



The Verein Board Monthly Meeting - Minutes

Date & Time: February 18, 2026

Location: (in person)

Minute-taker: Carlotta de Vivanco

Moderator: Robert Lenk

Board members present: Robert Lenk / Haley Scribner/Carsten Casper/Lia Rigamonti/Jamie Turner/Carissa Tazo'o/ Carlotta de Vivanco

Attendees: Toby Keller, Sarah Burns, Olaf Graf, Angelika Ecke, Kim Douglass

Agenda Approval

Motion to approve the agenda for February 18th, 2026 as presented.

Vote Total: 7 Yes, 0 No, 0 Abstentions

Approved

Admin Report

Presented By: Angelika Ecke

Key Updates/Discussion: Expressed thanks for the work of the Verein and indicated there were some requests to be highlighted: (1) the teacher PD meeting.; (2) an upcoming one from Sarah Broll, who wants to take choir students to a music competition in June; (3) and upcoming one from Alexandra Bach who wants to order some books.

Admin to ensure request forms are submitted for discussion.

Topics of Discussion

Topic 1: Locker Committee Update (Toby Keller)

Toby volunteered a year ago and has been left with all of the responsibilities. Has found a co-chair (Karen Staud-Weider) who will take on a lot of the administrative duties around the lockers as the work load is not manageable for one person. Provided an update of upcoming work related to the lockers. Stressed that the work load needs to be distributed and the processes must be known to more than single individuals.

Lock storage over the summer break is a problem that needs to be resolved. (One option could be the Verein storage in the cellar. The board will inquire about options.)

Consider option of introducing terms for committee chairs as well as extend the number of volunteers.

Topic 2: School Shop (Kim Douglass)

School shop had a blockbuster year in 2025. However, there were a lot of conditions that will probably not be met this year. Asked for clarification of the budget. Verein Committee structure as per the new rules of procedure was clarified. The expectation that the shop purchases would be discussed in the Verein's School Shop Committee was clarified. Quarterly overviews of purchases would also be shared with the board.

School Shop purchase approvals will be run through the Verein's School Shop committee and then to the board.

School Shop Manager will submit list of planned purchases for approval. No purchases or orders should be made before Board approval.

Topic 2: Pass Resolutions – Budget & Reserves (Carsten Casper)

Finance report will be shared at the AGM. It includes the actuals for 2025 as well as the budget plan for 2026. The current proposal of the budget was explained and the differentiation between a planned budget and fund availability was elaborated on. The practice of approving budget plans is one that the current board recommends going forward.

Proposal for reserves (See Annex 1)

Vote Total: 6 Yes, 0 No, 1 Abstention **Approved**

Proposal for 2026 Budget Plan (See Annex 2)

Vote Total: 6 Yes, 0 No, 1 Abstention **Approved**

Topic 3: Changes to the Constitution

The proposed changes to the constitution were presented for a preliminary discussion. Changes to the constitution can only be voted on at an AGM. The proposed changes cover: (1) lowering the threshold for the membership to call for an AGM; (2) enabling text form voting to facilitate the approval of requests outside of monthly meetings; (3) adjustments to procedure voting for boards, allowing for greater flexibility; and (4) enshrining practice of budget planning.

Discussion included the clarification of text form and questions on flexible distribution of roles within the board.

The Board and members present expressed confidence in proposing constitution changes at the upcoming AGM

Topic 3: Future Board discussion

The board informed members that at the upcoming AGM the full board is reaching the end of their terms. This is an unusual situation and it could mean there is no continuity in a future board. The Board asked members present about their perceptions of the situation and ideas to address this.

Members present shared the board's concerns. Various options were discussed. This board has also informed members present that it has made extensive efforts to document as many processes as possible, to facilitate future boards. There was general consensus that the current board could make a recommendation to the AGM to not fill all 12 board positions this year, to ensure an overlap when additional board members would be elected in 2027.

Requests

Carsten can clean up email stuff.

Books for the Library

Name of the Person Requesting: Ace Filipp Cost of the Request: 850

Vote Total: 7 Yes, 0 No, 0 Abstention **Approved**

1-3rd Grade English Request

Name of the Person Requesting: Jocelyn Barrios Cost of the Request: 2,040

Vote Total: 6 Yes, 0 No, 1 Abstention **Approved**

ES-HS Planner

GSD Meeting to discuss this topic.

