



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, December 18, 2019

Meeting starts at 19:25

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

**Administration:** Brian Salzer

**Also present:** Jacquie Borchardt, Jacquie Bespolka, Kim Douglass, Christina Hicks, Lia Rigamonti

### 1. Approval of Agenda

Changes to the agenda: 2 new requests (bike school and Fort Collins)

11 yes

### 2. Approval of Minutes of the last meeting, November 13, 2019

11 yes

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

Thanking the Verein for all its work and all the volunteers for the hard work. The school will always be grateful to the Verein for their donations.

The school's budget is now moved from the Bezirk to the Senat.

The school now has approx. 50% less students from the American embassy. This is mainly due to language reasons. The school will make improvements concerning security and special needs, which are also concerns from the embassy. The school is still in negotiations with the Senat for higher funds, but one consequence of this is that there is a reduction on the trust fund.

The trust fund was established to give the school's American program special financial support and to fund it when there is no money from the German side. One example is the libraries, which are kept to an American standard. The library aids are supported by the trust fund, "Odyssey of the mind" and other groups are supported, American publications etc. - the whole idea is to make our school more like an American school. Brian Salzer is the president of the trust fund. The trust fund is so to say where tuition goes as if it were a private school. Therefore this is a closed committee, with only members of the American embassy, the Senate, and a lawyer.

Now that there is less money from the trust fund, more of an effort has to be made to keep uniquely American things at our school.

### 4. Student Council

No representative of the Student Council was present.

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



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### **Verkehrsschule:**

Traffic lights for the Verkehrsschule should come in January. The school cannot pay for the insurance of the traffic lights and asks the Verein for support. Additionally maintenance of the bikes is needed. The bike shop "Fahrrad Kuczka" across the street offers the school a special price for taking care of the bikes (47,48 EUR per bike/year for all 15 bikes). Both will be treated further under "requests".

The Senat will pay for the bikes and the traffic lights, since the Verkehrsschule will be opened to other schools.

### **6. Report about the board meeting on November 27 - Katrin Drakulic and John Mask**

This meeting was held, because lately there were different ways of operating concerning Verein matters. This was causing frictions and the board wanted to create guidelines for how it should work together. The whole board agrees that it has been overall a very productive meeting. The main theme was transparency and how to make the planning of events more effective. Some of the solutions found were to use Google docs/dropbox to make information accessible for everybody, to have follow-up meetings (lessons learned), and through this create more of an incentive for people to volunteer and join. In addition we need to create clear guidelines for requests.

We should make it open to everybody what we do, what was bought with our money, what we support, make it more visible for other people what we do and why they should join. Also job descriptions for the different positions that need to be filled is something that is needed.

The attending board members thought that the internal minutes of this meeting should be turned into a "mission statement".

There will be another board meeting before the regular January meeting.

### **7. Treasurer's Report – Buck Chisolm**

a) Account balances as of December 18, 2019:

DKB:	€ 92076.46
Sparkasse:	€ 5152.71
Postbank:	€ 7989.24
PayPal:	€ 3,043.47
Totals:	€108,261.88
Total authorized expenses:	€13,588.00
Projected balance after planend outlays:	€94,673.88

b) Additional income:

- Pending payments: 176 families = €13,240.00



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- Fun Run: Collections: €29,249.00 (remaining pledges appx. €2863.00)

#### b) Transition to Sparkasse

- Shop online payment (Sum Up) now being deposited in the Sparkasse account.
- Need to prepare a letter for Postbank to close account in Q1/20
- LMF account may be needed for coming year. Currently working with ED/SK on this issue. DKB LMF to be closed/transferred by Q3/20 (goal).

#### c) Books:

- Books up to date through 30 November
- Just under 800 entries for October/November (Fun Run/SEPA draw)
- Linear software updated on both computers with 2020 release.
- Minor SQL Server database error resolved with software vendor.
- Internal auditors (Nora Beck and Greg Turner) will review the Verein books (DKB, Postbank, Sparkasse) and SAF (Sparkasse) on 28 January.
- 2018 School Shop income taxes submitted in Oct 2019. Paid additional €65.64 for VAT.
- **2016-2018 Income Tax Returns accepted by the Finanzamt and letter extending our tax-free status received. Next tax return cycle will be in 2022 (years 2019, 2020, 2021).**

#### d) Membership:

- Current membership: 787
- 18 families that are in non-dues paying status.
- 176 unpaid memberships as of 18 Dec 19
- Projected annual income: €57,627.00

e) Additional comments: Noted that we had received a business donation for €1,500.00 with the desire that they 'prefer' it go to help with 6<sup>th</sup> grade projects. It was noted that I had explained to the donor that I could not commit the board to any expenditures of funds and suggested that these 6<sup>th</sup> grade activities (dance, yearbook) approach the Verein with a request for funding.

## 8. Requests

- Fort Collins request:



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This was a reissued request from the November board meeting.  
2200 EUR for housing for the accompanying teachers are covered by the trust fund,  
388,13 EUR asked from the Verein.

**11 yes**

**- Insurance for the traffic light:**

77,81 Euro/year

**11 yes**

**- Service for the bikes:**

Maintenance and repairs of the bikes. The majority of the board members wanted to check the offer in greater detail and check if other options were compared correctly. The vote on this is deferred to the next meeting.

**10 yes**

**1 no**

## **9. Miscellaneous**

- **Christmas presents** for the administration and the Hausmeister: were delivered
  - Maybe the Verein should change from a separate "**Thank-you Reception**" to a "**Christmas Party**" during which the teachers, administration and Hausmeister get their presents. Everybody likes this idea. This can be planned for Christmas 2020.
  - Tracey shows the **winning design for a Verein t-shirt**, but it looks very much like a well-known artist. She has put in a request if JFKS would be allowed to use this design. The request is pending.
- Tracey also shows other **designs for the merchandize for the 60-year anniversary.**

Meeting adjourned: 20:38