



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

Aug 21, 2024 at 7pm in the quiet room

Present: Ben Bowers, Jacqui Bespolka, Kim Douglass, Theresa Luss, Carsten Casper, Robert Lenk, Jean-Marie McKinney

Moderating: Ben

1. Approval of agenda

Approval: 7

Disapproval: 0

Abstentions: 0

2. Presidential report: Robert

- We need to focus on good energy this year. We've had a successful start to the year.
- We're looking at the Fete de la Musique festival soon, as well as the fun run and getting more teachers informed about the heat reduction system.
- I think we need to digitize the locker project.
- Let's focus on positive communication amongst each other and with others. Take criticism as constructively as possible, and then let it go.

3. Report from the treasurer: Carsten

- Situation until March 2024
 - Until 2021, Buck Chisolm as the Treasurer and President managed the list of members of the Verein and their payments in Linear. This knowledge was lost when he passed away.
 - The board who followed introduced Tuurio to manage Verein members and used Linear for accounting. There was no plan to link payments to members.
 - The yearly SEPA withdrawal in January 2024 included 428 payments. About a third of the ~650 members did not pay, for one reason or another.

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492, Teltower Damm 87-93, 14167 Berlin,

Fax 030-90299-6377, www.theverein.com, email: info@theverein.com President: Tracey Tober, Vice President: Katrin Drakulic, Treasurer: Buck Chisolm, Secretary: Eva El-Alfy **Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBEXX**

Verein der Eltern und Freunde der JFKS zu Berlin e.V.



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

- After 2021, the board also lost access to the SumUp account which accumulated school shop payments for several years which were then inaccessible to the Verein.
- Documents were stored on Verein laptops and on DropBox. Few board members used DropBox and some documents were stored redundantly.
- Administration of the website of the Verein was limited due to technical problems granting access to new accounts.
- Work of the new treasurer from March 2024 to August 2024
 - Fixed access to the website in order to be able to regularly update communications to members
 - Consolidated all documents in the various folders of DropBox and on the treasurer laptop, moved all documents to Google Drive and granted access to all board members
 - Regained access to the SumUp account
 - Consolidated all member data from Tuurio and various spreadsheets and moved it to EasyVerein (692 properly registered members as of 21-Aug-2024, 9:00)
 - Cross-referenced member data and payment data from a dozen sources in order to document who paid and who did not
 - Caught up on withdrawals of the missing 2023/2024 payments in August 2024, with a total of €10.050 (134 members)
 - Communicated with all members and established the foundation for an orderly SEPA withdrawal of the 2024/2025 payments in October 2024, i.e. €47.700 from 636 member families with validated IBAN information (as of 21-Aug-2024, 9:00)
 - This work took on average two hours daily, amounting to about 300 hours of work.
- Outlook September 2024 to March 2025

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492, Teltower Damm 87-93, 14167 Berlin,

Fax 030-90299-6377, www.theverein.com, email: info@theverein.com President: Tracey Tober, Vice President: Katrin Drakulic, Treasurer: Buck Chisolm, Secretary: Eva El-Alfy **Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBEXX**

Verein der Eltern und Freunde der JFKS zu Berlin e.V.



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

- Moving forward, the treasurer will continue the work but with a smaller time investment of 2-3 hours per week to manage payments and accounting. The following additional tasks need immediate attention and hence the support of other board members:
 - Betriebsprüfung der Deutschen Rentenversicherung für die Jahre 2020 und 2021 (*Ben and Robert offer to help and provide the required information to Deutsche Rentenversicherung*)
 - Steuererklärungen für die Jahre 2022 und 2023 (*Robert and Ben offer to help, get in touch with tax consultant Till Bendschneider to answer questions and prepare the submission of the missing tax declaration*)
- How should we deal with 2-3 members who pay directly for this last year in school and terminate immediately? (*We should give them the locker and roll our eyes and move on.*)

4. Report on fun run

- Puviy, the president of the JFKS sports club, is handling the stands.
- Ben is making instructions for teachers and students on how to prepare the run and afterwards collect the money.
- Shirts/Lanyards are ordered. Pledge sheets will be printed.
- Can we ask the accountant about the Zuwendungsbescheinigung? For now, send inquiries to the Fun Run email.

5. Miscellaneous

- Board meeting invitations: we need to have a dependable way to send out the mass invitations. (Ben will work with Carsten to get this working.)
- Ben also needs to post all minutes from all previous meetings. He will get May, June, and Aug up on workspace for approval, and post previous (approved) minutes to the website.
- We discussed capturing personal data and granting “non-paying member” status to USA

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492, Teltower Damm 87-93, 14167 Berlin,

Fax 030-90299-6377, www.theverein.com, email: info@theverein.com President: Tracey Tober, Vice President: Katrin Drakulic, Treasurer: Buck Chisolm, Secretary: Eva El-Alfy **Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBEXX**

Verein der Eltern und Freunde der JFKS zu Berlin e.V.



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

embassy members, refugees, family needs, or those with a Berlin Pass. *(We can get this info from Caroline Borschel. Jacqui and Kim will find the names of the people who need this kind of help. The info will be input into a Google Doc. It needs to be understood that this information will not always be timely or completely accurate.)*

- Should we try to get a board office in house Reil? *(We'll try to book a standard slot, under the understanding that we won't always get what we want. Talk to Caroline Borschel. Carsten can proceed.)*
- What about teacher supplies? *(We've decided to discuss next meeting.)*
- Should the board join a Zehlendorf co-working space? There's an offer for us to join such a place. It would be free at first, as the lady offering it is just starting her business. *(We'd like to try it once and then decide further.)*
- Will we have a table at the info fair? *(Yes, Jacqui and Kim will be there. Einschulung will also be soon, Jacqui will be there.)*

6. Requests

The following requests were voted upon:

Proposal 1: Pillows for quiet corner (Dany Gothe, max 200 euro) Yes:7 No:0 Abstain:0

Proposal approved.

Proposal 2: Repayment of travel costs (Nicole Pfaff, 64.80 euro) Yes:7 No:0 Abstain:0

Proposal approved.

From previous meeting: discuss improving the English and German instruction/assistance for monolingual families: *This has been looked into, and it's a hoax. There's no chance that the USA embassy will pull support of the JFKS school, or the trust fund. Nor is this our issue to spearhead.*

Comment collector for social media platforms: to be selected next week.

Society of Parents & Friends of the John F. Kennedy School e.V. Eingetragen im Vereinsregister Charlottenburg Nr. VR 3259 NZ • Steuernummer: 27/680/59492, Teltower Damm 87-93, 14167 Berlin,

Fax 030-90299-6377, www.theverein.com, email: info@theverein.com President: Tracey Tober, Vice President: Katrin Drakulic, Treasurer: Buck Chisolm, Secretary: Eva El-Alfy **Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBEXX**

Verein der Eltern und Freunde der JFKS zu Berlin e.V.