



Verein der Eltern und Freunde
14167 Berlin

John-F.-Kennedy-Schule Teltower Damm 87-93 •

der John-F.-Kennedy-Schule zu Berlin e.V.

Society of Parents and Friends

of the John F. Kennedy School Berlin e.V.

Minutes of the Verein Meeting

Wednesday, June 14, 2019

at Katrin Lührs's house, Ahornhof 4, 14532 Kleinmachnow

Board (11 total) present: Tracey Tober, Katrin Lührs, Buck Chisolm, Eva El-Alfy, Karrie Riemer, Vinh Pham-Beinhold, Vanessa Hansen, Theresa Helou

Board excused: Nelly Heidbrink (Vanessa has the proxy vote for Nelly); John Mask (Tracey has the proxy vote for John); also excused: Lynn Brinda (will come later)

Also present: Melissa Cattarius, Lia Rigamonti, Ashok Khosla

Meeting opened at 19:26

1. **Approval of Agenda** *Voted: 10 yes*
2. **Approval of Minutes of the meeting May 15, 2019** *Voted: 10 yes*
3. **Principal's Note** – *Brian Salzer*

- **Thanks the hostess.**

- **Thanks the Verein for the fans**, which are hugely appreciated by teachers and students. 50 were the right amount, 6 were extra.

- **Teacher goodbyes** on the 26th, we are all welcome to come and they will get a farewell gift from the Verein and the Parent Council: they will get a gift certificate for the school shop.

- **The grand opening of the Verkehrsschule** was a wonderful event.

- Great that **the Verein supports the water project;**

- The **Lernmittelfund** should be dealt with and then we should move on to heal; Buck has picked up the Lernmittelfund records and Kristen Winkler will also go over them with Brian Salzer; he says there was no embezzlement, all the purchased equipment is there and it all was material for the school, but it was misused, since this was money that was only earmarked for books. His understanding is that the parent council board had oversight of the account and then the bookkeeper was working relatively independently. There is now a finance committee, but since in the future there will be



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not book fund, we will not have this problem in the future.

Buck reports what consequences there could be for the Verein: it seems that we are fine. He picked up the binders with the files of the Lernmittelfund because we have to keep these files for 10 years.

We are members of the LSFV (Landesverband der Kita- und Schulvereine Berlin-Brandenburg e.V.) and they give us an insurance with a coverage of 5 Mio. in case we get sued.

How long does he think this investigation goes on? Buck says Kristen Winkler and Anja Holtmann are doing the investigation and he only keeps the records. Maybe we should ask them to keep a deadline until they are done with their investigation. Maybe Nelly could sit down with them to talk it through.

Conclusion: we are not liable, since our name does not appear in any of the files.

Brian Salzer ends with saying: lets find a way to get back together, end these battles that are fracturing the community;

- Outlook: **getting a German principle**; the process is ongoing, the problem is German labor law. He does not have a timeline for this.

4. **Report from the president** - *Tracey Tober*

- **Thanks all the Verein volunteers** for all the work they did this year.

- **Fun Day** was great.

- The **flea market** was made possible and a great success thanks to Lia Rigamonti and Vanessa Strange.

- **Thank you Lia Rigamonti** for the help with the grand opening of the Verkehrsschule

- **The High school is on board with the Fun Run!** So there will be a lot of work over the summer for us. Some students asked if they could get their own booth to make Fun Run a bit more like Fun Day

- **The 11 missing computers have arrived!** Thanks to Nelly's husband we got these for free, the company did give in when we signaled that we were ready to go to court.

5. **Treasurer's Report** – *Buck Chisolm*

- **Balances:** see attached sheet for the numbers

Only the cleaning of the lockers 1400 is not yet on this sheet. We are going back to the



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service we used before for this. They gave us a 400 EUR cheaper deal than last time.

- **Update on membership and plan for the new year:** The membership data is all cleaned up. We have 771 members, only 25 are not paying (embassy and maybe families in need) - but half of the families from the embassy choose to pay nevertheless.

74 members have not yet paid, but they are mainly high school families and are bound to pay because of the lockers.

The next plan is SEPA. We stopped it because we had to check if we really had all the paperwork necessary; all this is now done.

- **Finding a bookkeeper:** the bookkeeping software that we use is called Linear, but we also use an additional software to prevent the system to create separate accounts of you if you have more than one child. Recommendation: find an accounting firm that knows how to work with these softwares and this company should take over the membership and the bookkeeping. If we get a company, the treasurer only has to do the oversight. This would insure that all membership dues are collected and this additional income would make the fee of the company pay for itself. Tracey says she has put forward two candidates that are very well suitable, but if we are going with a company then we should quickly get a two people committee who can find a firm which could take it over. Buck says there is no rush over the summer, because there will not be much movement over the summer, but Fun Run will be a lot of work. - Aaron will do Fun Run again. Lynn could be part of that committee and maybe contact the LFSB if there is a company they can recommend; Kathrin will also help.

6. Report from the Locker Committee - *Buck Chisolm*

All the adult volunteers have been signed up and only one student volunteer is missing. It will be a lot of work hours, but they are a good team.

7. Requests

- **T-Shirts for Tech Team** (The cost not to exceed €200) - *Buck Chisolm*

The Verein has its own PA system and we have a group of student volunteers, who regularly work with the PA for us. 15 t-shirts, mainly only 8 at a time, so we scheduled wear and tear; just as a special recognition when these kids work for the verein. The t-shirts will stay with the verein.

Voted: 9 yes, 1 abstention

- **Reception and flowers for the visit of Col. Gail Halvorsen** (200 Euro) - *Vanessa*



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Hansen

For his visit, all the Verein members and administration are also welcome.

Voted: 9 yes, 1 abstention

- **Welcome packages for the new teachers**, including BVG tickets, maps, etc. for 22 adults and 14 children (750 Euro) - *Kirsten Schäfer*

Voted: 10 yes

8. **Earmarking money for a second shed**: because we are opening the Verkehrsschule to Schweizerhof Schule, the police will give us 16 new bikes. We will then need a new shed to store these bikes. The shed will cost: 4272 Euro. It will probably be not paid until after the Fun Run. At the moment we do not plan to take it out of the Obi account.

Other news on the Verkehrsschule: traffic lights are around 11.000 Euro (for 4 traffic lights with batteries). The alumni have collected around 2.000 Euro for this already; if they do not reach 11.000, the Verein will probably have to jump in.

Vanessa's idea: maybe we can ask the alumni to have a 80s party with DJ Rick Delayl as a fundraiser for this.

Voted: 10 yes

9. **E-Mail votes** taken on urgent requests in between meetings

- **Deco costs for Junior Prom**: 180 EUR

10. **Discussion items**:

- a. **Sending the invitations to the Verein meetings to all the members**, not only - as it is done at the moment - to the board, supporting members, teachers and administration.
- b. **Creation of guidelines on deadlines for receiving funding requests** so that they are considered in our regular meetings. E-Mail votes should only be done in urgent cases, since the projects cannot be presented in a satisfying way in this format. Maybe Nelly could read up in the constitution and come up with guidelines and best practices, what was usually approved and supported. If we send out the invitations to the meetings out to everybody, to all the members and teachers and staff, we will be more present and hopefully this will help with requests being put in on time for meetings.
- c. **Long-term solution for storage of Verein records**
Buck would prefer a locked storage for our Verein files. So far the files were in



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the Hausmeisterwohnung, but maybe it will be used by a night watchman in the future. Buck will check with Caroline Borschel, who also has cabinets.

Next meeting September, Wed 11 (Fun Run committee will have to meet before the end of the school year)

Meeting closed 20:46