

**MINUTES OF THE EXECUTIVE BOARD MEETING HELD  
IN COIMBRA (PORTUGAL) ON MARCH 9TH 2013**



*Members of the Presidium, the Executive Board, the Competitions Committee and the Council of Elders gathered on the steps of the Coimbra Hotel and Tourism School (PO5)*

**A) National Representatives and Presidium Members Present:**

<i>PAYS/COUNTRY</i>	<i>Prénom/ First name</i>	<i>Nom/Surname</i>
<b>AEHT HEAD OFFICE</b>	Natalia	KOMANICKA
<b>AEHT HEAD OFFICE</b>	Hans	RUSSEGER
<b>AEHT HEAD OFFICE</b>	Nadine	SCHINTGEN
<b>ALLEMAGNE GERMANY</b>	Sibylle	WEBER-POHL
<b>AUTRICHE AUSTRIA</b>	Klaus	ENENGL
<b>BELGIQUE BELGIUM</b>	Herman	SIEBENS
<b>CROATIE CROATIA</b>	Vesna	BARANASIC
<b>DANEMARK DENMARK</b>	Christian	BECK
<b>ESPAGNE SPAIN</b>	Carmina	SOLA-MORALES
<b>ESTONIE ESTONIA</b>	Neeme	RAND
<b>FINLANDE FINLAND</b>	Marit	NIEMINEN
<b>IRLANDE IRELAND</b>	John	O'HARA
<b>ITALIE ITALY</b>	Rinaldo	MERLONE
<b>LETONIE LATVIA</b>	Silva Ilze	OZOLINA LOCMANE
<b>LUXEMBOURG LUXEMBOURG</b>	Louis	ROBERT
<b>MACEDOINE MACEDONIA</b>	Zoran	NIKOLOVSKI
<b>NORVEGE NORWAY</b>	Stig	ANDREASSEN
<b>PAYS-BAS THE NETHERLANDS</b>	Remco	KOERTS
<b>POLOGNE POLAND</b>	Boguslawa	PIENKOWSKA
<b>PORTUGAL PORTUGAL</b>	Ana Paula	PAIS
<b>RUSSIE RUSSIA</b>	Irina	KAGAKINA
<b>SERBIE SERBIA</b>	Djordje	COMIC
<b>SLOVAQUIE SLOVAKIA</b>	Jozef Marek	SENKO SOTAK

<i>PAYS/COUNTRY</i>	<i>Prénom/ First name</i>	<i>Nom/Surname</i>
<b>SLOVENIE SLOVENIA</b>	Mojca	JOST
<b>SUEDE SWEDEN</b>	Arne	LARSSON
<b>TURQUIE TURKEY</b>	Serpil	ARDA
<b>UKRAINE UKRAINE</b>	Anna	VOLKOVA

**B) Apologies were received from:**

<i>PAYS/COUNTRY</i>	<i>Prénom/ First name</i>	<i>Nom/Surname</i>
<b>FRANCE FRANCE</b>	Laurence	DROMZEE-LE BRAS
<b>HONGRIE HUNGARY</b>	Csilla György	DEVENYI RESZ
<b>ISLANDE ICELAND</b>	Helene H.	PEDERSEN
<b>SUISSE SWITZERLAND</b>	Ursula	GEHBAUER TICHLER

**C) Members of the Council of Elders and of the Competitions Committee present:**

<i>PAYS/COUNTRY</i>	<i>Prénom/ First name</i>	<i>Nom/Surname</i>
<b>ALLEMAGNE GERMANY</b>	Jürgen	CLAUSEN
<b>AUTRICHE AUSTRIA</b>	Romana	BAUER
<b>AUTRICHE AUSTRIA</b>	Adolf	STEINDL
<b>FRANCE FRANCE</b>	Michel	GAILLOT
<b>ITALIE ITALY</b>	Alfonso	BENVENUTO
<b>PAYS-BAS THE NETHERLANDS</b>	Roy	VAN SASSEN
<b>ISLANDE ICELAND</b>	Asdis	OSKARSDOTTIR VATNSDAL

## **1. Introduction**

After briefly welcoming the delegates Klaus Enengl thanked the organisers for their excellent hospitality and congratulated Marit Nieminen and her husband on their wedding anniversary.

