



Welcome to the 2026 Annual General Meeting!

Meeting Moderator: Haley Scribner, Vice Chair

Election Official: Hollis Ball

Robert Lenk, Chair
Haley Scribner, Vice Chair
Carsten Casper, Treasurer

Lia Rigamonti, Member at large
Carissa Tazo'o, Member at large
Carlotta de Vivanco, Member at large
Jamie Turner, Member at large

Sandra Doca, Auditor
Will Wollbold, Auditor

Determination of Proper Convening

As required by § 8 of the Constitution:

✓ **Proper Notice Period**

The invitation was sent 3 weeks in advance since the agenda includes changes to the constitution.

✓ **Universal Invitation**

The invitation was sent to all members in writing via email and displayed publicly at the school.

✓ **Agenda Inclusion**

The agenda was attached to the invitation; all items to be voted on were outlined on the agenda.

2026 Annual General Meeting Agenda

1. Welcome by the Board
2. Determination of proper convening and quorum
3. Approval of the agenda
4. Reports from
 - a. The chairs
 - b. The treasurer
 - c. The school shop
 - d. The locker committee
 - e. The auditors
5. Discharge of the Board
6. Presentation of the proposed amendments to the Constitution
7. Vote on the constitutional amendments
8. Elections, depending on the outcome of the constitutional amendments:

Election Option A:

- Election of 5 to 12 board members
- Election of the 3 legal representatives in accordance with §26 BGB
- Election of the Auditors

Election Option B:

- Individual Election of Officers:
 - Chairperson
 - Vice Chairperson
 - Treasurer & Deputy Treasurer
 - Secretary
 - Up to 7 Members-at-Large

9. Open Discussion

Agenda Approval

The proposed agenda for this meeting was sent to all members on February 25, 2026 along with the formal invitation. Are there any proposed changes or amendments to the agenda?

All in favor of approving the proposed agenda?

2025 Supported Projects & Events

- Community Bulletin Board
- Water Dispensers (*more coming in 2026*)
- Campus Improvement & Clean Up
- Graduation Festivities
- Texas Exchange Program
- Orientation Day Programming
- Varied Teacher Support
- ParentShip Guest Speakers
- Classroom Supplies
- Sound Equipment for 5-12th Grade
- Musicals
- Music Madness
- Einschulung Cafe
- Gardening Boxes
- Culture Fest
- Babysitting Pilot Program
- Coffee Mornings
- Veterans Day Event
- Courage Week
- Fun Day
- 8th Grade Ski Trip
- Flea Market
- The Potato Project
- Instrument Repair
- AP / Abi Exams
- Music Department Support
- The School Shop
- Abiball
- Professional Development for Teachers
- Books for the Library
- Proudly funded class trip participation for families to ensure no student was left behind.

Chair Report

Prepared by Verein Board President, Robert Lenk

What stays after 2 years of serving as chair of the board:

- Inspiration by dedication of all our board members who served.
- Thankfulness for every hour you spent on our kids school campus.
- Laughter and energy from our together gatherings and events.
- Deep respect towards our school admin and all staff on campus.
- Optimism when it comes to projects and ideas in the pipeline for 2026/2027.
- Consistency: no matter how the polls will turn out tonight, the to do list remains. It doesn't end with a 'role'.

Quote Jade Keller, JEDI initiative, as I asked her where she takes the time from, she said:

“Volunteering is no question of resources, it's a choice.”

Chair Report

What were the most **challenging findings** last 2 years of serving as chair of the board:

- Embracing the principle of collective responsibility by supporting the Board's democratic decisions to ensure clear and consistent direction for the school.
- Valuing the integrity of our volunteers. Recognizing when to pass the torch ensures the Board remains energized and the organization stays strong. There is no failure.
- Balance between family time, working routines and volunteering causes multiple dilemmata with serious impacts
- Pushing projects and new ideas needs a long breath, easily 12 months.
- Discipline in meetings means respecting the time of all.
- The campus is like a big sailing ship - all in one boat, adjustments of the crew will show impacts with certain time latency.

Treasurer Report

Prepared by Verein Board Treasurer, Carsten Casper

The following five slides...

