

Minutes Verein Meeting February 13th 2014, 7.00 – 10.15 pm

JFKS, Teltower Damm 87 -93, 14167 Berlin, SHM Wohnung

Susanne Volkmer, Katharine Doeringer, Klaus Hentges, Susanne Vogel-Küntzle, Marion Greeves, James Bell, Dagmar Hoppe, Tony Vörös Laszlo, Isolde Streit, Darla Nickel, Leah Hecker, Tanya Buchwald, Klaus Stein, Bettina Moegelin, Vanessa Hansen, Eavan Schmidt-Bleek, Kimberley Schneidereit, Wendy Rohrbacher, Lynn Brinda, Derek Low
Herr Roth
excused: Jennifer Guethoff, Barbara Piplat, Birgit Parr
minutes: Susanne Vogel-Küntzle

The chair Susanne Volkmer opens the meeting at 7.15 pm with a big Thank-You to the organizers and helpers of the VEREIN's reception on January 17th.

1. Approval of Agenda

additions: - management of "Freiwilligenpässe"
- school shop
- VEREIN's letter head
- Finanzamt

2. Approval of minutes from Board Meeting November 14th, 2013

- approved

3. Requests

Senior class student Anna Hämmerle is asking the VEREIN to pre-finance the senior class book with € 2416,52.

Board's suggestion: like in the past years Anna should have the book pre-financed by her classmates, she can use the VEREIN's discount at "Sprintout". VEREIN will sponsor one page of advertisement with € 200.

> **approved unanimously**

4. Freiwilligenpässe

Bettina Moegelin is looking for a successor to handle Freiwilligenpässe in cooperation with Chris Weiss. They can be issued for students (40 hours of social work per year) and adults (80 hours). Vanessa Hansen and Derek Low will take over.

5. Committee Reports

PR/Fundraising

The bench around the new tree will be set up on February 20th. With this the project will be completed successfully. Big applaus to Marion and her helpers! While the company "Klettermax" is on the premise they will repair the monkey bars according to their estimate.

Plans for the HS chill-out area are getting more concrete. The project has been approved by the local Bauamt, those people responsible for fire prevention and safety have given their o.k. At one of the next meetings plans will be presented to the board together with a costs projection and a second estimate.

Fun Day 2014 will be on September 27th. We will have to decide if relevant info should be sent out to ES parents on paper in order to get more involvement.

The Project "green classroom" is currently collecting contacts and information to get a better idea of what could be realized.

Security

In a comprehensive coverage the security team put together the problems and their ideas for solutions (thank you Vanessa, Wendy and Tony!). Based on this report it is most important to increase lighting on campus and to install monitoring cameras that would record after 3 p.m. on weekdays. Next steps are: - talk to the Bezirksamt, - get their O.K. for the measures, - sort out the responsibility for the installation, - check the suitability of OBI products. After that the team will come forward with a detailed plan.

Herr Roth mentions that there are still problems of creating awareness for security problems among the staff. Many HS teachers don't even wear their identity tags.

Shop

The shop lost money in 2013 and has to make up for that in the current year. No problems are expected, there are lots of merchandise in stock at the moment, and the team has raised the prices.

Isolde is still looking for help with her shop duties.

6. Update ES Lärmschutz

After the Bauamt did not approve the sound panels to be put on the walls in the ES library hall Kimberley and Herr Roth want to try a new approach. Noise reduction in this area still has priority so they want to continue the project but go for hanging elements to be put on the ceiling instead.

7. Maintenance of school equipment bought by the VEREIN

There is the question of liability for equipment bought and financed by the VEREIN. Is the school (that is the Bezirksamt) the owner? Would that mean they are responsible for maintenance? Leah offers to check back with Herr Böhm, lawyer of the "Landesverband der schulischen Fördervereine".

Starting with the set up of the new bench we should inform the Bezirksamt in order to have a proper paper trail.

8. Website

The mentioning of the VEREIN on the school's website is not satisfactory. The board is especially worried about the not obvious link to the VEREIN website. There are some important documents on our website which we have the duty to publish and make accessible. With the present layout these documents may be hard to find.

Susanne Vogel-Küntzle will get back to Herr Roth.

9. Miscellaneous

► Derek Low offers his help to the locker team and wants to become a supporting member of the VEREIN at the coming AGM.

► As of now the VEREIN's letter head is changed to the version we are currently using. Susanne Volkmer will ask Sabine Widmaier to provide a professional version of it. Please only use the new version!

10. Finanzamt

It took about half a year until the constitution change that was voted on at the AGM in March 2013 was properly entered into the Vereinsregister. This delay was due to a necessary change of notary and to some important mail that was unfortunately wandering around school and only reached us three months after the receipt stamp so that a given deadline could not be met.

During that time our constitution did not correspond with the legal requirements and the Finanzamt took away our status of non-profit organization for 2012 and 2013. We immediately appealed this decision and are now waiting for the final answer. For 2014 the non-profit status is restored.

Consequences:

For 2012 all the tax receipts went out long ago, we don't have to worry.

For 2013 not all major donors have received their tax receipt yet. For the time being such tax receipts cannot be issued. Board will offer the big sponsors to return their donations. If they want to donate again in 2014, tax receipts can be issued immediately.

Decision:

In case of a negative response from the Finanzamt the board votes to appeal this decision in court.

> **approved 9/10 present**

At the moment we have to wait for more details.

Meeting ends at 9.50 pm

On March 24th at 7.30 p.m. there will be an internal preparatory meeting for the AGM.

AGM on March 27th at 7 p.m. - save the date!