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

Klaus Enengl suggested a change to the agenda: the reports from the Council of Elders and from the Vice-President responsible for the Annual Conference would be taken first so that these colleagues would then be able to attend other meetings.

## **3. Minutes of the Previous Meeting (Ohrid, October 10<sup>th</sup> 2012)**

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

## **4. Report from the Council of Elders (Adolf Steindl)**

- **Higher Education Seminar in Podebrady**

Adolf Steindl invited all the directors and teachers to attend the Higher Education Seminar to be held in Pocerbrady from Thursday April 18<sup>th</sup> to Sunday April 21<sup>st</sup>. Among those attending would be several experts in marketing, including:

- Mr **Rostislav Vondruška**, Director for Tourism in the Czech Republic
- Mr **Vlastimil Plch**, Top Hotel Manager (winner of numerous prizes: 'Best Luxury Destination Spa 2012', 'Europe's Leading Green Resort 2011', 'Green Manager of the Year 2009
- etc.

The purpose of the seminar was to provide an opportunity for exchanging opinions and examples of good practice. It was intended for teachers of Hospitality Management and for language teachers wishing to perfect their knowledge of the terminology specific to this area. The registration fee was €230 for a single room, including transfer costs.

- **Responsibilities of the Council of Elders**

In 2012-2013 the members divided up among themselves the various tasks, including seeking additional sources of funding for the AEHT (Alfonso Benvenuto and Michel Gaillot), preparing, together with the General Secretary, the brochure marking the AEHT's 25<sup>th</sup> anniversary (Roy Van Sassen and Jürgen Clausen), auditing the AEHT's accounts (Jürgen Clausen) as well as organising the HE seminars (Adolf Steindl).

Klaus Enengl thanked the Council of Elders for all the help, time and generous devotion which they had given to the AEHT.

- **Brochure Marking the AEHT's 25<sup>th</sup> Anniversary**

The first call for contributions and items for the brochure marking the AEHT's anniversary went out by e-mail in 2009, but work did not start in earnest until 2011 in The Hague. Although the AEHT Head Office had begun well in advance the process of requesting photographs and texts, most contributors had acted at the last minute. At the end of November 2012 the material had finally been available, enabling the editorial committee to meet in Tilburg in January 2013 to prepare the layout of the brochure. A proof of an extract had been printed off (though the original was 1 cm larger) and was submitted to the Executive Board for their opinion. The cover photograph would be replaced because a member school had just used it for its own brochure published to mark its tenth anniversary. Originally a 32-page brochure had been planned but given the quantity of material received 72 pages would now be planned, which would result in an increase in all the costs. Since additional funds would be necessary, the AEHT appealed to the National Representatives to identify additional advertisers. The Association had already received promises for publicity worth around €7,000, though this sum was still insufficient. The AEHT thanked Alfonso Benvenuto, John O'Hara, Herman Siebens and Klaus Enengl for the advertisers which they had attracted.

Asdis Vatnsdal asked about the deadline for submitting advertising material; Nadine Schintgen suggested a time scale of six or seven weeks, i.e. a deadline of late April 2013. The AEHT hoped to be able to finance this brochure entirely from advertising revenue, and to use any surplus to pay for requisites for the 2013 Annual Conference, such as T-shirts intended for the student competitors.

## **5. Report from the President, responsible for general representation of the AEHT as well as for Higher and Continuing Education (Klaus Enengl)**

Klaus Enengl reminded the meeting that this year is an extremely busy one:

- The mandates of the National Representatives and of the Members of the Presidium came to their end in 2013, so that fresh elections had to be held;
- The AEHT would be celebrating its 25<sup>th</sup> anniversary and had chosen to organise an exceptional Annual Conference aboard a cruise ship;
- etc.

Delegates were asked to note that the AEHT's postal address had changed but that the Head Office remained at the Diekirch Hotel School.

### **A) 2013 Annual Conference**

Delegates were urged to consult the AEHT website periodically; they would find an area dedicated to the most important information regarding the 2013 Annual Conference.

490 people were currently registered, most of them having taken advantage of the early-bird rate (a reduction of €40 per person) by registering before February 15<sup>th</sup> 2013.