Overview 2024-2026

	Actual 2024	Actual 2025	Plan 2026
Rücklagen / Reserves			50.000,00 €
Startsaldo / Opening	24.036,55 €	116.797,71 €	43.915,40 €
Einnahmen / Income	165.875,02 €	111.635,84 €	96.500,00 €
Ausgaben / Expenditures	73.113,86 €	134.518,15 €	90.000,00 €
Überschuss / Surplus	92.761,16 €	-22.882,31 €	6.500,00 €
Endsaldo / Closing	116.797,71 €	93.915,40 €	50.415,40 €

- Two years of overhaul for finance and membership management
- Collected outstanding membership fees for 2023/2024
- Transitioned from Tuurio to EasyVerein
- Successful FunRun 2024, fee collection for 2023/2024 and 2024/2025 plus unlocking of SumUp resulted in huge surplus

Budget Plan Line Items & Explanations

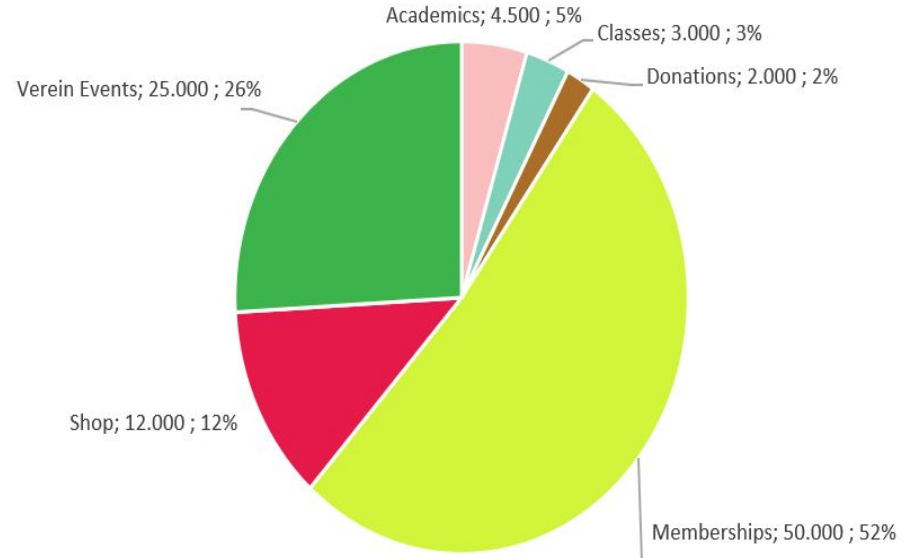
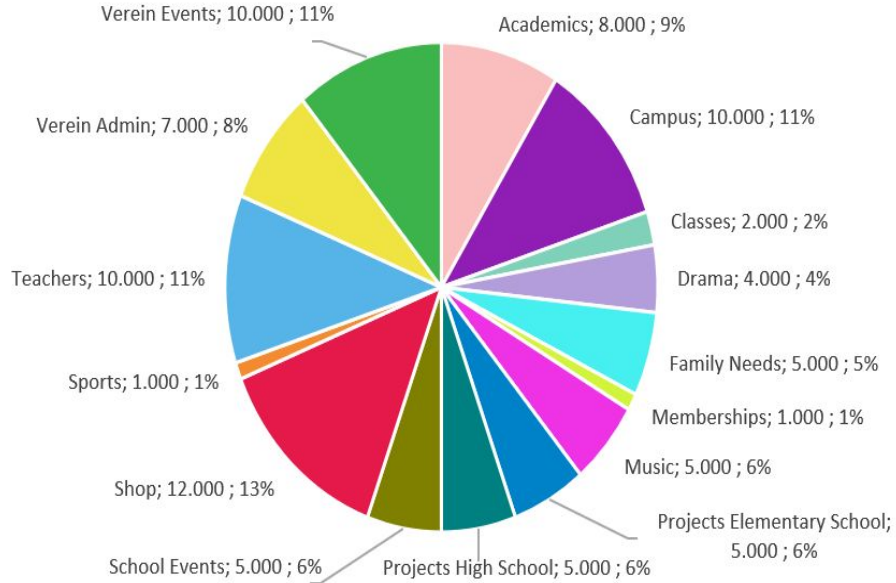
Ausgaben / Expenditures	Haushaltstitel / Budget Line	Einnahmen / Income
Library books and curriculum-specific needs	Academics	Restricted donation for the library
Locker maintenance, water dispenser, fans, gardening supplies	Campus	Restricted donation for gardening
Support for 8th Grade Ski Trip	Classes	Repayment of 8th Grade Ski Trip
Returned donation incompatible with constitution	Donations	One-off donations, left-over class funds
Microphone rentals for MS & HS Musicals	Drama	Repayments
Financial support for trips, tickets, materials, and exam fees	Family Needs	Repayment of support not needed
Refunded memberships, bank fees for overdrawn memberships	Memberships	Approximately 700 members, but some exempted
Instrument repairs, occasionally new instruments	Music	Repayments
Art projects, supplies, concerts, guest speakers	Projects ES	Repayments
Art projects, Haus Reil initiatives from the guidance department, author visits	Projects HS	Repayments
Courage Week, Graduation, Culture Fest	School Events	Cost-covering fund raising from such events
Purchasing inventory and operational costs	Shop	Sales in the shop and at various school and Verein events
Sports activities and equipment for physical education	Sports	Repayments
Professional development days, teacher appreciation events, welcome/gifts	Teachers	Donations for obituary notice, remainder from class fund
Operating expenses: insurances, digital systems, banking fees	Verein Admin	Repayments
Flea market, Fun Run	Verein Events	Income from Flea Market, Fun Run, Music Madness, Fun Day

