

## **MINUTES OF THE EXECUTIVE BOARD MEETING HELD IN OHRID, MACEDONIA, ON OCTOBER 10<sup>TH</sup> 2012**



*Members of the Executive Board hard at work in the Metropol Hotel in Ohrid*

**A) National Representatives and Presidium Members in attendance:**

<i>PAYS/COUNTRY</i>	<i>Prénom/ First name</i>	<i>Nom/Surname</i>
<b>AEHT HEAD OFFICE</b>	Hans	RUSSEGGER
<b>AEHT HEAD OFFICE</b>	Nadine	SCHINTGEN
<b>ALLEMAGNE</b> <b>GERMANY</b>	Sibylle	WEBER-POHL
<b>ARMENIE</b> <b>ARMENIA</b>	Artur	VARDANYAN
<b>AUTRICHE</b> <b>AUSTRIA</b>	Klaus	ENENGL
<b>BELGIQUE</b> <b>BELGIUM</b>	Herman	SIEBENS
<b>CROATIE</b> <b>CROATIA</b>	Vesna	BARANASIC
<b>DANEMARK</b> <b>DENMARK</b>	Christian	BECK
<b>ESTONIE</b> <b>ESTONIA</b>	Neeme	RAND
<b>FINLANDE</b> <b>FINLAND</b>	Marit	NIEMINEN
<b>FRANCE</b> <b>FRANCE</b>	Laurence	DROMZEE-LE BRAS
<b>IRLANDE</b> <b>IRELAND</b>	John	O'HARA
<b>ISLANDE</b> <b>ICELAND</b>	Helene H.	PEDERSEN
<b>ITALIE</b> <b>ITALY</b>	Rinaldo	MERLONE
<b>LETTONIE</b> <b>LATVIA</b>	Silva Ilze	OZOLINA LOCMANE
<b>LITUANIE</b> <b>LITHUANIA</b>	Birute Ramune	STASIUNIENE VADEIKYTE
<b>LUXEMBOURG</b> <b>LUXEMBOURG</b>	Louis	ROBERT
<b>POLOGNE</b> <b>POLAND</b>	Bogusława	PIENKOWSKA
<b>PORTUGAL</b> <b>PORTUGAL</b>	Ana Paula	PAIS

<i>PAYS/COUNTRY</i>	<i>Prénom/ First name</i>	<i>Nom/Name</i>
<b>RUSSIE</b> <b>RUSSIA</b>	Olga	VAKHMANOVA
<b>SERBIE</b> <b>SERBIA</b>	Slavoljub	VICIC
<b>SLOVENIE</b> <b>SLOVENIA</b>	Jana	SPEC
<b>SLOVAQUIE</b> <b>SLOVAKIA</b>	Jozef Marek	SENKO SOTAK
<b>SUEDE</b> <b>SWEDEN</b>	Arne	LARSSON
<b>SUISSE</b> <b>SWITZERLAND</b>	Thomas	KOESTER
<b>TURQUIE</b> <b>TURKEY</b>	Serpil	ARDA
<b>UKRAINE</b> <b>UKRAINE</b>	Anna	VOLKOVA

**B) Apologies were received from:**

<i>PAYS/COUNTRY</i>	<i>Prénom/ First name</i>	<i>Nom/Surname</i>
<b>AEHT HEAD OFFICE</b>	Natalia	KOMANICKA
<b>HONGRIE</b> <b>HUNGARY</b>	Csilla György	DEVENYI RESZ
<b>MACEDOINE</b> <b>Macedonia</b>	Zoran	NIKOLOVSKI
<b>PAYS-BAS</b> <b>THE NETHERLANDS</b>	Brigitte P.J.	ENGERING

**C) Invited Members:**

<i>PAYS/COUNTRY</i>	<i>Prénom/ First name</i>	<i>Nom/Surname</i>
<b>PAKISTAN</b> <b>PAKISTAN</b>	Muhammed Quarrat ul Ain	NAVEED ASGHAR NAVEED

## **1. Introduction**

After a few words of welcome Klaus Enengl thanked Michela Goceva for acting as interpreter for the present meeting. He paid tribute to the hard work and long-term commitment of Jana Spec who would be retiring from her post at the end of the year, and would thus give up her role as National Representative for Slovenia. She had even been a candidate to organize Christmas in Europe in 2012, but had had to give up the task because of delays in the renovation work on her school's training hotel. Jana Spec had been a member for 16 years, and had missed virtually none of the Annual Conferences. She said that she considered herself fortunate to be part of this large AEHT family and to enjoy such fruitful relationships with AEHT member schools. She wished the AEHT much success for the future and a happy anniversary year in 2013.