The AEHT had taken out an option of 1000 places on a ship which could carry 2200 passengers. At the end of April the AEHT would have to provide Costa Cruises with a more accurate estimate of the number of cabins required. However Klaus Enengl would negotiate with the company to ensure that several additional cabins over and above the estimated number (probably > 800) were kept aside for the AEHT.

The number of registrations so far made by each country were projected onto a screen. Klaus Enengl requested the National Representatives to estimate the number of registrations which might still be received:

DE	1 additional person for Saarbrucken
AT	1 additional school
BE	Herman Siebens to make enquiries
HR	A total of 15 schools intended to register
EE	No further registrations anticipated
FIN	No further registrations anticipated
IT	Rinaldo Merlone would send out a reminder to the Italian schools since only around 20 schools had apparently registered, a low figure for Italy.
LV	No further registrations anticipated
LU	50 persons had already registered, there could be a further three people.
MK	Three additional schools
N	Still a few to come
NL	Still a few to come
PL	Two additional schools
PT	A maximum of 10-15 additional people
RU	Two additional participants
SK	No further registrations anticipated
SE	Still a few to come
SLO	Seven additional people
TK	Four to six additional people
UKR	Four additional people

The National Representatives were urged to encourage the schools in their respective countries take part in the Conference in order to make this an unforgettable event. Since this year the Annual Conference was different, delegates were asked to visit the AEHT website on a regular basis in order to keep abreast of all the information and specific instructions necessary because of the rules imposed by Costa Cruises, which were similar to the rules imposed by airlines.

A contact e-mail address dedicated to the 2013 Annual Conference had been set up by our webmaster Ahti Paju: [conference2013@aeht.eu](mailto:conference2013@aeht.eu). The Bad Ischl School would try to answer queries within two days.

- **10 competitions** would be organised on board ship. The number of people registered and the number of places available are given below:

Competition	No of people registered as of 9.3.2013	Available places
decathlon	8	96 max.
Traditional culinary arts	42	54 max.
Restaurant service	30	48 max.
Pastry	18	36 max.
Wine service	8	48 max.
Cocktails – bar	18	48 max.
Barista	12	32 max.
Tourism destination	27	72 max.
Reception	27	64 max.
Hospitality Management	5	20 max.

Klaus Enengl would send out this list to the National Representatives so that they could inform their national membership about the situation. Louis Robert was in charge of organising the competitions.

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

### **- 2013 Annual Conference – the competitions**

The changes made to the competitions were the result of the restrictions necessitated by holding the event on board a ship.

The limited number of work stations in the kitchen had necessitated to introduction of the decathlon in addition to the traditional culinary arts contest.

All the competitors and teachers wishing to have access to the kitchen must be in possession of a recent medical certificate. A sample certificate would soon be available on the AEHT website.

The list of equipment available on the ship would be published, but it was unlikely that all the competitors would have access to the same implements. There would be no kitchen with ten work stations and we would have to modify arrangements accordingly. We would require a simpler menu needing less equipment. The restaurant service and wine service competitions had been separated again because the twinned contest had not proved satisfactory to the judging panel in Ohrid. The restaurant service contest would be organised along the lines of the Georges Baptiste Cup – i.e. the service would take place in front of the judging panel, and there would be no authentic table service.

Because of the inadequate number of kitchens the pastry contest had been modified and would now be based on marzipan modelling. The students would be provided with all the equipment needed for modelling and painting marzipan.

The bar and barista contests would be open to the public.

Last year all the members of the judging panels had been professionals, but the results of this arrangement had not been entirely satisfactory. For this reason teachers from member schools would once again be chosen for this task. Delegates were requested to send to Louis Robert, to [secretariat@aeht.lu](mailto:secretariat@aeht.lu) or to [conference2013@aeht.eu](mailto:conference2013@aeht.eu) the names and contact details of teachers with fluent English or French who would be suitable to be members of judging panels. The AEHT wished to work with very international judging panels and not with those dominated by one or two countries.

Louis Robert warmly thanked the members of the Competitions Committee for their invaluable help in managing these competitions. In two or three weeks all the details of the competitions would be published on the Annual Conference website. Louis Robert would be very glad to answer any questions.