Budget Plan 2026 (and 2025 Actual)

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	
Classes	10.400	2.000	2.288	3.000
Donations	500	0	1.985	2.000
Drama	3.852	4.000	0	
Family Needs	3.820	5.000	1.090	
Memberships	2.426	1.000	55.575	50.000
Music	9.302	5.000	0	
Projects ES	4.520	5.000	600	
Projects HS	4.624	5.000	0	
School Events	19.632	5.000	3.929	
Shop	23.471	12.000	22.384	12.000
Sports	14.000	1.000	10.000	
Teachers	5.793	10.000	642	
Verein Admin	6.678	7.000	314	
Verein Events	11.847	10.000	11.984	25.000
Totals	134.517	90.000	111.638	96.500

- Plan, not approval
- Facilitate balanced distribution of our funds
- 700+ transactions per year, across ~30 departments and projects
- 16 budget categories for transparent communication
- Some income not planned but happens anyway
- Ask:
treasurer@theverein.com

Ausgaben/Expenditures - Einnahmen/Income



Financial Outlook

- Very solid footing, both financially and with regard to its tax status as a nonprofit organization
- Caught up on tax filings for 2022 and 2023 and submitted tax return for 2024
- Once again obtained tax exemption from corporate income tax and trade tax (every three years) - meaning donations to the Verein are tax-deductible
- **Special thanks to Till Bendschneider for his patience and support!**
- Prerequisite: consolidation of our information management, transition from Dropbox to Google Drive; all Board members now work on the same the same up-to-date information
- Ongoing website overhaul: new request form, membership guidance, tax information, who does what

Abbreviations Explained

SAF: Student Activity Fund

Simply put, the SAF is the collective name for funds earned by various groups on campus. These funds are tracked and managed by a teacher. The SAF bank account serves groups like theater or BERMUN that cannot legally hold their own bank accounts.

PCB: Parent Council Board

PCB is the collective of all grade level German and American parent representatives.

LMF: Lernmittelfond

An an old bank account with funds dedicated to purchasing teaching materials; most recently this covered the cost of the math department's Bettermarks program.

All of these bank accounts were opened in 2022 under the name of the Verein, however both the LMF account and the PCB account have been or are in progress of being closed.