## **2. Agenda for the Executive Board meeting**

As the agendas for both meetings were similar, Klaus Enengl suggested that contributions should be kept brief at the present meeting, and that certain items be dealt with in greater depth at the General Assembly. The National Representatives were welcome to intervene at any moment if they wished to make a contribution or to deal with an item at greater length.

## **3. Minutes of the previous meeting (Ohrid, March 18<sup>th</sup> 2012)**

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

## **4. Report from the President (Klaus Enengl, responsible for General Representation of the AEHT and for Higher and Continuing Education)**

### **▪ Elections in 2013**

Next year would be an election year and the election of National Representatives would be carried out electronically. Ana Paula Pais and Nadine Schintgen would work together to devise the system, and the members of the Executive Board would be informed of the procedure in due course.

### **▪ Annual Conference**

At the end of the meeting Klaus Enengl would present a slide show of the 2013 Annual Conference, which would take place on board a cruise ship. The Bad Ischl hotel school would take charge of the practical aspects of the organisation of this conference.

Since standards in the Republic of Macedonia were different from those in the rest of Europe, Klaus Enengl requested a little indulgence as far as complaints were concerned. The organisers were doing their best and the Presidium was endeavouring to apply standards that were acceptable to all. For several years the competitions committee had been working on improving the organisation of the competitions.

Several aspects had already been changed. The duration of the culinary arts contest had been reduced by half. This year the judges were professionals, although this had created several communication problems. A new system of awards had been put in place; the teams which meet the same standards would win the same medal, though there was a maximum of three teams for each category of medal. However, it could happen that no gold medal would be awarded, if the

criteria were not met. The new medals had been produced in Estonia, and Klaus Enengl thanked Neeme Rand for taking charge of obtaining estimates and for finalizing the design.

- **Youth Parliament**

Klaus Enengl expressed regret at the cancellation of the Youth Parliament because of insufficient applicants, probably because of the European financial crisis. A new version was planned for April 2013 in Kopavogur, Iceland.

## **5. Report from the Vice-President responsible for Fixed Events and Relations with the OIF (Louis Robert)**

Louis Robert was responsible for two major events, the Annual Conference and Christmas in Europe.

- **Annual Conference**

As far as the Annual Conference was concerned, the President had already given a number of clarifications, so Louis Robert wished to confine himself to a few additional observations. In the past the judging panels had consisted of teachers and there was a strong temptation for them to favour their own students. Nevertheless there would always be an element of subjectivity in the competitions, even if the teachers had just been replaced by professionals on the judging panels. This year, because of a lack of professionals, AEHT teachers had had to take over the vacant places of judges. In order to ensure consistent evaluation, even when the judges changed, Louis Robert and his team had drawn up marking sheets for each test.

In recent years the competitions had lasted too long and the judging panel members had been unable to engage in other activities for several days. The AEHT had therefore decided to revert to the old system of 20 years ago, with shorter competitions. The culinary arts competition used to last four hours, and now was reduced to two hours with a 30 minute interval for the work station to be cleaned before the next team moved in. In future the schedule would allow for two sessions in the morning and one session in the afternoon.

Since space would be limited aboard the cruise ship, the AEHT would be able to accept no more than 56 candidates in the kitchens, an insufficient number for an Anniversary Conference. The Presidium was therefore appealing for alternative proposals for culinary arts competitions which could more readily be organised aboard a ship. Your suggestions should be forwarded to Louis Robert as soon as possible.

- **Christmas in Europe**

For the past two years the AEHT had received support from the Youth in Action programme for the organization of Christmas in Europe, which had enabled the organizers to accept a greater number of participants. This year the event would take place in Budapest, and next year it would be in Marseilles, European Capital of Culture in 2013.

