



The Verein Board Monthly Meeting - Minutes

Date & Time: September 10th, 2025

Location: in-person

Minute-taker: Ben Bowers

Moderator: Ben Bowers

(revised by Carlotta de Vivanco)

Board members present: Robert Lenk, Haley Scribner, Ben Bowers, Carsten Casper, Puviyarrasan Manickam

Attendees: Nella Klopotek von Glowczewski, Jamie Turner, Carissa Tazo'o, Carlotta de Vivanco, Erin Hale

Agenda Approval

Motion to approve the agenda for September 10th, 2025 as presented.

Vote Total: 5 Yes, 0 No

Approved

Previous Minutes Approval

August 27th meeting minutes were presented and then tabled as comments and edits have not yet been integrated.

Vote Total: X Yes, X Abstention

Tabled Until Next Meeting

Student Council Report

Presented By: n/a

Key Updates/Discussion: n/a

Action items: n/a

Admin Report

Presented By: Erin Hale

Key Updates/Discussion:

- ~ Admin requested an official invite to the monthly Verein Board meetings.
- ~ Admin requested to ensure all requests have a principal's signature. Angelika Ecke and Erin Hale have been designated by the Admin team to be the focal points for the Verein. Any questions or needs for clarifications should from now on be addressed to them.
- ~ Admin thanked the Fun Day Organizing Committee for clear communications and information on what was happening and what was required from the admin side.
- ~ Admin expressed concerns about the Verein in lieu of recent Board resignations. The President and Secretary clarified the situation and confirmed the Verein Board requires 5 members to be solvent. Vacant positions will be filled at an extraordinary meeting of the board on October 1st.

Action items:

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: Robert Lenk, Vice President: Jacqui Bepolka, Treasurer: Carsten Casper, Secretary: Ben Bowers **Bankverbindung: JFKS Verein, Sparkasse, IBAN: DE78 1005 0000 0190 8829 13, BIC/SWIFT: BELADEBEXX**

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1. The Secretary will from now on ensure an admin invite to the monthly meetings is sent out.
2. All requests to have a principal's signature. Any questions or needs for clarifications should from now on be addressed to Erin Hale and Angelika Ecke as admin focal points of Verein

President's Report

Presented by: Robert Lenk

Key Updates/Discussion:

- ~ Verein Board successfully attended and spoke at the series of beginning-of-year parent meetings.
- ~ A joint survey of the community with the PCB is planned to receive feedback from the JFKS community. It would also be an opportunity to call for volunteers. Agreement is that a wider call for volunteers would be made after the survey.
- ~ Looking forward to music madness in December.

Action items:

1. Agreement is that a wider call for volunteers would be made after the survey.

Vice President's Report

Presented by: n/a

Key Updates/Discussion: n/a

Action items: n/a

Treasurer's Report

Presented by: Carsten Casper

Key Updates/Discussion:

- ~ To better differentiate access to our remaining three accounts at Commerzbank, the bank will implement the following changes. In the future, we will have three so-called "master numbers" instead of just one. Under each master number, there will be exactly one bank account. Only this way can we define individually for each account which people will have access to. The only drawback is that the creation of new master numbers also changes IBANs. One IBAN can stay with the old master number, the two new master numbers will get a new IBAN. This would be less problematic for us and for the PCB account, but more so for the Student Activity Fund, since Lori Cook has widely communicated that IBAN. Therefore, our Verein will receive a new IBAN instead.
- ~ The closure of the "Lernmittelfund" account has been initiated, but it is also to be seen in connection with the restructuring of all our bank accounts.
- ~ The VAT returns for 2024, 2023, and 2022 have now been submitted. The corporate income tax return has also been filed, and we are awaiting the non-profit status exemption notice covering the last three years.