SAF, PCB, LMF

1. Situation of accounts for Student Activity Fund SAF, Parent Council Board PCB, Lernmittelfond LMF was never documented. It just existed.
2. Why? Because school collects money that is not part of the Senat administration: bake sales, musical and drama entrance fees and donations, MUN events and trips, SAT fees, parent donations, CSA, Haywire, Feminist initiative, Tech Crew, and many more
3. None of these groups can legally have a bank account; only the Verein is a legal entity
4. In total, it's about 1,200 transactions per year, ranging from €5 to +/- €10,000 across 40 groups valued around €150,000
5. Not counting Lernmittelfond, which included hundreds of transactions for as many past, current and future families.
6. Not a Verein problem. Doesn't own the money, hence no tax obligations.
7. Still a Verein problem due to anti-money laundering laws. Need some oversight.
8. Progress this year: Spent the rest of Lernmittelfond on Lernmittel and closed that bank account. Found arrangement PCB-Verein and closed PCB bank account too.
9. Open problem: SAF. Operates with non-shared legacy tech and only one admin. Neither Verein nor school has people to help.
10. **A meeting with school admin, the SAF teacher, MUN representative and Verein members is planned for April.**

Finance Questions & Answers

This is an opportunity for all members to ask questions regarding the Treasurer's Report and the general financial operations of the JFKS Verein.

The School Shop Report

2025 Financials:

Beginning Inventory, January	€ 18,397.22
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Sales, Jan-Dec 2025 CASH	€ 7,380.97
Sales, Jan-Dec 2025 SUMUP	€ 13,794.42
Sales, Jan-Dec 2025 PayPal	€ 996.73
Sales, Jan-Dec 2025 Bank Trans.	€434.00
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TOTAL SALES	€22,606.12
Invoices, 2025 (Inventory, Office Supplies, etc):	€ 20,778.34
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Gifts 2025: Faculty, Staff, Events, Student Activities, etc.	€2,483.03
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Ending Inventory, January 2026:	€17,764.63

Highlights

Cultural Festival / 65 Years (May)	€3,013.50
Flea Market (June)	€940.60
Last day of School (July)	€740.97
Einchulung (September)	€790.00
Info Fair (September)	€831.00
Fun Day (September)	€5,136.86



THE SCHOOL SHOP

FOUR DAY ONLY

SPRING

SALE

UP TO 50% OFF
ON MANY ITEMS!

We have a lot of inventory, and
prices will NEVER be lower!

FRIDAY, MARCH 20

MONDAY, MARCH 23

TUESDAY, MARCH 24

WEDNESDAY, MARCH 25

OPEN
8-10 A.M.



The Locker Committee Report

The Verein manages 854 lockers installed in the hallways of the High School along with almost 900 combination locks. This work involves:

- Assigning a new locker, each year to every Verein member-high-school-student according to the students' grade, in the vicinity of the general homeroom location
- Managing the purchase, setup, and distribution of locks and combinations, as well as the collection and refund of student deposits.
- Orientation and communication to parents, teachers, students, administration
- Maintenance & repairs, clearing out and sanitizing
- Student locker and lock support during first days of school
- Data maintenance - protected and secure

The volume of this operational, technical and administrative work, is all handled by a Verein Locker Committee led by Toby Keller, who is actively seeking a co-chair.

The committee members include volunteer parents who can volunteer as needed.

Auditor's Report Financial Year 2025

Verein der Eltern und Freunde der John-F.-Kennedy-Schule e.V.

Auditors: Sandra Doca and Will Wollbold

Important Notice: Restricted Scope Review

(Eingeschränkter Prüfungsumfang)



Scope & Exclusions

- **Audited:** Main Verein account, PayPal, SumUp
 - Closing balance: €93,915.40 (39% of total funds)
- **Excluded:** Board-declared “custodial accounts”
 - Student Activity Fund (SAF): ~€150,007
 - Parents’ Council Board (PCB): ~€2,170
 - Lernmittelfonds: € 0
- **Legal Status:** All accounts are legally in the Association’s name
- **Our Mandate:** We did not audit these excluded accounts, verify their legal classification as trust funds, or assess their compliance with nonprofit law (§§ 55, 62 AO).