## **6. Report from the Vice-President responsible for Professional Placements (Bogusława Pienkowska)**

### **▪ Observation placements for teachers**

Collaboration with the ACCOR Group had become difficult, probably because of the European financial crisis. Moreover the placements offered by ACCOR no longer met the expectations of our teachers (too few placements in English-speaking countries...).

In order to continue with this initiative the AEHT had several alternative options:

- To continue its collaboration with the ACCOR Group;
- To take advantage of our contact with the consultant John Lohr, a representative of the American publisher of the American Hotel & Lodging Educational Institute to find free placements of one or two weeks in the United States;
- To collaborate with hotel chains in Germany, which have been contacted by Louis Robert, on the same conditions as those offered by the ACCOR Group;
- To organise placements in units of the ACCOR Group in Warsaw and Krakow, for which the Group's regional representative has already given agreement. The working language would be English.

Bogusława Pienkowska believed that in March she would be in a position to provide further information on the matter.

## **7. Report from the Vice-President responsible for Industrial Placements and for Quality Management Activities (Herman Siebens)**

### **▪ Cooperation with STARWOOD hotels**

In November 2011 Ingrid Eras, Vice-President responsible for human resources development and training for EAME (Europe, Africa and the Middle East) had come to make a presentation of the STARWOOD chain in The Hague. For the first year of cooperation with Starwood over teacher placements, seven applications had been received, including one which was invalid. The teachers gave as their desired destinations:

- Dublin (3)
- Istanbul (2)
- Paris (1)
- Berlin (1 invalid)

In the summer we had realized that we had received very little feedback from the teachers. It had therefore been necessary to implement a change of procedure, so that in future we would have more information, in particular for the AEHT's 2013 activities report.

### **▪ Quality Assurance**

The conference programme was so full that it was difficult to find a free slot to organise a seminar on Quality. Moreover it was difficult to find an external expert in the field. For the third time a seminar of this type was included in the conference programme and Herman Siebens invited everyone to take part in the academic session on HACCP on Thursday evening at 18.00. The subject covered appropriate quality indicators ('even if we think we are managing things well, it is often not the case').

- **Quality survey**

At the start of the year Herman Siebens had carried out a quality survey involving the National Representatives. Those surveyed had expressed regret that they were not kept better informed about the activities of other member schools. Herman Siebens therefore offered to send them a form to enable them to draw up a list of the events arranged by the schools of their country as well as by their entire national network which were accessible to AEHT members.

## **8. Report from the Vice-President responsible for Seminars and Occasional Events, for the Publication of Information on National Education Systems and for EU Educational Programmes (Ana Paula PAIS)**

In the file distributed to the National Representatives as well as on the AEHT's website she had provided information about the two forthcoming events, namely the Azores Chocolate Festival and the Eurocup International Bartender Contest.

Also in the file was the provisional calendar of the events offered for 2013. The National Representatives or the schools who wished to submit a proposal for an event for the coming year were requested to present or promote the event at the forthcoming General Assembly.

In order to avoid superfluous information, Ana Paula Pais suggested that this item be dealt with in detail at the General Assembly.

## **9. Report from the Vice-President responsible for Promotion and for the AEHT Website (Neeme Rand)**

Neeme Rand proposed that his detailed report should also be made to the General Assembly.

## **10. 2013 Annual Conference and Celebration of the AEHT's 25<sup>th</sup> Anniversary**

To celebrate the AEHT's 25<sup>th</sup> Anniversary a cruise would take place in the Mediterranean from November 10<sup>th</sup>-15<sup>th</sup> 2013. A provisional logo had already been designed by a student from the Lycée Ermesinde in Mersch (Luxembourg). The ship had ten storeys, some of which were beneath water level. In April 2012 Louis Robert, Klaus Enengl and Nadine Schintgen had travelled to Savona to inspect the ship's installations.

Three years ago the Presidium had begun to search for an original idea for the organization of this Conference celebrating the AEHT's 25<sup>th</sup> anniversary, and had put forward the mad notion of bringing together all the participants on a cruise ship and to land in several countries, thus making this conference even more international and reflecting the AEHT's spirit of opening up to the world. The idea had just become reality and the great AEHT family would visit five cities in three countries, namely Savona, Barcelona, Palma de Mallorca, Ajaccio, and Marseilles, then returning to Savona (the base port for Costa Cruises).

