such visits.

B. Competitions Committee

At the time of the meeting members of the Competitions Committee were briefing and working with the people in charge of the competitions during the 2008 Annual Conference. The contributions of both these groups were essential for improving the running of the competitions. Over the years the complaints and suggestions submitted to the Commission had contributed to the refinement of the competition rules and to the smoother organisation of the competitions themselves. LR expressed his thanks to all those who had contributed to this process.

5. Report on Professional Placements (Nadine Schintgen, NS)

There had been a slight delay in the organisation of placements in units of the ACCOR group: this had been the result of changes which had taken place at the beginning of the year in the Human Resources Directorate of ACCOR, and especially the promotion of Frédérique POGGI who had been replaced by her colleague Céline Jeantet-Gorre who is responsible for ACCOR's school partnerships. For 2008, Boguslawa Pienkowska had suggested to ACCOR HR that they contact only those hotels for which we had received applications over the last two years: asking for an undertaking from hotels which had never been selected damages the AEHT's image and creates unnecessary work both for the ACCOR group and for the AEHT. A provisional list of placement offers would shortly be published at http://www.zshg.waw.ids.pl/aeht_accor_gl.html (accessible via a link from www.aeht.eu). The list will certainly include the Sofitel Santa Clara, a luxury hotel in Cartagena (Colombia).

6. Report from the Vice-president responsible for Higher Education (Alfonso Benvenuto, AB)

A. European Conference and Programmes Specific to Higher Education

AB's survey of European HE establishments had come up against the problem of a vague definition of 'higher education'. In the end he had included in his list all those establishments offering programmes leading to undergraduate and post-graduate degrees.

The ALMA higher education establishment is located in the residence of the Duke of Parma in Colorno near Parma, a city which had been chosen as the gastronomy capital of Europe. This school had offered to host a European conference on Higher Education culinary arts programmes.

The Barilla Academy has stated that it is willing to organise high level courses at reduced prices for teachers in AEHT member schools.

B. Leonardo da Vinci Project on the theme of HACCP

Alfonso Benvenuto was currently working with a team of Italian experts on a proposal for a Leonardo da Vinci project aimed at creating a European standard and a model for management and organisation in the fields of quality, food safety, environment and health and safety at work. In other words, the project's objective would be the implementation of HACCP (Hazard Analysis Critical Control Point – a method for controlling food safety in the area of agricultural food production). It aims to introduce a more professional approach to food handling by our students. EU funding would be necessary to implement the project, and the team was carefully preparing its case before its negotiations with the European Commission.

Mary Owens pointed out, for information, that HACCP legislation had already been introduced in institutions for which Fáilte Ireland was responsible. AB confirmed that this was also the case for certain Italian schools, but that the aim of the project was to familiarise students with the HACCP criteria and to create an official certificate to be issued upon the completion of the students' programme of studies. This certificate would help to raise the AEHT's profile with the European Commission.

C. Placements for students and periods of observation for teachers with the Hilton chain

At a recent meeting in Senigallia between AB and representatives of the Hilton Metropole London, the latter had expressed an interest in joining the AEHT, in taking part in the next annual conference and in providing student placements and periods of observation for teachers.

7. Report from the Vice-president Responsible for seminars and occasional events, for the publication of information on national education systems and for EU education programmes (Ana Paula Pais, APP)

Ana Paula PAIS took the meeting through the document detailing the events planned for 2008 under the aegis of the AEHT, and asked the national representatives whether there were any changes to report to the calendar which had been distributed to the meeting. Any change needed to be notified to the AEHT head office as soon as possible, to enable us to redistribute the unused allocated funding to the organisers of events on the waiting list. For example, the cancellation of the seminar on traditional ice-cream making in Senigallia had enabled us to allocate a maximum of €1000 to the Fourth Hotel Reception Employees Competition which would take place in Giulianova from May 8th-11th 2008.

The GASTRO 2008 event had been deferred until April 2nd-5th, and the Gothenburg seminar was deferred to 2009 because of insufficient registrations. However the Gothenburg school had undertaken to offer a less intensive version of the seminar programme to those schools that had registered and already booked their flights. Apparently there had been considerable initial interest in the Gothenburg seminar, but the high cost of travel had discouraged would-be participants. In order to avoid this type of difficulty, APP suggested that participating schools should submit applications to the European Commission for funding for exchanges of trainers. LR pointed out that the Comenius programme finances teacher training programmes lasting from one to several weeks. In Luxembourg there is no deadline for submitting applications for such funding – they may be submitted throughout the year.

Christian Beck recommended consulting www.momando.com, a website which enables users to find the cheapest airfares. LR also recommended www.flylc.com which provided the means to search for budget airlines flying to a given destinations, thus making it easier to locate cheap airfares.

The school in Swidnica, located near Wroclaw (Breslau), had offered to run a seminar on 'Mushrooms in Traditional Polish Cookery' in October 2009. The programme would include mushroom-gathering in the woods.

