



The Verein Board Monthly Meeting - Minutes

Date & Time: Wednesday, 26 August 2026, 7:00-9:03 p.m.

Location: JFKS, in person

Minute-taker: Jack Busta & Sally.IO

Moderator: Haley Scribner

Board members present: Haley Scribner; Rodrigo Valades; Carsten Casper; Carissa Tazo'o; Jack Busta

Other attendees: Shana Kennedy (Admin); Toby Keller (Locker Committee); Katrin Rustici (School Shop Committee)

Agenda Approval

Motion to approve the agenda as presented.

Vote Total: Approved unanimously

Admin Report

Presented By: Shana Kennedy

Key Updates/Discussion: Admin reported a very smooth start to the school year. The board requested confirmation of the proposed board-meeting dates and rooms for the school year, including the Aula for the AGM. Admin will also identify/confirm the main school contact for Fun Run coordination. No general problems with the locker allocation had been reported.

Action items: Shana to take the meeting schedule and Fun Run contact questions to the admin team and report back.

Topics

Fun Run: Scheduled for 2 October. The 2024 event generated about €40,000 in income against about €10,000 in costs. The working budget for 2026 is expected to be approximately €10,000-€11,000, with T-shirts the largest cost item. A portion of proceeds is intended for campus beautification. Food and drinks will be sold at low prices; fruit and water will be free. Volunteer recruitment and timely T-shirt ordering were identified as priorities.

Action items: Carissa to prepare and submit the Fun Run budget for approval and coordinate T-shirt ordering; volunteer leads to be recruited.

AI-assisted minutes: The board is testing Sally for recording/transcription and draft minutes. The intended use is to create a draft Ergebnisprotokoll for human review, not to replace review by the secretary/minute-taker. A possible €12/month subscription will be considered after reviewing the test results.

Action items: The Sally output is to be compared with the manual minutes before a subscription decision.

Locker process improvements: The current process is in good shape; prior-year outstanding membership payments were reported at zero. The board reviewed proposals intended to reduce volunteer hours and simplify locker distribution. The three approved changes are recorded under Board Resolutions below. A separate security question concerning leaving locks in place requires further work with Admin.

School Shop: The shop renovation will replace old shelving with a flexible new system and closed storage, with the aim of improving organization and eliminating off-site storage. Volunteers are needed to remove old fixtures; usable old shelving should first be offered to teachers/community members. Digital inventory work is continuing, with Nella identified as point person.

Info Fair / volunteer recruitment: Setup is at 6:00 p.m. on 2 September. The Verein will recruit volunteers for the School Shop and Fun Run. A new centralized volunteer signup form and QR codes will be used. A membership flyer explains how Verein activities support different parts of the school community.



Committee liaisons: Each committee/event should have a board liaison. The liaison is the connection to the board and is not automatically responsible for organizing the event. Carissa will cover Fun Run and Teacher Appreciation; Carsten will be liaison for Music Madness if the event continues and will ask Kim how she wishes to proceed. Haley will create and circulate a spreadsheet so other board members can choose liaison responsibilities.

Communicating budgets / recurring requests: The board discussed making recurring annual requests easier to administer through a planned recurring Haus Reil budget while retaining documentation and oversight. The Treasurer will prepare a proposal for next year.

Digital voting: The board discussed the problems created when some members vote in EasyVerein before an in-meeting discussion changes a proposal. The resulting rule is recorded under Board Resolutions below.

Action items: Locker Committee to continue discussions with Admin on lock security and implementation details. Toby offered to assist with shop takedown. Haley to coordinate communication about reusable shop fixtures and circulate the committee-liaison spreadsheet. Carsten to contact Kim regarding Music Madness and to prepare a recurring/housewide budget proposal for next year.



Board Resolutions

Locker process improvements

Description: Approve three changes for next summer: (1) hang 7th-grade locks like other grades; (2) send locker assignments to the Verein/member email instead of handing them out manually; (3) discontinue cash deposits. Security arrangements for locks left in place remain subject to further discussion with Admin.

Budget line:

Vote Total: Yes 5; No 0; Abstention 0

Name of the Person Requesting: Toby Keller / Locker Committee

Cost of the Request: —

Status: Approved

Digital voting rule

Description: Use EasyVerein voting only for urgent matters, or matters that need to be revisited because no majority was reached during the meeting or the meeting ran out of time.

Budget line:

Vote Total: Yes 5; No 0; Abstention 0

Name of the Person Requesting: Board

Cost of the Request: —

Status: Approved

New Student Pizza

Description: Funding for the recurring new-student pizza.

Budget line: School Events

Vote Total: Yes 8; No 0; Abstention 0

Name of the Person Requesting: School / event request

Cost of the Request: €200.00

Status: Approved

3rd/4th Grade Stamp Request

Description: Approve the 3rd/4th grade stamp request. The amount was not stated in the meeting transcript/minute notes available for this draft.

Budget line: Academics

Vote Total: Yes 7; No 0; Abstention 1

Name of the Person Requesting: 3rd/4th Grade

Cost of the Request: Amount not stated

Status: Approved

Orientation Day Pizza - Student Ambassadors

Description: Funding for pizza for student ambassadors on Orientation Day.

Budget line: School Events

Vote Total: Yes 8; No 0; Abstention 0

Name of the Person Requesting: School / event request

Cost of the Request: €200.34

Status: Approved

New Student Café

Description: Funding for the recurring New Student Café.

Budget line: School Events

Vote Total: Yes 8; No 0; Abstention 0

Name of the Person Requesting: School / event request

Cost of the Request: €120.00

Status: Approved

New Teacher Supplies

Description: Funding for new teacher supplies.

Note: the recording states €81.71; the human notes state €81.74. Amount should be checked against the original request before final approval of these minutes.

Budget line: Teachers

Vote Total: Yes 8; No 0; Abstention 0

Name of the Person Requesting: School / teacher request

Cost of the Request: €81.71 [verify]

Status: Approved

**Einschulung Café**

Description: Replace the original €400 request with approval of a budget up to €300, including coffee and tea; organizers are responsible for procurement.

Budget line: School Events

Vote Total: Yes 5; No 0; Abstention 0

Name of the Person Requesting: 4th Grade organizers

Cost of the Request: Up to €300.00

Status: Approved

Sports Department Uniforms

Description: Verein contribution toward new soccer uniforms and cross-country T-shirts. The Sports Department will contribute €500 toward the €2,000 total project.

Budget line: Sports

Vote Total: Yes 7; No 0; Abstention 2

Name of the Person Requesting: Sports Department / Herr Nagel

Cost of the Request: €1,500.00

Status: Approved

Meeting Adjourned at: 9:03 p.m.

Next Meeting Date: Not stated in the meeting record.