

Minutes of UPMD Ordinary General Meeting 9th November 2024 (Café des Stagiaires)

Chairman: Bruno Treffel, UPMD Co-Chairman

Session secretary: Olivier Darius

Number of members present and voting validly: 44

Number of proxies given to members present: 9

Number of votes validly expressed: 53

The Chairman declared the Ordinary General Meeting open at 2.30pm.

He welcomed and thanked the members present at the AGM, Mrs Anne-Laure Vincent, Educational and Linguistic Cooperation Attaché (MEAE), representing the Consul General, and Mr Jean-Hugues Mota, Principal of LFI Duras.

The Chairman noted that member attendance had increased compared with the previous year's AGM, but was still low compared with the number of member families (less than 10%).

Le Président de séance fait une présentation succincte de l'association puis présente et commente le rapport moral de l'exercice 2023-2024, soumis à l'approbation de l'AGO :

MORAL REPORT, SCHOOL YEAR 2023-2024

School transport :

Reminder of the UPMD's 100% management of the activity, presentation of the management difficulties encountered by the UPMD transport committee (led by 2 parent volunteers) **and the decision taken at the Extraordinary General Meeting of 31 March 2022 to work with the management of LFI Duras to transfer the activity to the school for the 2026-2027 school year.**

In concrete terms, during the 2025-2026 school year, the UPMD :

- Will not renew calls for tender, choose a transport service provider or negotiate fares for future years
- No longer organise the school transport registration campaign for 2026-27
- Permanently cease to ensure the day-to-day management of transport from the last school day of the 2025-2026 school year (last year covered by the 2023-2026 call for tenders)

The management of LFI Duras, the diplomatic post and Mr Guillaume CARIO, delegate of the AEFÉ management (CDAEFÉ) for the Asia sector, who was met by the APE on 7 December 2022 at LFI Duras, were informed of this decision. They all agreed that the management of school transport for over 900 students by the APE was not viable in the long term, given the workload and the volatile nature of voluntary work, particularly for a parents' association in a school abroad.

The problem having been explicitly explained to the various players mentioned above and to the LFI Duras School Council, it was decided that working meetings on the transfer of school transport would be held with the APE during the 2024-2025 school year to ensure a transition under the best possible conditions.

However, according to information we have received orally, it would appear that the AEFÉ does not support the project.

The APE has therefore decided to send an e-mail to Mr Bruno Valery, Director of Network Development and Support at the AEFÉ, asking for a clear, written response that the APE can use as a basis for considering what action to take to defend the school transport service.

Once UPMD has received the AEFÉ's response, it will invite its members to an extraordinary general meeting to discuss the issue and take action to ensure that school transport at LFI Duras does not disappear for good.

School supplies :

Management by UPMD of the manufacture and sale of school supplies not available in Vietnam. Reminder of the VND 300,000,000 immobilisation to secure the activity. Sales of school supplies peak during the first 2 months of the new school year, when the help of parent volunteers is invaluable in preparing orders.

Social action :

Support and assistance for families via the UPMD Social and Scholarship Commission (CSB).

Although the Covid crisis has passed, the association continues to provide occasional financial assistance to families in difficulty, based on a review of their case files.

The CSB also helps families with scholarships to put together their applications and defends their interests at the Consular Scholarship Councils (CCB), which are held twice a year at the Consulate. Lastly, in addition to the assistance provided by the school in terms of IT equipment (students in 2nd class), UPMD tries to the best of its ability to provide reconditioned laptops to pupils in need in lower secondary school classes, as IT equipment resources are dependent on donations from private companies.

Festive events :

- Halloween goûter party with excellent pastries from La Boulangerie Française
- A visit from Father Christmas for nursery school children, a Christmas show for primary school children, a Christmas party for secondary school children, and a large Christmas tree for all.
- Celebration of Têt Day with a majestic traditional show for all
- The UPMD school fair, the association's flagship event, appreciated by all and useful for filling the association's funds for the coming year.
- UPMD contribution to the financing of the high school prom

All these activities were made possible thanks to the involvement of the association's motivated parent volunteers.

UPMD Sport :

Football: a new activity run by the association since the 2022-2023 school year. The activity will be stepped up in 2023-2024, with improvements to facilities and sports coaching. Olivier Darius is the club's sporting director, while Bruno Treffel is its financial director. There are also 3 coaches, including Pierre Onana, the club's head coach and a sports teacher at LFI Duras.

Attempts to add other sports such as badminton and basketball have not been successful, due to a lack of volunteers to manage and supervise these activities.

FINANCIAL REPORT 2023-2024

Bob Nguyen, Treasurer, and Olivier Darius, Co-Chairman, present and comment on the financial report for the 2023-2024 financial year, submitted to the AGM for approval:

Bob pointed out that the association does not operate on a calendar year but on a school year basis, and that the accounts were therefore drawn up accordingly.

The main sources of income are:

- Membership fees (300K vnd/family)
- Income generated by the fair
- Donations and sponsorship
- New activities, in particular the football club, which generated additional income

The main expenses relate to:

- School supplies
- Organisation of events (school fairs, festivities, etc.)