Findings - Audited Portion

- **Bookkeeping:** Proper and orderly ✓
- **Bank Reconciliation:** All balances matched official statements(Commerzbank, PayPal, SumUp); no unreconciled items at year-end
- **Expenditures:** All invoices >€300 verified; large payments properly authorized by Board members
- **Income:** Membership fees and event revenues plausibly documented and deposited
- **Reserves:** €50,000 reserves properly documented per Board resolution (Feb 2026)

Material Disclosure & Recommendation

- **Total Funds Held:** ~€246,092 legally in Association name
- **Disclosed for Transparency:** 61% of balances was excluded from audit
- **Governance:** The Board should take a clear stance regarding accounts housed under its legal entity: either consolidate and assume governance and reporting, or transfer them to the school.
- **Discharge Recommendation (Entlastung):**
 -  Recommend discharge BUT ONLY for the audited accounts (€93,915)
 -  No opinion expressed on excluded SAF, PCB, or Lernmittelfonds
- **Motion Wording:** “Entlastung des Vorstands für die im Jahresabschluss 2025 dargestellten und geprüften Konten” - “Discharge limited to presented and audited accounts FY2025 only“

Any Last Finance Questions?

Vielen Dank für Ihre Aufmerksamkeit!

Thank you for your attention!

Any further questions on any of the following?

- School Shop Report?
- Locker Committee Report?
 - Auditor's Report?

Haley Scribner

Carsten Casper

Carissa Tazo'o



Steve Hoffman

Jacqui Bepolka

Ben Bowers

Robert Lenk

thank you

Theresa Luss

Jamie Turner

Carlotta de Vivanco

Puviy Manickam

Lia Rigamonti

**TO OUR OUTGOING BOARD MEMBERS FOR
ALL OF THEIR HARD WORK & DEDICATION!**

Presentation of the Proposed Amendments to the Constitution

The Board is proposing four key updates to our Constitution (Satzung) to reflect modern practices and ensure organizational stability.

1. Strengthening the General Assembly - §10
2. Flexible Distribution of Roles within the Vorstand - §11
3. Clarification on Circular Resolutions - §11
4. Adoption of a Budget Plan - §12

Strengthening the General Assembly

Current Version

“§10 The Board **may** convene an extraordinary General Assembly **if at least one** third of the members request it in writing stating the reasons, or if the interest of the Association requires it. The notice period for convening an extraordinary General Assembly — which must also include the agenda — is **three** days. In the case of amendments to the Constitution, the notice period specified in §8 remains unchanged.”

Proposed Version

“§10 The Board **must** convene an extraordinary General Meeting **if at least 10% of the members or at least 50 members** request it in writing stating the reasons, or if the interests of the Association require it. The meeting must be convened with a notice period of **seven** days and must include the agenda. For amendments to the Constitution, the notice period specified in §8 applies.”

Strengthening the General Assembly: Rationale

“§10 The Board **must** convene an extraordinary General Meeting if **at least 10% of the members or at least 50 members** request it in writing stating the reasons, or if the interests of the Association require it. The meeting must be convened with a notice period of **seven days** and must include the agenda. For amendments to the Constitution, the notice period specified in §8 applies.”

- This amendment strengthens the role of the General Meeting. With more than 700 members, it is unrealistic that one third — i.e., over 200 members — would come together to call for an extraordinary General Meeting.
- A notice period of three days is also impractical.
- The amendment addresses both issues.

We will now call for a vote on the constitutional change, Strengthening the General Assembly

Flexible Distribution of Roles within the Board

Current Version

„§11 Following a resolution of the General Meeting, the Board shall consist of at least five and no more than twelve members: the Chair, the Vice Chair — who may also serve as Secretary — the Treasurer, the Deputy Treasurer, the Secretary, and one or more Members-at-Large. The Board is responsible for the legal representation of the Association in and out of court. The legal representatives within the meaning of §26 BGB (German Civil Code) are the Chair, the Vice Chair, the Treasurer, and the Deputy Treasurer. Any two of these Board members jointly represent the Association.

Full Board

Election of Specific Roles

Proposed Version

“§11 The full Board of the Association shall consist of at least five and no more than twelve members.

From among the Board members, the General Meeting elects three legal representatives.

These form the Board within the meaning of §26 BGB. The Association is represented in and out of court jointly by any two legal representatives.