As the cruise would be organised by a private company, the participating schools would have to adhere to the rules laid down by the company, in particular the bringing forward of the reservation and payment deadlines. Moreover the company would accept no further changes later than seven days before the ship sailed.

Furthermore a recent medical certificate (issued no more than 15 days before sailing) would be required from all competition participants requiring access to the kitchens. This measure is essential because if 5% of passengers were to fall ill the ship would be placed in quarantine.

Registration fees would be as follows:

- ▶ 345 EUR per student in an inside two-bedded cabin
- ▶ 295 EUR per student in an inside three-bedded cabin
- ▶ 265 EUR per student in an inside four-bedded cabin
- ▶ 395 EUR per teacher in an outside two-bedded cabin
- ▶ 445 EUR per teacher in an outside two-bedded cabin with balcony

In the four-bedded cabins, all the beds can be separated.

In addition to these costs there would be a supplement of around 80 EUR per person for the transfers and for the obligatory gratuity (the rate is imposed by the company).  
The transfers would be provided from Genoa, Milan, Turin and Nice airports.

A further 52.50 EUR per person would be charged for the ‘drinks included’ supplement (except those drinks marked with \*) and other organizational costs.

The final inclusive rate for the cheapest room would therefore come to around 390 EUR.

Since a 70% supplement would be payable for single occupancy of a cabin, Klaus Enengl recommended that teachers should share their cabin with their spouse or with a work colleague. Moreover any cabins not wholly reserved by a school would have to be shared with other participants.

The cruise chosen by the AEHT figured in the Costa Cruises official brochure. The ship could accommodate around 2800 passengers and the AEHT had already taken out an option on 1000 places, but shortly the company would require a more accurate estimate. The organizers were still optimistic and believed that the event could attract 1000 participants.

In a few weeks further information would be sent out to members about the paying excursions offered by Costa Cruises. However there was no obligation to reserve the excursions with Costa Cruises. The AEHT believed that it could arrange free walking tours of tourist sites in the cities visited, thanks to help from local hotel schools. Students from these schools would await the visitors at the tourist sites and act as guides. Participants were warned to observe the timetable imposed by the cruise company, since the ship would not wait for late-comers. In order to give everyone the opportunity to take part in the excursions, the Presidium had decided to shorten the competitions, which would finish around midday. In Ohrid, these new competition arrangements would be tested, but it seemed that to date there were no problems, not even with the culinary arts competition which had been limited to two and a half hours.

On board ship it would be impossible to pay in cash. Each participant would receive a Costa card containing information about the card-holder, about the type of reservation and the formula selected regarding drinks (whether or not included). Credit-card holders would have to register their card when they embarked, and all the services and supplements consumed on board would be taken from this card at the end of the cruise. Before they disembark at the end of the cruise, participants would receive a statement of their expenses which they should check. Students or other persons not holding a credit card and wishing to make purchases on board would be obliged to make a cash payment of at least 70 EUR on their Costa card, and any amount not used would be returned to them at the end of the cruise. Klaus Enengl suggested an alternative: students' parents could order a junior credit card for them, and this would allow them to spend a predetermined sum each week.

Members should note that Costa Cruises staff may not serve alcoholic drinks to minors. The AEHT could not accept responsibility if an adult were to order an alcoholic drink for a student who was a minor.

There were two services for dinner on board. After a long day of work and visits the AEHT believed that it was preferable for participants to opt for the earlier service. Thus AEHT members would dine between 18.45 and 20.45 and would be able to go to the shows in the theatre after dinner.

Using a PowerPoint presentation Klaus Enengl showed the various locations for the competitions. To date nine contests had been scheduled, although since the available space for the culinary arts and pastry competitions was limited by the ship's infrastructure, the Presidium wished to add other competitions which would enable us to accept more competitors. Arne Larsson emphasized that if the AEHT wanted to attract more participants it was essential to accept more contestants in the competitions and therefore vital to create new competitions. A medical certificate, issued a maximum of 15 days before sailing, would be required for all competitors who would be handling food or drink. The form, which would be the same for all countries, would be provided by Costa Cruises and a copy of it, duly completed and signed and stamped by a doctor, would be required on embarkation. The AEHT would send out the form in due course to participating schools. Night-time Internet access (on the high seas) would be very expensive.

