



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 Schule / German-American School – Berlin

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

**Minutes Verein Meeting ,  
April 16<sup>th</sup> 2012, 7.30 – 9.30 pm**

**JFKS, Teltower Damm 87 -93, 14167 Berlin, room GR 117**

Susanne Volkmer, Birgit Parr, Marion Greeves, Tanya Buchwald, Veronique Reitz, Christina Sante, Jennifer Guethoff, Caroline Maas, Dagmar Hoppe, Katharine Doeringer, Bettina Moegelin, James Bell (arrived at 8 pm), Isolde Streit, Sigrun Roßberg, Natalja Bednar, Annette Smith, Susanne Vogel-Küntzle

minutes: Susanne Vogel-Küntzle

The chairperson Susanne Volkmer opens the meeting at 7.40 pm.  
She points out that she together with vice chair Katharine Doeringer wants to be seen as a team of presidents (dual leadership). She passes around a list where everybody can write down which area of VEREIN work she/he is interested in.

### **1. Approval of agenda**

Changes: topic 4 (school shop) is moved to the end, so that members of old board can go home after discussion of transfer of tasks.

### **2. Approval of minutes from Board Meeting March 1<sup>st</sup>**

Correction: date given in agenda has to be changed to March 1<sup>st</sup> instead of March 3<sup>rd</sup>.

### **3. Requests**

There are no requests.

In one of the next meetings Herr Martens wants to come and present a new project he is seeking subsidy for.

### **4. Discussion**

The new board members introduce themselves.

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Tel. 030-88627180, [www.jfk-schule-verein.de](http://www.jfk-schule-verein.de) email: info@jfk-schule-verein.de

President: Susanne Volkmer, Vice President: Katharine Doeringer, Treasurer: Birgit Parr, Secretary: Susanne Vogel-Küntzle

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Natalja Bednar gives a short overview of what has been organized so far:

- tasks of the four office-holders are defined
- past and present PR team have met and exchanged information
- past and present treasurer have met and started transition (more meetings will be necessary)
- Katharine Doeringer will take on the work with the school database

The following tasks and problems have to be taken care of:

- most urgent: **lockers!**

Now that Andrea Schulte is no longer a board member nobody really knows how to handle the lockers. But: the lockers are **the** big source of income for the VEREIN, which means that asap someone has to take on the locker list. The VEREIN is responsible for the lockers and malfunctioning of the locker system would be bad for the VEREIN's reputation.

Within short time letters have to go out to all 6<sup>th</sup> grade parents to inform them about the locker allocation in HS.

Susanne Volkmer says that she expects everybody to help doing a kind of inventory so that the locker lists can be updated. Lists have to be correct and reliable before summer break!

- **pin board**

It would be good to keep the pin board updated with standardized infos  
Dagmar Hoppe wants to take over

- **e-mails**

There are three e-mail addresses for the VEREIN:

[info@jfk-schule-verein.de](mailto:info@jfk-schule-verein.de) goes to chairperson

[fundraising@jfk-schule-verein.de](mailto:fundraising@jfk-schule-verein.de) goes to Dagmar Hoppe and Caroline Maas

[bookkeeper@jfk-schule-verein.de](mailto:bookkeeper@jfk-schule-verein.de) goes to Birgit Parr and Sonia Weese

- **website**

is currently without an administrator

- **list of sponsors**

maintaining the list, keeping track of who donated what/how much on which occasion, thank-you letters etc.

(the talent list is currently discontinued because it didn't help much)

- **renovation**

taking over information from Natalja in order to be informed about the process but not getting involved

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– **contact to Isfb**

being the contact person to „Landesverband schulischer Fördervereine Berlin-Brandenburg e.V.“, often helpful with useful information

– **requests**

collecting requests for the meetings and keeping track of them afterwards

Natalja offers an internal workshop during the next weeks to hand over information she has gathered during the past years, a date has yet to be decided upon.

There are also workshops on different topics organized by the „Landesverband“ which are highly advisable (for more info: [www.lsfb.net](http://www.lsfb.net)).

Annette Smith as former vice chair talks from her experience and recommends the following:

- Keeping a close contact to the parent council.
- It is equally important that the faculty has a reliable contact person in the VEREIN's board. For many years this contact person has been the vice chair and Katharine Doeringer has already agreed to continue the job.
- The pin board, one of Annette's many former duties, should be kept updated even so the location in the area in front of the aula is not ideal. Especially HS parents almost never take notice of the pin board.
- It is essential that the VEREIN's pigeon hole in the teachers' lounge is emptied regularly.

James Bell gives a short introduction into his work. Together with Irmgart Hesse, member of the faculty, and Susanne Vogel-Küntzle from the board he deals with individual requests from needy families. Their decisions follow strict rules and are made independently without votes to protect the families' identities.

Frau Röschel and Frau Hesse have been informed about the VEREIN's concerns about constantly rising costs for class trips. Further discussion of this topic will be necessary to come up with a final version of guidelines for class trips.

## 5. Schoolshop

The shop team wants to start a completely new collection and is asking € 7,500. Merchandise should be in the shop before the summer break, some items have already been ordered.

Since the sum is considerably high, the vote is postponed to the next meeting. The status of the shop has to be clarified first and board members want to be informed about details of the new collection.

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To enable the shop team payment of already ordered items the present board members vote and agree on € 3,000 immediate subsidy for the shop.

## **6. Miscellaneous**

- New board members should be introduced to all teachers via the Faculty Bulletin. Bettina Moegelin wants to find out who the contact person for the bulletin is.
- Bettina will also organize the rooms for the meetings.
- Fax No. in the footer of the VEREIN's official letter will be deleted.
- Susanne Volkmer has now the key for the GEV cupboard. The glasses in the cupboard may be used by the VEREIN but have to be put back cleaned.
- Former secretary Miriam Schmeling still has the VEREIN's answering machine. Bettina Moegelin volunteers to take over the device as soon as technical problems are solved. Leah Hecker suggests an answering machine on skype so that more than one board member can answer phone calls.

Meeting ends at 9.30 pm, next meeting will be on May 7<sup>th</sup> at 7 pm.

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