Tabled



PD Day Catering

Name of the Person Requesting: Alexandra
Ferrary

Cost of the Request: TBD (1,500)

Vote Total: 7 Yes, 0 No, 0 Abstention

Approved

Meeting Adjourned at: 21:08

Next Meeting Date: 18 March 2026

ANNEX 1

<p>Beschlussvorlage Finanzbeschluss:</p> <p>Der Vorstand beschließt, aus den im Geschäftsjahr 2025 erzielten zeitnah zu verwendenden Mitteln folgende Rücklagen gemäß § 62 Abs. 1 der Abgabenordnung (AO) zu bilden:</p> <ol style="list-style-type: none"> 1. Projektrücklagen gemäß § 62 Abs. 1 Nr. 1 AO In Höhe von € 20.000 zur Finanzierung konkret geplanter zukünftiger Projekte des Vereins (MINT - Mathematik, Informatik, Naturwissenschaften und Technik, Projekte zur Verbesserung des Campus). Die Rücklage dient der zweckgebundenen Mittelvorrhaltung für diese Projekte. 2. Wiederbeschaffungs- und Erhaltungsrücklage gemäß § 62 Abs. 1 Nr. 2 AO In Höhe von € 20.000 zur Sicherstellung der Wiederbeschaffung sowie der Erhaltung von Vermögensgegenständen des Vereins, insbesondere im Bereich Musikinstrumente und technische Ausstattung. 3. Allgemeine Rücklage gemäß § 62 Abs. 1 Nr. 3 AO In Höhe von € 10.000 zur Stärkung der finanziellen Handlungsfähigkeit und zur Abfederung künftiger finanzieller Risiken des Vereins. <p>Die Rücklagen werden im Jahresabschluss des Vereins entsprechend ausgewiesen. Die Verwendung der Rücklagen erfolgt ausschließlich im Rahmen der satzungsgemäßen Zwecke des Vereins und unter Beachtung der gesetzlichen Vorgaben.</p>	<p>Draft Financial Resolution:</p> <p>The Board resolves to allocate the following reserves from the funds generated in the financial year 2025 that are subject to timely use, in accordance with Section 62 (1) of the German Fiscal Code (Abgabenordnung, AO):</p> <ol style="list-style-type: none"> 1. Project Reserves pursuant to Section 62 (1) No. 1 AO In the amount of €20,000 to finance specifically planned future projects of the association (STEM - science, technology, engineering and mathematics, campus improvement projects). These reserves are designated for the earmarked funding of these projects. 2. Replacement and Maintenance Reserves pursuant to Section 62 (1) No. 2 AO In the amount of €20,000 to ensure the replacement and maintenance of the association's assets, in particular musical instruments and technical equipment. 3. General Reserve pursuant to Section 62 (1) No. 3 AO In the amount of €10,000 to strengthen the association's financial capacity and to mitigate future financial risks. <p>The reserves shall be duly reflected in the association's annual financial statements. The use of the reserves shall be exclusively limited to the association's statutory purposes and shall comply with all applicable legal requirements.</p>
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Annex 2

Beschlussvorlage Finanzbeschluss:

Der Vorstand beschließt den folgenden Hausplan für 2026. Dies dient der Planung, Ausgaben müssen trotzdem vom Vorstand genehmigt werden (siehe Abschnitt 10 der Geschäftsordnung).

Draft Financial Resolution:

The Board adopts the following budget plan for 2026. This serves planning purposes only; expenditures must still be approved by the Board (see Section 10 of the Board Rules of Procedure).

Haushaltstitel / Budget Line	Ausgaben / Expenditures		Einnahmen / Income	
	Actual 2025	Plan 2026	Actual 2025	Plan 2026
Academics	1.760	8.000	647	4.500
Campus	11.893	10.000	200	0
Classes	10.400	2.000	2.288	3.000
Donations	500	0	1.985	2.000
Drama	3.852	4.000	0	0
Family Needs	3.820	5.000	1.090	0
Memberships	2.426	1.000	55.575	50.000
Music	9.302	5.000	0	0
Projects ES	4.520	5.000	600	0
Projects HS	4.624	5.000	0	0
School Events	19.632	5.000	3.929	0
Shop	23.471	12.000	22.384	12.000
Sports	14.000	1.000	10.000	0
Teachers	5.793	10.000	642	0
Verein Admin	6.678	7.000	314	0
Verein Events	11.847	10.000	11.984	25.000
Totals	134.517	90.000	111.638	96.500