The judging panels would again consist of AEHT teachers. Klaus Enengl requested the National Representatives to note on a form the names of highly competent teachers who would be suitable appointments as chairs of competition judging panels. This information could be sent by e-mail, but if those in charge were to obtain the names of people present in Ohrid, this would make it much easier for them to hand over essential information and explanations. The AEHT would invite all those selected to attend a meeting in March which would serve as a training session. As for the bias of these teachers, the organizers believed that this was not a problem, though if the need were to arise the AEHT could call upon the ship's catering professionals for help.

The timetable was as follows:

Neeme Rand would deliver the new registration platform to the AEHT in January 2013 at the latest, and preferably in December 2012.

The pre-registrations had to be carried out by January 25<sup>th</sup> 2013.

By the end of March the deposits had to be paid.

By June the final registration and final payment had to be made.

2013 was an exceptional year, with a different organization from that of previous years, which would oblige participating schools to observe the rules laid down by the Costa Cruises company, and to select their participants and to make their payments well before the usual deadlines.

By mid-October 2013 at the latest the competition regulations would be published on the AEHT's website, but Klaus Enengl thought that they would appear well before that date, probably as early as late May or early June.

The deadline for making changes without having to pay a supplement was fixed at 50 days before sailing. Only those reservations cancelled 121 days before departure would be reimbursed in full. After this date, a partial refund of the registration fees would be made in accordance with international standards. However, in the case of a cancellation in a four-bedded room after the given deadline, it would probably be impossible to resell the vacant bed and the company would find it impossible to make any kind of refund.

In the coming weeks the member schools would receive further information together with a form, on which they were requested to indicate the number of persons they intended to bring to the 2013 Annual Conference. This information would enable the AEHT to modify the options it had taken out on places on board the Luminosa.

KE was most enthusiastic about this ship, and was convinced it would be the ideal venue to celebrate the AEHT's 25<sup>th</sup> anniversary.

## **10. Report from the Treasurer (Hans Russegger)**

Hans Russegger gave a brief analysis of the final profit and loss table for 2011 which had been handed out at the meeting. In the previous year the AEHT had made a good profit, largely thanks to the subsidy received from the 'Youth in Action' programme and from the subsidy granted by Luxembourg and Austrian governments, which had each contributed around twenty thousand euros to the budget. In view of the financial crisis which was currently afflicting Europe, these two subsidies could well not be granted in future.

### Annual subscriptions:

Hans Russegger emphasized to the National Representatives the need to inform the schools of their respective countries that they must indicate, on the bank transfer by which they pay their annual subscription, the invoice number and/or their AEHT code, in order to enable the AEHT's finance officers to identify the source of the payment.

## **11. Report on membership applications, resignations and exclusions (Hans Russegger)**

Hans Russegger presented the lists showing exclusions, resignations and new membership applications.

### **A. Exclusions**

The following list shows all those schools which risk exclusion. However, before sending out the exclusion letter Hans Russegger would be sending them a final reminder of the sum due. If they did not pay following receipt of this letter, they would be excluded by the end of the year.

B03	Herk de Stad	VZW KASO HERCK-DE-STAD SINT MARTINUSSCHOLEN
B19	Rance	INSTITUT TECHNIQUE DE LA COMMUNAUTE FRANCAISE
CR22	Zapresic	SREDNJA SKOLA BAN JOSIP JELACIC
F04	Gerardmer	LYCEE TECHNOLOGIQUE REGIONAL HÔTELIER
I146	Brescia	IISS "ANDEA MANTEGNA"
I46	Nocera inferiore (SA)	IPPSAR
I54	Darfo Boario Terme (BS)	IPSSAR "ROMOLO PATELLI"
I63	Palazzolo Acreide (SR)	IIS
I98	Margherita di Savoia (FG)	IPSSAR MARGHERITA DI SAVOIA
L992-PROF	Luxembourg	DEXIA BIL S.A.
L997-PROF	Luxembourg	BALOISE ASSURANCES IARD S.A.
PL02	Poznan	ECOLE SUP. DE L'INDUSTRIE HOTELIERE ET DE LA GASTRONOMIE
TR15	Amasra-Bartin	AMASRA ANADOLU OTELCILIK VE TURIZM MESLEK LİSESİ
TR33	Afyon	EMİR MURAT ÖZDİLEK ANADOLU OTELCİLİK VE TURİZM MESLEK LİSESİ
TR35	Muratpasa Antalya	ANTALYA MERKEZ HOTEL MANAGEMENT AND TOURISM VOCATIONAL HIGH SCHOOL
TR37	Yenicaga Bolu	BOLU YENİCAG OTELCİLİK VE TURİZM MESLEK LİSESİ
TR39	Ordu	PERSEMBE OTELCİLİK VE TURİZM MESLEK LİSESİ
TUN01	Hammam Sousse	THE EUROPEAN COLLEGE