Compared with the previous year, we note that

- Payment of annual subscriptions in cash in VND decreased in favour of online payment by bank card.
- Revenues from the fair increased.
- A profit of VND 190 million was generated, bringing the final balance to VND 1 billion

After answering the various questions from the members in attendance, the 2023-2024 moral and financial report was approved by a show of hands at the AGM:

- **Annual Report 2023-2024: unanimously adopted**
-
- **Financial Report 2023-2024: unanimously adopted**

Presentation of the list of members standing for election to the BOD for the 2024-2025 school year, submitted to the AGM for approval:

- Laure REYNIER, membre sortant**
- Thi Thanh Ngan LE (Jennifer), membre sortant**
- Alexandra RENDALL, membre sortant**
- Olivier DARIUS, membre sortant**
- Jaime PEYPOCH, membre sortant**
- Bruno TREFFEL, membre sortant**
- Thomas NGUYEN, membre sortant**
- Betty NGUYEN RICHARD nouveau membre**
- Claire ROUGIER nouveau membre**
- Roméo DIMIER, nouveau membre**
- Huong Doan, nouveau membre**
- Thu Trang NGUYEN, nouveau membre**
-

The list of candidates for the UPMD 2024-2025 BOD is unanimously approved

PROJECTS FOR 2024-2025

- Halloween dress-up day with a snack provided by the APE on 18/10
- Organisation of an introductory course on digital tools (artistic and technical themes) scheduled for November. Olivier DARIUS explains the Edutablette project, a system of lessons on a tablet for children. The tablets will be used for courses in digital painting, Python programming and an introduction to artificial intelligence. The project has been funded with support from the STAFE association, and could be renewed if it proves a success.
- A large decorated Christmas tree (from 02/12 to 20/12), a drawing competition for nursery

- classes, a circus show and a visit from Father Christmas on 20/12.
- Tet celebrations, traditional show, festive activities with Vietnamese language teachers planned for 20/01/25
- Social activities and financial aid (student prom ball, social and sports projects, etc.)
- End-of-year fair, the association's flagship event: numerous games, photobooth, catering, various sales, book exchange, tombola and other fun activities, scheduled for May or June 2025.
- A new website is currently in preparation, thanks to dedicated parent volunteers

The association's other communication tools (Facebook page, WhatsApp information group, emailing) are also mentioned.

Finally, the need to have a large number of committed parents was highlighted, without whom the projects announced could not be carried out.

OTHER QUESTIONS

The various presentations having been completed, the moral and financial reports and the list of the UPMD 2024-2025 Board of Directors having been voted on, the Chairman invited the members to a question-and-answer session, which is transcribed below:

1. When can I register for school transport?

A: The school transport registration period begins in April each year, after the fare negotiations in March. This is a particularly busy period, with around 120 emails a day to process, due to enrolment requests and the necessary adjustments for new families or those who enrol late.

The transport committee is constantly monitoring the situation to ensure that families' needs are met. A close partnership with the transport company is maintained to deal with specific requests and resolve problems.

2. Technical and safety problems in transport. What solutions are envisaged?

Questions were raised about the non-functional QR codes used to identify children's journeys, as well as the lack of training for transport teams. These malfunctions affect the efficiency of the service and pose safety problems.

Safety incidents have been reported, such as children sometimes being left alone or not being dropped off at the right place, which requires more rigorous checks and on-site interventions.

A: A working meeting between the UPMD transport committee and the service provider will be held in mid-November to review all the problems listed with a view to remedying them.

3. Solutions/alternatives if the AEFÉ refuses to pay for transport?

A: The association has considered various options, in particular the creation of a Vietnamese non-profit company to manage the transport, but this option comes up against legal and regulatory challenges under Vietnamese law, and the need to raise funds through shareholding or sponsorship. This option is unfeasible given the lack of time and human and financial resources.

A desire to keep costs accessible to all was clearly expressed, but this limits any possibility of improving services, particularly by hiring qualified staff or increasing the range of services (more service times, more lines and stations, etc).

Alternatives such as door-to-door transport solutions have been studied, but their implementation remains complex due to budgetary constraints and limited resources.

Finally, there is still the option of transporting pupils themselves (individually, minibus hire, car pooling, metro, etc.), which is just as expensive and will not be suitable for low-income families.

4. What are the transport plans for the coming years?

A: See the details given in the 2023-2024 moral report.

5. Do the activities of the UPMD football club have a financial impact on the association's cash flow?

A: No, the football club is managed independently, with a separate cash register, budget and accounts. The club is self-financing through registration fees and sponsorship.

Any profits made by the football club are carried over to the following financial year to finance increased costs and reduce registration fees.

There being no further business, and all requests to speak having been met, the Chairman declared the Ordinary General Meeting closed at 4.10pm.

Minutes of the meeting certified true and accurate,

Ho Chi Minh City, 12 November 2024

Bruno Treffel



Coprésident