



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

Wednesday, October 23, 2019

**Meeting started at: 19:05**

**Board present:** Tracey Tober, Katrin Lührs, Buck Chisolm, Eva El-Alfy, Lynn Brinda, Vanessa Hansen, Nelly Heidbrink, Theresa Helou, John Mask, Karrie Riemer, Vinh Pham-Beinhold

**School administration:** Brian Salzer

**Student Council:** Ja-Neil Wehr and David-Simon Nelle

**Also present:** Fionnuala Hoffmann, Stephanie Attreed, Jacqui Bespolka, Bob Eakins, Sarah Gross, Tatiana Braudrup

### 1. Approval of Agenda

- Tracey asks for two changes to the agenda: 1. Brian Salzer will put forward a request for financial support for the 60th anniversary celebrations of the school, and 2. we should vote on the purchase of the bookkeeping software "Linear"

*Voted to approve the changed agenda*

*11 yes*

### 2. Approval of Minutes of the last meeting, September 11, 2019

*11 yes*

### 3. Principal's Note - Brian Salzer

#### - Christmas present for the teachers

The teachers really liked the Christmas presents (the Verein got t-shirts for all the teachers last year). It was very appreciated and the teachers would surely be very happy to again receive a gift from the Verein.

#### - 60-year anniversary of the JFKS

The idea is to have a series of events to celebrate the 60 years that this school has existed. As a kick-off event there will be a party, for the final event in September the mayor of Berlin and the American ambassador to Germany are invited (similar to the 50th anniversary celebration). A planning committee has already been formed. This committee has now put forward this request:

they ask for up-front money, 8.800 Euro, for deposits etc.

It is planned to also have another fundraising event.

Jacqui asks if these events should be put into the parents newsletter. Yes, this will be



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done.

#### 4. Student Council - David-Simon Nelle and Ja-Neil Wehr

David-Simon Nelle is the new student council representative and will eventually take over from Ja-Neil Wehr. He is in 9th grade and 14 years old. The Verein cordially welcomes him!

Besides this they do not have anything new to report at this meeting.

#### 5. Report from the president - Tracey Tober

##### a) Spooktacular

The money for the entrance tickets has been collected. We have a lot of volunteers, but we can always use more. The Verein is doing a Margareta booth, Parent Council is doing a bake sale and will give a donation of the proceeds to the Verein.

##### b) Thank you reception for teachers

The annual thank you reception for the teachers in January (date to be determined) will be the first event for the 60-year anniversary. The plan is to include the "snowbirds", the very first teachers and old principals of the JFKS.

We should try to come up with a theme for this reception. Two years ago we had Hawaii, last year "teachers are our stars". Idea: maybe "The sixties".

Maybe Martie Reimer could be MC? He cannot do before 7pm. We should also ask the tech kids who usually help with Verein events. Jacqui will also help with the tech for the thank you reception. It would be in the small aula.

Who wants to be on the committee for this event?

#### 6. Treasurer's Report – Buck Chisolm

Account balances (DKB, Postbank, PayPal) and any anticipated (approved but not yet paid) expenses

##### Balances as of 23 October 2019:

DKB:	€61,319.93
Postbank:	€11,675.52
PayPal:	€ 3,043.47
Totals:	€76,038.92
Total authorized expenses:	€6,570.00
Total expected requests today:	€1,909.00
Projected balance after planned outlays:	€69,468.92



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Remaining membership fees 2019-20:	€46,117.00
Remaining 2019 Fun Run pledges:	€8,759.00
Projected balance after all collections:	€124,344.92

**a) SEPA draw on October 31:**

- Will capture the remaining 325 members with valid SEPA-Mandates
- Goal in 2020 is to capture 600 of our members via SEPA-Mandate
- The new Linear software supports individual and group SEPA draws so this promises to streamline this process in school year 2020-2021

**b) Note that Sparkasse account will be opened in October 2019. Transition Postbank account and close by end of Q4/19.**

- Need to provide one passport photocopy to complete registration requirement.
- Expect to open account in November and begin transfer of Postbank account
- Propose transferring €5,000.00 from Postbank to initially fund this account. Complete transfer of/close Postbank account in Dec 2019.
- In December begin the process of informing members of the new IBAN:
  - Membership with SEPA-Mandate – no effect
  - Members using manual bank transfer – each request for payment of fees gives the correct bank information (IBAN/BIC)
  - Standing orders – a very limited number of members and over the next 9 months we will be reaching out with repeated messages about the change in banks

**c) Status of 2016, 2017 and 2018 income tax submissions:**

- The income tax forms have been received from the tax advisors and are being returned by post on 24 October 2019. Once received they will file electronically.
  - Because of delay we requested an extension until 31 October 2019
  - We must pay an additional VAT in the amount of €64.44
- **Appointment of a liaison with LSFb:** See if we can field a volunteer to attend presentations/seminars of interest to us



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Eva El-Alfy will be that person

## 7. Requests

### a) 60-year anniversary - Herr Schulz/Mr. Salzer

Projected expenses (caterer, invitations, Festschrift, etc.): all together 8.800 EURO

They plan with potential proceeds of 7.700 EURO from other events that will be done as fundraisers. Every month there will be an event to celebrate 60 years of the school. The school is asking the Verein for financial support. Dr. Curtis will have concerts as fundraiser. Kimberly will be the treasurer for all these events.

Buck suggests that the board should approve funding up to €9,000. The committee running the event can then bring invoices or purchase orders to us and provided they are in order and two EXCO officers sign we will pay. If they need additional funds beyond the €9,000 then they simply have to come to the Verein with a supplemental funding request.

*up to 9.000 EUR*

*11 yes*

### b) BERMUN - Jason Lang

For the bus transfer from the JFKS to FU for the closing ceremony of BURMUN. For 700 people; at least 100 of those are JFKS students, and other staff members. 6 busses will be rented

*1.764 EUR*

*11 yes*

### c) For sport equipment for the house Reil for elementary school recess:

20 basketballs and 20 soccer balls

*up to 600 EUR*

*11 yes*

### d) New Linear software for our treasurer

*148 EUR*

*11 yes*

### e) Subscription for "Storyworks", a magazine - Mr. Prough

As background information: The Verein pays for the subscription of the New York Times in the school library. "Storyworks" is a magazine for the English classes. It is a good magazine with valuable teaching material.

*158 \$/year*



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*Tracey will go back and check if it could be done through the library. The Verein agrees that it should be stored there, so that other teachers can use it as well. Only then could it be supported by the Verein.*

*Vote is postponed, might be done by e-mail*

## **8. Miscellaneous**

### **a) a committee should be formed to review the rules for granting requests**

The committee will be consisting of Jacqui, John, Lynn, Vanessa, Buck and Nelly.

### **b) Christmas present for the teachers**

Brian Salzer would love us to give t-shirts to the teachers again. Maybe have this 60th-anniversary-themed, or maybe give them a t-shirt and a voucher for the school shop. It is decided that Melissa, who is running the school shop, should be involved, and we should check if there is a maximum value which is allowed for teacher gifts. There are around 200 teachers.

### **c) Coming events**

Fun Day next year will be on Saturday, September 19, and will be the very last event of the 60-year anniversary festivities. The big event at the FU will be on Thursday, September 17 2020.

### **d) Water fountain project**

Fionnuala will check with Frau Beata Neumann about the water fountains.

**Meeting closed at 20:20**