## B. Resignations

D01	WIHOGA	DORTMUND
D03 (as from 31.12.12!)	Hotelfachschule	HANNOVER
D05	Hamburg	HOTELFACHSCHULE
D07-PROF	Hotel Akademie	DRESDEN
E13	Zaragoza	I.E.S. MIRALBUENO
F47-Prof	Paris	ACCOR HUMAN RESOURCES
F90	Centre européen de formation professionnel	ILLKIRCH
F91	Argenton sur Creuse	LYCÉE DES MÉTIERS CHÂTEAUNEUF
I113	Reggio Emilia	IPPSCT DON ZEFERINO IODI (n'existe plus)
I66	Melfi	ISTITUTO PROFESSIONALE
PL06	Malkinia Gorna	ZESPOL SZKOL PONADGIMNAZ.
PL15	Zary	Z. S. OGOLNOKSZTALCACYCH
SK05	Prešov	ESO EUROSCHOOL –PRIVATE HOTEL ACADEMY

## C. New members

Despite these resignations, the AEHT continued to attract new member schools:

B27	Hotelschool VTI Leuven	LEUVEN
CZ08	Policka	SOS A SOU POLICKA
D09	Seebad Ahlbeck	INTERN. FACHSCHULE HOTELLERIE, GASTRONOMIE
F93	Case Pilote (Martinique)	LYCÉE POLYVALENT NORD CARAÏBE
F94	Lycée des Métiers Guillaume Tirel	PARIS
GB18	Docklands Academy	CITY HARBOUR, LONDON
GE01	Tbilisi International School of Hotel Management	TBILISI
I150 retour	Cipas Pastoregiancarlo	GRAVELLONA TOC
I163	Reggio Emilia	ISTITUTO SUPERIORE "ANGELO MOTTI"
I164	Ferrara	IPSSAR "ORIO VERGANI"
I165	Villa Santa Maria (CH)- Abruzzo	IPSSAR "G. MARCHITELLI"
LV05	Ventspils Technical College	VENTSPILS
P14	Fatima	ESCOLA PROFISSIONAL DE HOTELARIA
RUS09 retour	Cherkessk	INTERNATIONAL COLLEGE POLYGLOT
RUS11	Vladivostock, Artem	STATE UNIVERSITY OF ECONOMICS AND SERVICE

SLO09	Ljubljana	EDUCATIONAL CENTER OF BIOTECHNOLOGY, VOCATIONAL COLLEGE
SRB04	Nis	UGOSTITELJSKO-TURISTICKA SKOLA
SRB05	Trade and Catering School "Toza Dragovic"	KRAGUJEVAC
TR41	Kas otelcilik ve turizm mes. Lis. Hotel man, tour. Vocat. High school	KAS/ANTALIA

## 12. Other Business

Following the withdrawal of the Maastricht school as organiser of the 2015 Annual Conference, the slot had become vacant and the Simferopol hotel school in the Ukraine asked to be allowed to take over running the 2015 conference. The Presidium was in agreement with this proposal.

## 13. Date of the next meeting of the Executive Board

The next meeting of the Executive Board was scheduled for March 8<sup>th</sup>-10<sup>th</sup> 2013 in Barcelona (first choice), Lisbon (second choice) or in Austria (third choice). The answers of the potential organisers were still awaited.

Laurence Dromzee-Le-Bras observed that each year, in mid-March, the AFLYTH (Association française des Lycées de l'Hôtellerie et du Tourisme) also organised a meeting; she requested that in future the AEHT should avoid this date for its own meeting.

Diekirch, October 26<sup>th</sup> 2012

Klaus Enengl,  
President

Nadine Schintgen,  
General Secretary