



Verein der Eltern und Freunde  
der John-F.-Kennedy-Schule zu Berlin e.V.  
Society of Parents and Friends  
of the John F. Kennedy School Berlin e.V.

John-F.-Kennedy-Schule Teltower Damm 87-93 • 14167 Berlin

**Meeting Minutes**  
**Tuesday, December 19, 2023**  
**Online (Zoom)**

**Board Members Present:** Lia Rigamonti, Tanja Maka-Magill, Eva El-Alfy, Robert Erlbaum, Kim Douglass, Jean-Marie McKinney, Theresa Helou, John Mask, Lisa Ward, Kasia Esteves

**Board Members Not Present:** Jacqui Bespolka,

**Members Present:** Courtney Metzler, Sandra Doca

**Meeting started: 19:01**  
**Secretary/Schriftführer: John Mask**

**1. Approval of Agenda**

*9 yes*  
*abstention*  
*no*

**2. Approval of Minutes of the last meeting**

*Post-poned for further clarification*



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#### **4. Report from the ExCo – John Mask**

- a. Jacqui Bespolka reports that the Administration prefers September 20<sup>th</sup> for Fun Run. In our last meeting several options in September were agreed to and only this option fits given that the 6<sup>th</sup> Grade leaves for the Harz on the 27<sup>th</sup>.

#### **5. Report from the JFKS School Shop – Kim Douglass**

- a. Always looking for more volunteers.
- b. We are in favor of moving to an online platform, but we will need volunteers to make it happen.

RE: SumUp is proving difficult to facilitate transfer of funds after sales.

KD: Buck, Katrin, and one other former board member are listed as the contact persons. Can we write to them to change this?

RE: We have provided them the Vereinsregister and nothing happened.

JM: Let us take this up as a point for further resolution going forward.



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## 6. Miscellaneous

- a. RE: SK meeting. ES. We discussed Hitzfrei. SK asked the school to count the rooms and give the size of rooms and make a request for A/C units.

TH: Maybe this would be a good fund raising idea to motivate the high school students.

CM: Did anyone check with the Hausmeister about the capacity of the electrical lines and the availability of outlets?

RE: This was discussed at SK.

CM: Last year with 6<sup>th</sup> Grade Bridge Ceremony we were not able to find a suitable electrical outlet for a circular fan.

EE: We should let the Administration lead the initiative and the Verein would be happy to support. The Administration should join the Verein meetings to participate in the discussion.

- b. CM: Can we discuss the request that I sent today at 7am? I haven't received a response.

TH: I haven't seen your request. The Verein asks that funding requests be submitted two weeks prior to the expected project date to allow the Verein Board sufficient time to provide proper consideration. This is stated in point 2 at the top of the request form itself.

JM: We normally don't consider late requests, unless there is an emergency or extenuating circumstance.

TH: This also gives us the chance to give feedback on the request. For example, if it's a larger expense then we will require two or more offers to ensure that the lowest cost or most appropriate option can be known.



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## 7. Requests

- a. Family Needs: Reimbursement for cost of Kursfahrt for trip to Ireland. Total cost of request: €650.

8 yes  
0 abstention  
0 no

- b. Reimbursement for cost of materials for cookies

0 yes  
0 abstention  
8 no

Request was not approved due to purchase being made prior to funding request submission.

- c. Courtney Metzler – ES and HS school supplies. Request was submitted too late for consideration as there are bookkeeping matters which require clarification for the manner of this request.

0 yes  
0 abstention  
0 no

[Consideration of request will be post-poned to January meeting due to both late submission and potential bookkeeping challenges which the style of “batching” request submission may create.]

**Meeting adjourned: 19:55**