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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 November 8th 2012, 7.00 – 9.45 pm

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

Susanne Volkmer, Katharine Doeringer, Birgit Parr, Susanne Vogel-Küntzle, Bettina Moegelin, James Bell, Marion Greeves, Dagmar Hoppe, Caroline Maas, Isolde Streit, Eavan Schmidt-Bleek, Leah Hecker, Tanya Buchwald, Klaus Stein

excused: Jennifer Guethoff

Joseph Kelly, Klaus Hentges, Tony (an interested 1st-grade parent)

minutes: Susanne Vogel-Küntzle

The chairperson Susanne Volkmer opens the meeting at 7.15 pm.

1. Approval of agenda

additional requests: » Frau Stahl – 285,70 € for Christmas ornaments and glassblower
» VEREIN – 1135,50 for new locks
» administration asks request of class 1c (carpet) to be postponed

additional miscellaneous: » defi discussion
» painting of gym walls
» announcement of Caroline Maas
» Thank-You event update
» website

Report on VEREIN finances will be given when guest have left. (TOP 5 after misc.)

2. Approval of minutes from Board Meeting October 18th, 2012

- approved

3. Requests

» Herr Sgustav is asking for the chemistry/biology department's yearly budget of **500 €**. The money is used mainly for the laboratory – small animals, animal food, a.s.o.

> approved unanimously

BUT: It has to be clarified if Herr Sgustav already observes the change in bookkeeping from schoolyear to calendar year.

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» Herr Butemann is asking **500 €** for the sports department.
Birgit has contacted him already and is working with him on a financial solution that includes the ski trip. **> postponed**

» Frau Stahl invited a glass blower to her 7th and 10th grades and bought clear glass balls plus paint. Her students will each decorate two glass balls. Frau Stahl asks the VEREIN to cover the costs (**285,70 €**) and in return she will give the VEREIN appr. 45 decorated balls to give away as presents on special occasions, to sponsors, etc. **> postponed**

She has to check with the administration if the school can pay the glassblower (70 €). And the VEREIN would like to see the finished balls before deciding. (Bettina will talk to her.)

» For the lockers the VEREIN needs new locks to replace broken or stolen ones, and has an estimate for 100 locks plus one general key (**1.135,50 €**).
> approved unanimously

Instead of one general key three are needed → **1.143,90 €**.
Since the locks are pretty expensive a raise of the student deposit from 10 € to 20 € should be considered for the next school year.

4. Budget for art department > postponed

6. financial report on FUN DAY – Klaus Hentges

FUN DAY had a turnover of roughly 28.000 €. Deducting all the costs there is a net income of 16.900 € of which 25% go to the VEREIN (= 4.200 €). Since there are still mini raffles going on at various occasions (musical, etc.), the VEREIN can count on a slice close to 5.000 €.

Compared to the two previous FUN DAYS, this year's was less successful than 2010 (special occasion - 50th school anniversary!) but slightly more successful than 2008. The two most successful booths were the boy scouts (from outside the school) and the music department.

8.000 € have been transferred to the School Activity Fund (sub-account of the VEREIN) now managed by Frau Buse who took over from Dr. Hepner. As it turned out there is still money from the 2008 FUN DAY in the account which never has been claimed and in some cases it is impossible to trace back who / which class it belongs to.

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Mr. Kelly together with Frau Röschel will try to shed some light on this problem and come back with concrete numbers to the next meeting.

7. Miscellaneous

- Herr Schulze is asking for continuing support of Frau Kühn and Herr Werner, 175 € each per month = **4.200 €**
> **approved** unanimously

He is also asking for **800 €** to be used for Christmas gratifications for the school-helper team plus a Christmas pizza party.

> **postponed** will be decided by e-mail vote after having received an itemized list of helpers and planned presents.

- Susanne Volkmer asked Dr. Schaffartzik (cardiologist, Fr. Hövermann's husband) about the defibrillator. His opinion is that the one we are having a quote for (Zoll AED Plus) is suitable for our purpose. As a start there will be a training for 20 people on how to use a defibrillator during BERMUN .

Decision on defibrillator postponed, VEREIN board still wants to have more information:

which defibrillator will be used for the training?

which defibrillator do other schools use?

which language should the defibrillator "speak"?

and wants to have at least one more quote to be able to compare.

(Susanne V. and Susanne V.-K. will gather more information, and Katharine Dunkel should be asked for another quote.)

- Bettina Moegelin has three estimates now for painting the walls in the small gym, the cheapest being from OBI (1.404,68 €).

Decision postponed, discussion about priorities is needed → internal December meeting.

- Caroline Maas announces that she is starting a new full-time job which includes a lot of travelling. She will try to attend all meetings though and stay on the board until the AGM in March 2013.

- Dagmar Hoppe says that the Thank-You evening for sponsors and members has been postponed to January 18th, 2013. It has turned out that the Christmas season is simply too busy for people to attend yet another event. Christmas greetings plus Thank-you notes to sponsors plus invitations to the event now all have to go out in December.

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Talking of Thank-you notes prompts Marion Greeves to mention that none of the participants in the logo competition has ever received an official Thank-you for his/her work and efforts. Mr. Kelly does not know about this neglect and wants to look into the matter.

- Leah Hecker has taken on the website. Her goal is to update the website at least once a month and make it more attractive, more colorful, and the layout more appealing. Whenever there is a special project worth being mentioned on the website one of the board members could be the project's "godfather" and write a short article if possible with photos.

5. financial status of the VEREIN

Birgit Parr gives some rough figures:

in October the membership fees were due, most members take part in automatic payment, but 7.000 € membership fees still pending.

VEREIN is financially healthy, money available for request and projects until the end of the schoolyear : 18.000 €.

Some departments and projects already get fixed budgets (music, BERMUN, geography), some don't. Whether budgets are desirable and would make our work easier has to be discussed (at the December meeting?).

Dagmar Hoppe invites the board
to an internal meeting at her house on December 19th, 7.30 pm

Meeting ends at 9.45 pm.

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