#### **- 2013 Annual Conference – payment of registration fees**

The deadline for payment of the registration fees at the early-bird rate had been fixed at the end of March 2013. Two-thirds of those registered had already paid. Registration by those paying full tariff would have to be completed by the end of July and six weeks later – i.e. by the end of August - the money would have to be in the organiser's bank account.

#### **- 2013 Annual Conference - access**

There were three possible means of joining the boat:

1) By air and then the Costa Cruises shuttles: the transfers were organised by Costa to and from the airports of Turin, Milan-Malpensa, Nice and Genoa. The transfer took two and a half hours but to that needed to be added the time needed for security checks on boarding, which were similar to those in airports. It was therefore necessary to arrive at the airport at 12.00 at the latest in order to board the ship in time for the sailing at 16.00 on the dot.

2) By rail: Savona has a large station and is served by trains day and night.

3) By car or bus: the car park costs €10 per car per day.

For those wishing to arrive in Savona the previous day, the port of Savona has a large number of hotels. At the request of John O'Hara, a list of these hotels would also be published on the website.

Important information:



Anyone arriving in Savona too late to go onboard would have to join the ship in Barcelona. In the case of a person reserving for example a double cabin without specifying the name of the person with whom they wish to share the room, the organisers would allocate to that cabin another passenger chosen at random. The persons concerned would be informed by e-mail in due course. In order to avoid having to share a cabin with a stranger, participants must indicate at the time of booking that they require single occupancy and pay the 70% supplement.

#### **- 2013 Annual Conference – paying onboard ship**

No-one would be allowed on board unless he or she had paid the registration fee. Special arrangements may be negotiated by contacting Klaus Enengl in advance (e.g. an arrangement to pay in cash on boarding).

All meals and drinks are included in the registration fee, except for special drinks and other services such as participation in the excursions.

Cash payments were not allowed on board, and only credit cards were accepted in order to load the Costa Cruises card. This applied both to adults and to students. Anyone not in possession of a credit card would have to pay an advance (deposit) of €70 at embarkation. Any unused sum would be reimbursed at the end of the voyage.

Arne Larsson asked whether a single credit card could be used for all the students from one school.

Klaus Enengl would have to check this with Costa Cruises. Since each participant received his or her own card to be used on board, it would probably be difficult to produce a breakdown of expenditure for each student from the same school. Moreover it could turn out to be risky to allow students to spend money linked to a credit card which is not theirs. Klaus Enengl would ask the question at one of his periodical meetings with the cruise company.

#### **- 2013 Annual Conference – necessary travel documents**

The ship would put into port in three countries: Italy, Spain and France. It was the sole responsibility of all the participants/schools to ensure that they were in possession of a valid passport and VISA needed to enter these three countries, which belong to the Schengen area. Participants should note that the organisers cannot reimburse registration fees should any problems arise relating to travel documents.

### **B) 2<sup>nd</sup> AEHT Youth Parliament in Iceland**

The second AEHT Youth Parliament would take place in Iceland from April 8<sup>th</sup> to April 14<sup>th</sup> 2013. At present 22 students were registered, but the Kopavogur School had room for a few more people.

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

### **- 2013 Elections by Electronic Means**

This year the mandates of the National Representatives would come to an end and fresh elections would have to be held. This time it was planned to use electronic voting. The only people entitled to be candidates and to vote were the directors of schools or departments of hotel and catering and/or of tourism.

To ensure that the elections run smoothly, the present National Representatives should check that the directors' e-mail addresses held by the AEHT Head Office were correct and operational, and they should explain the voting procedure to the various members in their country. Klaus Enengl urged those who had not yet done so to send the updated contact details very soon, so that the AEHT could initiate the election procedure.

The elections would take place in two phases:

1. Call for candidates. An e-mail would be sent to the directors asking them if they wished to stand for election as National Representative of their country. They would be asked to complete a simple form requiring one click.
2. Request to vote: an e-mail would be sent to the directors asking them to vote for one of their country's candidates.

The 2013 elections calendar would be similar to the 2009 calendar:

- March/April: call for candidates and elections;
- April: second round of voting if no candidate won a majority of votes in the first round;
- May 30<sup>th</sup>: election results to be sent to the AEHT Head Office.

The new mandates would begin in the autumn of 2013.