The remaining Board members belong to the full Board and have no authority to represent the Association externally.”

Board pursuant to Section 26 BGB

Flexible Distribution of Roles within the Board: Rationale

“§11 The full Board of the Association shall consist of at **least five and no more than twelve members**.

From among the Board members, the General Meeting elects **three legal representatives**. These form the Board within the meaning of §26 BGB. The Association is represented in and out of court **jointly by any two legal representatives**.

The remaining Board members belong to the full Board and have no authority to represent the Association externally.”

- It has proven unhelpful to keep the once-assigned roles of Chair, Vice Chair, Secretary, and Treasurer fixed for two years.
- The Association is better able to respond to people’s skills and availability, and to distribute responsibilities more flexibly, if roles can be defined and adjusted by Board resolution.
- The requirement for legal representation is not changed — it is mandated by the German Civil Code (BGB). However, it is regulated more clearly here.

Further Advantages of the New Regulation

- No fixed roles except for the legally required representation; responsibilities can be freely distributed within the Board and adjusted at any time.
- No hierarchy but collective responsibility, reducing dependence on individual persons. If individual members become unavailable, the Board can react more quickly without a Constitution amendment or a re-election of specific roles.
- Details on tasks, responsibilities, and internal roles are regulated in the Board Rules of Procedure or by Board resolution.
- Still compliant with register and legal requirements; clearly worded, no conflicting role definitions, and no implied authority for Board members who are not authorized to represent the Association.

We will now call for a vote on the constitutional change, Flexible Distribution of Roles with the Board.

Clarification on Circular Resolutions

Current Version

“The Board adopts its resolutions by a simple majority of its members. Votes may be taken **by email**. A proposal is considered adopted once more than half of the members have approved it. Board members must be given at least **five** days to respond to an **email vote**.”

Proposed Version

“The Board adopts its resolutions by a simple majority of its members. Votes may be taken **in text form**. A proposal is considered adopted once more than half of the members have approved it. Board members must be given at least **three** days to respond to a vote **in text form**.”

Clarification on Circular Resolutions: Rationale

“The Board adopts its resolutions by a simple majority of its members. Votes may be taken **in text form**. A proposal is considered adopted once more than half of the members have approved it. Board members must be given at least **three** days to respond to a vote **in text form**.”

- The wording “in text form” is the term used in legislation for all digital communication, including email.
- This allows resolutions to also be adopted via a messaging service or within a member portal.
- A three-day deadline is closer to practical reality. This voting method is only used when a certain urgency exists anyway.

We will now call for a vote on the constitutional change, Clarification on Circular Resolutions.

Adoption of a Budget Plan

Current Version

„§12 The duties of the Board include the proper management of the Association’s affairs, the implementation of the resolutions of the General Meeting, the preparation of these General Meetings, and the granting of funds and subsidies within the scope of §2.

The Board shall adopt a **policy** which must be communicated to the General Meeting.”

Proposed Version

„§12 The duties of the Board include the proper management of the Association’s affairs, the implementation of the resolutions of the General Meeting, the preparation of these General Meetings, and the granting of funds and subsidies within the scope of §2. **For this purpose, the Board prepares an annual budget plan containing the expected income and expenditures. It also determines financial reserves.**

The Board shall adopt **Rules of Procedure**, which must be communicated to the General Meeting.”

Adoption of a Budget Plan: Rationale

„§12 The duties of the Board include the proper management of the Association’s affairs, the implementation of the resolutions of the General Meeting, the preparation of these General Meetings, and the granting of funds and subsidies within the scope of §2. **For this purpose, the Board prepares an annual budget plan containing the expected income and expenditures. It also determines financial reserves.**

The Board shall adopt **Rules of Procedure**, which must be communicated to the General Meeting.”

- In many past years, no budget planning has taken place. This addition is intended to remind the Board of this necessity.
- The term “Geschäftsordnung” is commonly used in associations; the word “Richtlinie” can cause confusion, as it is often translated as “bylaws,” which can also mean the Constitution.

We will now call for a vote on the constitutional change, Adoption of a Budget Plan.