All event organisers are requested to ensure that the AEHT is highly visible during their event: they should show the AEHT flags, show the AEHT presentation available on CD-ROM and including our Association's yearbook, and use the information published on our website.

Photographs of the event and an article (and/or newspaper articles) in English or French should be attached to the final report (see the appropriate form at www.aeht.eu) to enable the AEHT head office to publish information in its newsletter or on its website.

8. Report from the Vice-president responsible for promotion and for the AEHT Website (Neeme Rand, NR)

A. AEHT Website

Neeme Rand reminded the meeting that the new website had been set up by Ahti Paju from the Kuressaare school. People managing the site were currently experiencing technical problems resulting from a change in parameters imposed by our Internet Access Provider. Ahti Paju was currently working hard to solve these problems and hoped that everything would be fully operational again shortly.

Ahti Paju had created a database containing the entire AEHT membership, which could be managed remotely over the internet. Nadine Schintgen and Klaus Enengl would be extending their stay in Kuressaare in order to work with the webmaster on refining the database.

NR suggested that all national representatives should use the three e-mail addresses which allow them to group together all the e-mail addresses in the database, thus enabling them to send a message to all the members of the Presidium, to all the members of the Executive Board, or to the entire AEHT membership. If required these addresses may be requested from the AEHT head office. However, they are not publicly available so that our members are not inconvenienced by publicity e-mails.

B. Annual Conference in Kuressaare

NR informed the meeting that the English version of the Conference website (www.aehtkuressaare.eu) had been online since Monday and that the French version would be up and running as soon as the texts had been translated by John Rees Smith. The site would be continuously updated and participants are requested to consult it regularly.

Most participants would probably travel via Tallinn, whose airport was currently being enlarged. Flights with greater capacity were planned for October. Flights between Stockholm or Helsinki and Kuressaare would certainly be in operation.

As the bus journey between Kuressaare and Tallinn takes at least three and a half hours, participants were requested not to book their return flights from Tallinn before midday, so as to avoid having to leave for Tallinn immediately after the closing ceremony.

Eight competitions would be organised, to take place either at the Kuressaare Ametikool or in the Sports Centre (located 150 metres from the school). The competition briefings would take place on Wednesday, the competitions on Thursday and Friday, and the excursions followed by the closing ceremony on Saturday.

As for accommodation, the students would have rooms in the Mardi hotel (the training hotel) and the Arabella hotel located close to the school. These rooms would be allocated by drawing lots. Teachers, directors and other guests would be able to choose between several hotels such as the Meri and the Georg Ots Spa Hotels.

Registration is by electronic registration form, enabling us to manage applications electronically. Each participant should complete an application form. The AEHT membership

code is the most important piece of data and should on no account be omitted. A code is also shown at the foot of each page, and this should be copied to avoid the use of pirated copies of the application form. In case of any changes or of additional information, schools are requested to complete a new form in its entirety. The most recent form is the one which will be used as the applicant's definitive application. The deadline for sending in flight details is September 25th 2008.

And finally, NR expressed the hope that we would meet again in Kuressaare on October 14th-19th 2008.

9. Financial Report from the Treasurer (Klaus Enengl, KE)

Klaus Enengl presented drafts of three financial documents (balance sheet, profit and loss table, 2007 amortization table) which showed a healthy financial situation. Over the years the AEHT's work has grown and it is now important to rationalise the various tasks in order to make them more efficient; this was one of the objectives to be studied at Monday's meeting with the webmaster.

KE presented a list of the members threatened with exclusion – the number was higher than usual because no exclusions had been pronounced at the General Assembly in order to give an extra chance to the schools in question to pay their outstanding membership fees. As reminder letters had remained unanswered KE requested the support of the national representatives. Arne Larsson had already contacted all the Swedish schools concerned, but without success. A final decision on the exclusions would be taken at the Kuressaare General Assembly. The Presidium had decided that excluded schools which had paid nothing for three years and over would have to wait for one year before becoming members again. Other readmitted schools would become members again once they had paid the outstanding subscriptions and the entry fee.

Many applications were being processed and 14 new members had just been admitted:

I141	Lucera
P10	Lisboa
TR26	Nigde
F87	Dardilly
I142	San Severo
I143	Putignano
C01	Kinshasa
E18	Palma de Mallorca
I144	Crispiano
I145	Castelnuovo Cilento
CZ06	Frydek-Mistek
TR27	Akkoy-Denizli
PL19	Skierniewice
I146	Brescia

10. Other Business

The Presidium had decided to introduce a new heading either in the newsletter or on the website to publish articles reporting exceptional careers of winners of competitions at previous AEHT Annual Conference. National representatives were requested to contact the member schools in their respective countries, asking them to let us know about, or send us, any contributions for this new heading.

11. Date of the Next Meeting of the Executive Board

This meeting would take place on Thursday October 16th 2008 at 10.00 am (Kuressaare Ametikool Room K-5) in Kuressaare, Estonia.

Diekirch, April 2008



Louis Robert,
President



Nadine Schintgen,
General Secretary