The AEHT would shortly send out to the membership the definitive calendar of the elections. Any questions or comments should be addressed to Ana Paula Pais or to the AEHT secretariat.

In the case of a single candidate for a given country, the majority of the delegates agreed that the candidate should be selected without the need for elections at national level. Such a candidate would thus be elected automatically. Since all schools were entitled to be candidates they must accept their responsibility, and may not contest *post factum* the election of a single candidate.

Mojca Jost asked if an acting director could be a candidate, and if so what would happen if he or she were elected National Representative but were not appointed as the new director

of his or her school. Nadine Schintgen explained that the election related not to a named person but to a school which would represent the country in question. The new director would thus automatically become the National Representative.

From the next mandate onwards, Ahti Paju would devise a system which would periodically remind members to use their personalised access to update their own details in the AEHT database. Thus each member would be responsible for ensuring the accuracy of his or her school's details. Because of the large size of the database and the large number of changes each year, the secretariat could no longer carry out a periodic check and update of all these addresses.

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

Because of the increased demand for professional placements for teachers, especially for units in English-speaking countries, Bogusława Pienkowska had made contact with the German hotel chain Martim. Their response to a proposed collaborative arrangement was still awaited.

In April Bogusława Pienkowska would take part in a meeting in Portugal with managers of the Prestana hotel group, which has 25 hotels in Europe, 12 in South America, nine in Africa and a single unit in North America. The AEHT hoped to be able to obtain placements in these hotels on the same conditions as those enjoyed previously for the ACCOR placements.

## **9. Report from the Vice-President responsible for Professional Placements and for Activities relating to Quality Management and Business Ethics (Herman Siebens)**

### **- Seminar on Leadership to be held during the 2013 Annual Conference**

It is planned to run a seminar on board the ship on the subject of the tasks and qualities of a leader. Further information would be sent out to the membership in due course.

### **- Placements with the Starwood Group**

The Starwood Group had been presented in detail by Ingrid Eras at The Hague in 2011. At present it was not necessary to seek an increase in the number of hotels willing to host placements in this group, because only six teachers took part in the scheme in 2012. AEHT officers were nevertheless seeking opportunities for placements in other countries, as explained previously by Bogusława Pienkowska.

Participating in this type of placement was still an interesting service which we offer to our teachers. The 2012 documents still needed to be updated and the new versions would soon be available on the AEHT website. An important task of the National Representatives

consisted of informing their country's schools about the scheme, as well as their own teachers.

**- Survey of the activities of national networks of the national member schools**

With a view to gathering ideas on the type of activities to be organised and on the best means of communication between schools at a national level, Herman Siebens had conducted a survey amongst National Representatives, though the results had been inconclusive. Only eight replies had been received to the two group e-mails which had been sent out. Since the replies received were not a representative sample, it was impossible to present and use the results at a European level. Generally speaking communication was difficult and it was vital that this state of affairs changed and that contacts with the new National Representatives improved. Delegates were requested to send their ideas on this matter to the Presidium. The purpose of this was to create less work for the General Secretary, who spent her time sending out reminders.

Klaus Enengl suggested discussing this problem in greater detail at a future meeting. Another problem was the resignation of several member schools which were unaware of the entire range of the opportunities and activities offered by our Association.

Herman Siebens undertook a new rôle as Vice-President, that of contact person between the Presidium and the National Representatives. He would ask the National Representatives for ideas which would improve the AEHT's internal communications which would thus ensure the Association's success for years to come. Djordje Comic suggested organising an electronic brainstorming session which would enable the entire membership to express their views, allowing a large number of ideas to be collected.

**10. Report on Membership Applications, Resignations and Exclusions (Hans Russegger)**

Hans Russegger presented the list of resignations and the list of new membership applications. He asked the National Representatives to contact the resigning schools which they knew to try to encourage them to remain members of the Association.