Action items:

Miscellaneous

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Topic 1: Family Needs Requests:

- ~ Requests directly from parents have been received and the board asked for clarification from Admin what the best process may be.
- ~ ***Proposed way forward is that all requests go through the teacher(s) and admin that will thereby confirm the validity of the request.***

Topic 2: Fun Day

- ~ The Committee updated the Board on preparations, including booths, raffle, both stages and a sponsor for all plates, napkins, cups and cutlery.
- ~ Student-designed 65th anniversary of JFKs T-shirt design. Tried something new and developed an online pre-order form was set up to reach more people (100 have already been sold).
- ~ Booth charges: At the June meeting the committee was told they could decide on how much money to charge the booths. The committee wants to retain discipline and has chosen to take a small fee depending on how much they've earned (significantly less than the communicated 25%). A cash-counting machine has been purchased, and a treasurer will be needed to sign off on the day. The board clarified that the Verein has in the recent past not made money at Fun Day. It generally recovers some funds through booth fees etc, but rarely breaks even.
- ~ ***The board agreed with the Committee proposal for booths.***
- ~ ***Committee will reach out to Board on specific support requirements before and during Fun Day***

Topic 3: Volunteer appreciation initiative

- ~ ***Tabled until next meeting.***

Topic 4: Joint Verein/PCB Survey

- ~ Have been working on a survey to understand what parent/teacher/student priorities are. To ensure groups are working in the interest of the community. Has been designed in a very simple form to get some broad feedback.

Topic 5: Technical equipment – microphones – for the school

- ~ School microphones have been kept well, but new ones are required.
- ~ Several options were presented, including purchase, renting and purchasing and renting while not in use. The discussion included queries for clarification of admin's opinion, whether subscription was explored as an option, concerns about the income from renting out school equipment, and insurance considerations.
- ~ ***A future proposal should consider all issues raised.***

Topic 6: Outdoor classroom concept

- ~ The idea of moving forward with ideas of an outdoor classroom concept was discussed.
- ~ ***There was agreement that the concept should be pursued.***

Topic 7: Board Member Resignations

- ~ Jacqui Bepolka has stepped down from her role as Vice President and Theresa Luss has stepped down from her role as General Board Member. We thank them both very much for their years of dedication to the Verein and wish them all the best in their future endeavors.

Topic 8: Process for nominating new board members to replace vacancies after resignations

- ~ There is currently no process in the by-laws. All attendees were asked for feedback on what should be considered.
- ~ Suggestions in the discussion included: asking candidates to present their motivations; clarification of role requirements; source among active members of the community.
- ~ A questionnaire has been prepared which includes indications of time commitments, motivations, priorities etc. that could be sent out to source interested candidates among Verein members.
- ~ ***Current board members will also be asked to respond to questionnaires.***

Action items/tasks:

- Secretary, Ben Bowers, will add the Admin Team to the email invitation list.
- Haley Scribner will send the questionnaire out to the current board members and then once they've completed it, will send it out to the community to search for three new board members.

Requests

Parentship Guest Speaker

Name of the Person Requesting: Cagney
Vote Total: 5 Yes, 0 Abstention

Cost of the Request: 150 EUR
Approved

Music Madness

Name of the Person Requesting: Kim Douglass
Vote Total: 5 Yes, 0 Abstention

Cost of the Request: 200 EUR
Approved

Fun Day Tech

Name of the Person Requesting: Kim Isik

Cost of the Request: 1249 EUR

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Vote Total: X Yes, X Abstention

Request not needed; Fun Day budget re-allocated

1st grade ladder

Name of the Person Requesting: Goethe

Vote Total: 5 Yes, 0 Abstention

Cost of the Request: 100 EUR

Approved

1st grade book bags

Name of the Person Requesting: Goethe

Vote Total: 5 Yes, 0 Abstention

Cost of the Request: 100 EUR

Approved

for all such future requests: we should reach out to the library and give them a budget and then let them allocate it as they choose

Team Building Budget

Name of the Person Requesting: Ben Bowers

Vote Total: 5 Yes, 0 Abstention

Cost of the Request: 1500 EUR

Approved

Not to exceed a monthly maximum of 250 EUR

Meeting Adjourned at: 21:00

Next Meeting Date: October 8, 2025

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