

**Minutes Verein Meeting
November 14th 2013, 7.00 – 9.50 pm**

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

Susanne Volkmer, Katharine Doeringer, Susanne Vogel-Küntzle, Klaus Hentges, Marion Greeves, James Bell, Jennifer Guethoff, Dagmar Hoppe, Tony Vörös Laszlo, Isolde Streit, Darla Nickel, Leah Hecker, Klaus Stein, Vanessa Hansen, Kimberley Schneiderei, Wendy Rohrbacher, Herr Roth, Mr. Salzer
two SC representatives (Antonio and Max)
minutes: Susanne Vogel-Küntzle

The co-chair Katharine Doeringer opens the meeting at 7.10 pm

1. Approval of Agenda

additions and changes:

- SC representatives have two short questions and may speak first.

2. Approval of minutes from Board Meeting October 17th, 2013

- approved

3. SC

Antonio and Max want to know

1) how to proceed and request VEREIN money for the HS Christmas tree. → Best solution would be to choose a tree at OBI's.

2) how much money there is in the School Activity Account earmarked for the SC. → Please go to Fr. Buse or Mr. Germann to find out.

Upcoming event: for June 25th SC is planning a Career Orientation Day.

4. Requests

Herr Illmer

would like to buy new charcoal grills for the school - two round grills at 399 € each.

Board would rather like him to get gas grills from OBI. Grills should stay with the janitors and could be checked out (adults only!) for a security deposit and 5 € gas fee and returned clean! We have to get back to Herr Illmer.

Kara Krull

would like the VEREIN to sponsor appr. 50 hoodies (~ 1000 €) for her peer teams. Board is open for support of the peer teams but has its reservations against the idea with the hoodies.

Tony got in touch with Kara already, she will come up with a proper and more specific request.

ES teachers

are requesting an increase of their 1.600 € annual budget for art supplies.

Board asks them to go to Frau Borschel for help with finding good offers, for this year amount will stay the same. (recurrent payment - no vote necessary)

5. Updates

Fun Run money

is coming in slowly. Less than 10.000 € have been paid in cash, there are no exact numbers from bank account yet.

Tree

an American red oak (5 - 7 meters high) will be planted on Thanksgiving Day. First the planting site will be secured with red tape, in Jan/Feb the bench will follow. Thanks to finding another company the bench will be less expensive now.

Isolde has taken on the task of watering the tree every Wednesday - thank you!

HS chill-out area has been renamed "living room". There will be a meeting in the next days to discuss location and all kinds of requirements that have to be met. The plan so far is a bench-like wooden constructions covered with needle felting.

ES noise reduction panels

Kimberley is waiting for green light from the Bezirksamt which hopefully will come in December. Work will start in the next possible school holidays after permission of the authorities.

Security

Tony, Wendy and Vanessa met with Efi Patt (a security specialist) and Herr Roth.

The main problem is theft, and the weak spots are mainly the many open gates and doors that cannot be constantly monitored. As an immediate measure awareness should be raised. With little monetary effort some things could be changed easily (provided permission by the Bezirksamt).

Team will come up with a list of measures that could/should be done, the respective costs and time frames.

Aula

A VEREIN member will sponsor a sound engineer's advice on technical matters. Work on the roof is progressing, the team works fine, use of aula for lunch break is ensured. According to plan work should be finished in Sept. 2014.

Sound system will definitely not be paid by the Bezirksamt, Mr. Germann has an estimate of 50.000 € incl. installation. This is where the VEREIN could step in.

6. Committee Reports

Finance

VEREIN funds on two accounts amount to appr. 80 K, of which 50 K are clearly earmarked (2012). Money comes mainly from membership fees (50 K).

At the next board meeting Klaus Hentges will distribute a list with recurrent payments. Board will then decide which payments should be budgeted for and automatically transferred and which payments need a request beforehand.

With automatic transfers the VEREIN expects a report at the end of the schoolyear.
With approved requests the VEREIN either awaits a receipt and then reimburses, or the requested sum will be transferred to the School Activity Account. In any case there should be a feed back after the project.

As discussed at previous meetings Herr A. Schulze will receive the so called "Ehrenamtszuschale" (**720 €**) for his work with the MAE and FAV workers.

> approved unanimously

In order to improve timely financial transparency the VEREIN wants to buy software (appr. **200 €**) to manage the accounts owned by the VEREIN and receive insight easier. Sonia is already doing a test run and will start working with it in 2014. Board members with special access codes will then be able to look into account activities and balances (only for information, not operational).

> approved unanimously

PR / membership

Jennifer Guethoff sat together with Sonia and went through the membership figures and the procedure of applications and membership maintenance. New members should get a welcome letter asap. Once online registration is possible automatic replies might be the way to go. To pull people into active membership, registration form should contain box to check "I want to help".

As for the figures the HS looks fine, whereas the rate in ES is merely 58%. Especially the lower grades (EC through 3rd grade - 35%) need special attention, grades 5 and 6 are much better with 70%.

Jennifer will go over all letters that ES parents receive from the VEREIN and write a PN article twice a year to spread information about and awareness of the good deeds of the VEREIN.

Request team

As of now there is a request form to be used by teachers and student organizations (see attachments). After a couple of months the form will be reviewed for functionality

7. Miscellaneous

- ▶ A Thank-you event for Fun Run helpers and sponsors is planned on Jan. 17th (Dagmar and Wendy).
- ▶ Dagmar wrote a PN article about Schulengel. The proceeds of the next 6 months will go to the libraries.
- ▶ The website is still in Leah's hands; since nobody approached her, she didn't see the need for changes. Any alterations and additions should be discussed with her first.
- ▶ Last year the VEREIN supported the administrators' meeting with paying 120 € room rent. If this year the room is free of charge, they can count on the same amount for food and beverages.
- ▶ Christmas cards? Christmas presents? - Kimberley will make a list.

Meeting ends at 9.50 pm - Next meeting is an internal Christmas pot-luck. Invitation will follow.