



Verein der Eltern und Freunde der John-F.-Kennedy-Schule zu Berlin e.V.  
Society of Parents & Friends of the John F. Kennedy School Berlin e.V.  
Deutsch-Amerikanische Gemeinschaftsschule / German-American Community School – Berlin

THE JFKS VEREIN • Teltower Damm 87-93 • 14167 Berlin

## **Minutes March 1, 2012:** Meeting started at 7pm and ended at 9pm

Bettina Moegelin, Annette Smith, Andrea Schulte, Natalja Bednar, Miriam Schmeling, Isolde Streit, Susanne Vogel-Künzle, Stewart Haake, Antje Startitz-Thams, James Bell, Sigrun Roßberg,

Guests: Sonia Weese, Kimberley Schneidereit, Herr Roth, Mr. Kelly. Other guests signed an attendance sheet (find attached).

1. Approval of agenda – The agenda was approved after two items were added:  
FUN DAY information and OBI renovation service under discussion and change of bank and administration budget under miscellaneous.
2. Approval of Minutes from Board Meeting February 9 – minutes were approved.
3. Email votes: The following email votes took place in between this and the meeting prior to it:
  - Transport of lockers will cost 1500 EUR → approved
  - Increase of HS and ES Renovation budget by 2200 EUR → approved
4. Requests  
Herr Roth is asking for money to pay for principal expenses like flowers, hospitality etc. 500 EUR for one calendar year. This item was discussed in connection with Natalja's presentation. French Department is asking for 100 EUR for students taking part in the trips to France in March (9th graders): They would like to invite a guest speaker (author) who would give a lecture on "forced immigration during WW II".  
Vote: All in favor, no abstentions, none against.
5. Discussion
  - ↪ OBI renovation service: Natalja presented OBI renovation service involvement to make sure everyone agrees with this for further course of action. Everybody agrees that we will follow through with OBI (see attachment)
  - ↪ Dagmar Hoppe introduced herself and Caroline Maas as major players in the FUN DAY preparations and invited everybody to approach them with questions.
  - ↪ Guidelines board for AGM – Richtlinien. Abstentions are not counted as no – votes. Steward explained why in email votes everyone is counted as being "in the room" so absolute majority of 6 people is needed. if there are still doubts we decided that the next board (after elections on March 22) should work on this.



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- ↪ Change of bank – Information sheet for GLS Bank was handed out by Natalja, a solution for paying into non private account has been found, Bettina handed out an enclosure for Commerzbank with Agenda-mail. Discussion postponed due to no time to April or May meeting.
  
  - ↪ Administration budget – Natalja presented the development of the principal budget. As it has risen considerably (from 300 EUR in 2008/2009 to 1000 EUR in 2010/2011+ end of 2011) Natalja suggested assigning a certain amount (budget) to simplify the method of handling and to make controlling easier later.  
Vote: annual expenses Budget for ES + HS: 250 EUR each, + 50 EUR for managing principal. Receipts to be handed in once a year by each principal. Requests for funds to pay for annual workshops have to be applied for separately. Catering costs for state examiners are reimbursed with no request. Receipts have to be handed in. Vote: All in favor.  
100 EUR are open from last year. Vote on whether we should pay for that: All in favor.
  
  - ↪ Additional staff – solution for financing two staff helpers, Herr Werner and Frau Kühn. How can we legally finance these positions?  
“Steuerfreie pauschale Aufwandsentschädigung für Ausbildungsleistung für zwei Helfer“ without vouchers from January on + FÖJ until August: 6240 EUR Vote: All in favor, no votes against, no abstentions.
6. Welcoming new candidates and Q & A  
Catherin Doeringer – interested in joining the board  
Lynn Brindel – board member at large  
Marion Greeves – designed t-shirts, helped with shop and would like to continue helping  
Susanne Volkmer – help on the board  
Uli Sauerland – interested in treasurer position  
Dagmar Hoppe – marketing and PR  
Caroline Maas – Marketing and communications  
Cornelia Stähle – member at large  
Jennifer Güthoff – member at large  
Christina Sante – will not run for an office  
Marion Kielkowski – will not run for an office, would like to help  
Tamara Augustin – member at large, very good with children, “voice of the children”  
Leah Hecker – movie producer on sabbatical, good in organizing, interested in shop-related projects like online shop for merchandise
7. Miscellaneous  
No items, as they were discussed earlier.