



Verein der Eltern und Freunde  
Berlin

John-F.-Kennedy-Schule Teltower Damm 87-93 • 14167

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 Board Meeting**

Thursday, March 5th, 2020

### **Meeting started: 8:10 am**

Board present: Tracey, Katrin, Nelly, Vanessa, Theresa, John, Lynn, Eva and Buck  
Board excused: Kerrie (gave her proxy vote to Vanessa via WhatsApp), Vinh

Also present: Teresa Gebhardt (HS councilor)

### **1. Request for AP (Advanced Placement)**

The AP-Program started at JFKS with the German AP. This was started a long time ago, but the two teachers who started it and kept it running will retire. Two new teachers have been found to keep the program alive. These two teachers will do a course during the summer holidays. Trust Fund has been approached, and they will pay 70%.

Asking the Verein for the remaining 30%. This is approx. 600 EUR for one, so 1200 EUR. The teachers will pay 100 EUR by themselves each.

The buying of the plane tickets will be the most urgent point. 995 Dollars for the course, 455 Dollars for board.

It is decided that the Verein pays for the plane tickets (instead of 70/30%)

Voting for up 800 EUR for plane tickets for two teachers each

yes unanimously (10 yes)

### **2. Abi-Ball Tickets**

Request from Lynn for tickets to be paid for the teachers/administration to go to the Abi-Ball. The Abi-Ball is planned by the students, they raise the funds for it and they pay for their own tickets. Tickets for the administration/teachers used to be paid by the school, but this is no longer the case.

Request for up to 4 people. This year the tickets are 70 EUR, last year they were 90 EUR.

Voting for up to 400 EUR for tickets for the administration, councilors or teachers for the Abi-Ball. This will be an ongoing support from the Verein, but it will need to be requested to be released.

Yes unanimously (10 yes)



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### **3. Furniture request from Haus Reil**

This request will be dealt with during the May meeting.

### **4. Guidelines for the treasurer**

Buck wrote down comprehensive guidelines for the position of the treasurer and puts it up for vote for approval.

It is suggested that something similar is put together for the auditors.

Tracey and Eva have a paper version of a draft of at "JFKS Verein Board Handbook" from 2012. This is found as an attachment to these minutes and can be used to further develop guidelines for the whole board.

Approving the Guidelines for the Treasurer

Approved (9 yes/1 no)

### **5. Furniture donation**

Buck will get two donated shelves for the files for the treasurer. They ask for a Sachspendennachweis - Buck will check which amount to put on it

### **6. Dropbox account for Verein**

It is decided that the Board should have a digital storage for easy access to important documents. John and Theresa will work on a dropbox account. Documents like the constitution, the draft of the guidelines, the board handbook, etc. can be put there.

And every request should be put into this in full, so that the decision process is easier for each board member.

### **7. New board members**

We will give a paper version of the constitution to newly elected board members

### **8. Update on the thank-you party:**

Numbers have risen to 120 people RSVP'd. We now have two new caterers and are within budget. Verein members are asked to bring a desert.

If we should be forced to cancel due to the Corona virus, it would have to be done by Friday (tomorrow) at the latest for the caterer.



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### **10. Cleaning of the lockers**

Information only: a reliable company with a good price did the cleaning of the lockers this year. Buck wants to give them a 4-year contract.

**Meeting adjourned: 9:03 am**