Meeting Information

- **Date:** 14 October 2026, 19:00-21:00
- **Board members:** Robert Link, Jamie Turner, Nella Klopotek, Jack Busta, Haley Scribner, Carlotta de Vivanco (virtual), Carsten Casper
- **Guests:** student council: Addison Scribner, Oskar Kant; auditor: Olaf Graf; admin: Shana Kennedy; members: Steve Hoffman, Helene Wunderlich, Christian Tutkun

Meeting Topics

- **Agenda approval and student council report**

  The agenda was approved with the addition of a Student Council report to be presented after the admin report. The Student Council reported that its full body has not met since the first meeting due to scheduling conflicts, but the cabinet and presidents have been working on finance reform, a misconduct policy, and planning the JFKS Christmas Market (Saturday, 12 December 2026, 14:00–19:00) combined with the NHS Benefit Concert. Stands are free for school activities and proceeds remain with the stand holders; the Student Council requested financial support and said a finance request will be ready by the 4 November 2026 meeting.

- **Aula projector replacement**

  The Board discussed the failing aula projector and the need to decide whether to repair or replace it. Estimates varied (quotes discussed ranged from €5,000 to €12,000; the request presented was €8,000). Concerns were raised about the projector's current limitations (cannot run microphone and video simultaneously) and the urgency of ordering before the school break.

  The Board voted to approve funding up to €8,000 for a new projector (6 yes, 0 no, 1 abstention).

- **Volunteer recruitment and outreach strategy**

The Board discussed how to recruit and retain volunteers for events and committees. Key points: move from broad mass emails to granular, task-based requests; use staged outreach and follow-up; leverage the Verein website and the Parent Council for parent volunteers; and rotate volunteers to avoid over-reliance on the same individuals. There was agreement that accountability measures (e.g., requiring beneficiaries to help recruit volunteers) and personal outreach are likely to be more effective than generic calls for help. The Treasurer offered to draft a short paper summarizing the agreed outreach approach and share it with the board.

- **Fun Run recap**The Board reviewed Fun Run results and operational lessons. Elementary school participation and fundraising were strong (elementary top classroom raised €2,713); high school participation was low and disruptive, leading to consensus that the Fun Run should be treated primarily as an elementary school event. Financial summary: costs to date €15,076; income to date €37,524; net profit to date €22,440 (additional payments expected). The Board agreed to produce documentation for future boards (task summaries, shirt sizing, vendor notes, volunteer coordination) and asked committee members to submit write-ups of their delegated tasks. The Vice Treasurer and Fun Run committee will consolidate these materials for future reference.

- **School shop update**

  The school shop completed a full renovation and reopens on Friday, 8:00–10:00. The Verein funded the renovation; the shop team integrated a digital inventory system (SumUp). The Board discussed reframing the shop as a community hub (coffee, connection, information) rather than only a retail space. No further funding decisions were taken; the shop team will resume work after the renovation.

- **Student Activity Fund (SAF) governance**

  The Board reviewed the Student Activity Fund infrastructure and governance. The SAF provides accounts for teacher and student groups to raise and hold funds; the Verein is legally liable for those funds and must balance oversight with minimal bureaucracy. The SAF board members were identified, consisting of Jack Busta (board liaison), Jesse Padilla (admin representative), Lori Cook (main contact) and Bill Robertson (secondary contact) and access to EasyVerein was established. Policy requires plans for stagnant accounts and justification for balances above €1,000; the SAF Board will review accounts regularly to reallocate dormant funds in consultation with the Verein.

- **Sports club job openings**

  The sports club reported three part-time positions (membership management and billing; marketing, sponsorship and admin; finance, HR and funding) at approximately €603 per month. The Board asked members to share the openings with their networks and to direct interested candidates to the sports club or to the Verein contact for forwarding information.

- **Parent Council coffee mornings**

  The Parent Council Board would like to partner with the Verein to host monthly coffee mornings in the school shop (first Wednesday of each month) to build community and strengthen Verein–Parent Council connections. Two PCB members will attend each session; the Board will circulate a poll to identify which board members can attend. The proposal was discussed as a low-cost outreach and networking opportunity.

- **Spooktacular storage and removal**

  The Board addressed an urgent storage and safety issue: Spooktacular materials (including a coffin and numerous decorations) were found stored in a crawl space and had been moved into a basement walkway, creating a fire hazard. The school requires the materials removed by close of business on Friday (by 15:00) and additional items moved by 1 December 2026. The Board discussed options: community pickup, Student Council storage, or disposal via the recycling center. The Vice Treasurer offered to be on site Friday at 13:00 and to arrange removal if no one else takes responsibility; the Student Council president indicated intent to preserve materials for a future Spooktacular but must find storage. The Board agreed to attempt to organize pickup or storage by the next day and to coordinate removal if necessary.

- **Dom concert sponsorship**

  The high school music department requested sponsorship for the Dom concert (total needed approximately €4,800). The Board discussed asking the music department to appoint a parent representative to attend Verein meetings and to help recruit volunteers.

  The sponsorship of €1000 for the Dom concert was approved by vote (7 yes).

- **Music department xylophones**

  The Board reviewed a request to complete a set of xylophones for a second elementary music classroom. A prior donation and SAF funds covered part of the cost; the remaining request was €398. The Board discussed whether this falls within the music department's €5,000 allocation and noted the department's transparency in budgeting.

  The Board approved the €398 request for xylophones by vote (4 yes, 1 no, 2 abstentions).

- **Family needs / class trip support**

  The Board considered a family needs request of €550 to help an 11th-grade student attend a class trip (total trip cost €850). The Board reviewed year-to-date spending on class trips (€4,541) and discussed the rising cost of trips and the strain on families. A suggestion was made to bring this as a topic to the upcoming Town Hall meeting.

  The request of €550 for family needs was approved by vote (7 yes).

- **Town hall representation**

  The President and Vice President confirmed availability to attend and will represent the Verein at the town hall.

- **Website launch and hosting cost**

  The Board approved taking the new Verein website live. The website content was prepared and staged; a paid subscription is required to push the staging environment to production at €7 per month (annual cost €105). The Treasurer thanked the board member who prepared the site and noted the site will be tweaked after launch.

  The Board approved the €105 annual cost and agreed to switch the website live within three days.

Next Meeting / Closing

- **Next Public Meeting:** 18 November 2026