

JFKS Verein Board Only Meeting

March 5, 2025 Virtual Meeting

Agenda Items:

1. AGM

- a. Which seats are open? Who is running for their seat again? What gaps will we have to fill (ex: if Kim is leaving, who will take over the Shop?)
 - i. Stepping Down: Kasia, Eva, John, Jean-Marie
 - ii. Up for re-election: Kim
 - iii. Carsten has updated the website to indicate we have five open position and has provided a link to descriptions of the positions
 - iv. Auditors need to be confirmed as willing to be elected for another year (Sandra confirmed willingness)
- b. Slide deck for the meeting
 - i. Needs to be translated into German and have both languages side-by-side
 - ii. John will moderate for the AGM (he doesn't guarantee he'll be good at time-keeping)
 - iii. For the Review of the previous year's activities it is suggested that more than one person provide the explanation to show that everyone is involved
- c. Organize a "candidates, meet the board" event prior to the AGM (dates?)
 - i. Number of people wanting to meet 14.3. at 7pm at Carsten's house? Haley, Kim, Carsten
 - ii. Now we need to ensure that the candidates show up.
 - iii. Kim will post an event on FB indicating that candidates should contact Info@ if they are interested and want to attend; responses should go via DM

2. Website

- a. Vote on proposal: make sure we discuss a percentage of overage expenses (ex: vote on up to 7k for website (giving +/-1,200 for things that could come up)
 - i. Possibly Grant Meg Harvey access to website folder on Drive to make sure we have access to all work in progress (pending above vote)
- b. Website Committee: currently Haley and John but we could use another member or two to work on the website content.

General consensus is that the new board should make this decision since they will be taking on the implementation of it. Haley will communicate.

Suggestion is to make one of the extended board member positions as a Webmaster.

3. Locker Process

- a. Explanation of the improved locker process
- b. Carsten demonstrated the workflow steps via the website and through EasyVerein to request a locker and provide the correct information.

- c. Admin side of things for The Verein will require additional administrators besides Carsten to process locker requests. Members must be checked that they are in good standing with the Verein. (Currently only Carsten, Haley, John, and Ben are administrators - and John is departing. Jacqui, Theresa, and Kim have mentioned they can help with this in summer.)

4. Transcribing with AI: Carsten will explain/elaborate

- a. Carsten proposes that The Verein make use of AI to transcribe minutes for meetings.
- b. Everyone is in favor.
- c. Recommendation is to utilize the functionality first in an internal meeting.
- d. John will share what he knows about tools in this field with Carsten.
 - i. Sports Club uses "Clari" which is a paid account (paid by the President privately), another good option is Google. Recommendation from the Sports Club President is to try Google first because it's free.

5. Board Communication

- a. How can we best ensure that we're all working together towards the same goal(s)?
 - i. A Personal Development Day may be helpful for the board.
- b. How to best know who is attending the meetings each month - WhatsApp poll the week of each monthly meeting?
 - i. Communication seems to miss many people - despite there being many chat groups and frequent meetings.
 - ii. Robert: Those who miss meetings need to have respect for the fact that issues are moved forward without the missing person's involvement.
 - iii. Carsten: We really need to vet the candidates for the new board. Those who commit need to be able to show up for meetings - at a minimum.
 - iv. WhatsApp polls are a great tool when the discussion and basis information is understood.
 - v. For votes where there is a discussion required, email is better when time is short.
 - vi. Ideally, the board is able to fully prepare for each vote by having the information in hand with five days to form an opinion (as stated in the Satzung).
- c. Request communication/ expectations
 - i. A new way of dealing with or handling requests should be determined. A fine balance needs to be struck between solving our problem of never getting enough quality information and the requestors problem of needing funding. Haley/Robert both propose automation in various forms to prevent late requests taking up the board's time trying to understand information at the last minute. Carsten proposes having an indicator to show the level of completeness - and therefore the likelihood of approval - so that the person sees that they have not provided enough information in a timely manner.
- d. Recommendation is that new candidates need to commit to two Wednesday's per month and not just the Verein board meetings.

- e. Another recommendation is for the ExCo to meet more regularly to triage and streamline the peripheral topics which get in the way of the board. Also, for the ExCo to assess the culture and productivity of the entire board to ensure that everyone is doing well in their role.
- f. The ExCo can also give the board a place to start and then ask for recommendations to improve certain artefacts.

6. Cultural Day

- a. Budget: Robert any update on the request form?
 - i. Mr. Martens was asked to submit a request form. Robert believes he may have been exhausted by the discussion and process.
 - ii. Should we as a board determine, via decision, that we will give an amount to this cause so that we can avoid the bureaucratic process of having him submit a formal request.
 - iii. We still need to have something in writing about what the money would be used for; otherwise we are not fulfilling our fiduciary responsibilities to manage the spending.
 - iv. Robert will engage with Helga Martens to get a formal request so that the board has a basis to know what elements we are funding and that the Treasurer can easily know he can release the money when asked.
 - v. Discussion of how to gain volunteers: Haley suggested that someone ask the PCB to use their reach to ask parents to volunteer (bigger database of parents to pull from). Robert will check-in with Helga to find out if he needs this.

7. Jacqui wants clarification of AGM Budget

- a. Jacqui requests an annual budget for the AGM to cover not only gifts, supplies, and snacks, but also for paying for the meeting afterwards at a restaurant with the old and new board.
- b. Not so conclusive discussion ensued.
- c. Statement was made that the board doesn't ask for much, pays €9.000 for teachers, and doesn't even get a meal as a thank you once a year.
- d. Statement was made that the board is in a better position to turn down teacher requests for personal development when we are not feeding ourselves.
- e. Conclusion is: €300 will be spent for AGM materials to include gifts, printing of voting slips, snacks and water.

8. Carsten's USt Schätzbescheid

- a. 2022 taxes were not paid
- b. Carsten will pay the bill, which came with interest charges due to being late

9. Robert proposes a survey for attendees of Verein AGM

- a. Idea is well received.
- b. Robert will prepare something to gauge the level of impact the Verein has had.
- c. Might require a hotspot.