**A. Resignations:**

I143	Putignano	IISS « A. Agherbino »
I142	San Severo (FG)	ITC « A. Fraccacreta »
NL26	Heerhugowaard	Horizon College
I114	Teramo	IIS « Di Popparozzi »
PL09	Malkinia Gorna	Zespol szkol
TR03	Bolu	Bolu Izzet Baysal Anadolu O.V.T.M.L.
I161	Tolmezzo (Udine)	ISIS « Jacopo Linussio »
S40	Sollentuna	Rudbecksskolan
S12	Helsingborg	Rönnowska skolan
H08	Budapest	Gundel KarolySz. I.
I160-PROF PRIV	Anona	Oris International (in receivership)
AL02	Tirana	Hoturs (disbanded)
I149	Castellana Grotte (BA)	IISS « Pinto-Anelli »
N02	Oerskog	Vidaregaende skule (disbanded)
FIN13	Helsingfors	Arcada Polytechnic
L995-PROF	Niederpallen	Inowatio Luxembourg
USA01-PROF	Philadelphia	Taylor & Francis
USA02-PROF	Maine	CIEE - Council on international educational exchange

The French cutlery manufacturer, Déglon, had not renewed its privileged partnership with the AEHT, but remained an ordinary professional member. There remained only two privileged professional members, namely la Casa della Divisa and Grand Marnier.

**B. New Members:**

TR42	Pendik Istanbul	Özel Bugra Anadolu O.V.T.M.L.
TR43	Balcova-Izmir	Izmir University of Economics – School of Applied Management Sciences
I166	Pisa	IPSSAR « G. Matteotti »
SK08	Presov	SOS obchodu a sluzieb
TR44	Bilkent, Ankara	Bilkent University Tourism Club
TR45	Sisli/Istanbul	Istanbul lezzet ve sunum akademisi egitim t.
LT03	Kaunas	Kauno maisto pramonės ir prekybos ...
B28	Brugge	Hotel- en Toerismeschool Spermalie
NL31	Sneek	ROC Friese Poort afdeling Horeca
LT04	Alytus	Alytus vocational training centre

**11. Report from the Treasurer (Hans Russegger)**

Hans Russegger briefly explained the provisional profit and loss table for 2012 which had been handed out at the meeting – the document included the figures for 2011 for purposes of

comparison. The final version of the table would be presented at the next Annual Conference. Thanks to the efforts made by the Presidium the AEHT had recorded a surplus for these last two years. In 2012 the Association had received subsidies from the Austrian government and from the EU Youth in Action programme. The Luxembourg government's subsidy for 2012 had not yet been received: the ministry had requested explanations for the 2012 surplus before paying out the sum due. The final accounts had just been submitted to the ministry and the subsidy should be paid shortly.

## **12. Calendar for 2013**

The 2013 calendar could be consulted on the AEHT website. Some events were presented by members who were present at the meeting:

### **- G&T Cup in Bled**

Mojca Jost briefly presented the bar-tender competition to be held in Bled from April 3<sup>rd</sup> to April 5<sup>th</sup>. The relevant documents had been sent both to the members of the Executive Board and to the member schools. She warmly invited everyone to take part.

### **- Gastro 2013**

The 2013 GASTRO international competition was being organised by a school which was not yet an AEHT member, namely the Omiš school near to Split.

Vesna Baranasic drew the meeting's attention to a small change: the competitions would no longer be team events, but individual contests. The documents containing information and an official invitation as well as the competition rules would soon be finalised and shortly sent out to the membership.

### **- 2013 Christmas in Europe in Marseilles**

Marseilles was designated European Capital of Culture for 2013 and would be visited twice during this year by the AEHT community: during the Annual Conference and for Christmas in Europe - the latter event would take place from December 8<sup>th</sup> to December 14<sup>th</sup>. Members were requested to complete the application form for participation in Christmas in Europe and to send it to the AEHT Head Office within a week: this would enable the Youth in Action application, intended to co-finance this event, to be submitted in time.

### **- 2014 Annual Conference in Belgrade**

Djordje Comic explained that for various reasons the 2014 annual Conference could not take place in October but rather in the first or second week of November. Klaus Enengl asked for detailed information about this Conference to be provided at the next Executive Board meeting to be held on board the cruise ship in November.

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

The next meeting of the Executive Board was planned for November 12<sup>th</sup> 2013 on board the cruise ship during the voyage between Barcelona and Palma de Mallorca.

Diekirch, March 15<sup>th</sup> 2013



Klaus Enengl,  
President



Nadine Schintgen,  
General Secretary