

Board meeting February 28, 15

Datum/ Date: February 28, 15
Zeit/ Time: 10:00 a.m. to 12 p.m.

Attendees:

Werner Simbeck, Tamara Laing, Mike Birch, Martina Rossmann, Christina Dorsch

Absent: Anahita Arianaa, Tanya Weber

I. Approve Agenda

a. Adding to Agenda on New Business: **Directors and Officers Insurance - information**

- i. Motion to approve: Mike
- ii. 2nd: Werner

II. Review of Minutes of Board meeting of September 27, 2014

a. Approval of Minutes

- i. Motion to Approve: Tamara
- ii. 2nd: Mike

III. Old Business

a. **Endowments** – Anahita

- i. Tabled to next Board Meeting

b. **Funding from Austrian and Swiss Governments**– the Board

- i. We need the letters before we can approach the various governments for funding.

c. **Donation Letters**- Werner & Anahita

- i. Tabled to next Board Meeting

d. **Crowd Funding** – Anahita

- i. Researched by Martina but it makes sense for urgent and/or specific item. It's not useful for general fundraising.
- ii. → **Martina and Tamara will discuss and determine 3 items that we could utilize the crowdfunding for.**

e. **Wifi** – Martina

- i. Martina has it under control. We have 5 accounts provided through UVic

f. **VGS Constitution Review** – Christina

- i. Have we registered our old constitution? And where would it have been registered? What would we need to do in order to change the constitution
- ii. Who do we file the report with?

iii. → **Christina to look into**

g. **Society Account** – Tanja

- i. Are we a limited non-profit society? Are we incorporated?

h. **Policies** – Martina, Werner, Tamara & Anahita

- i. Policy on Managing Unsatisfactory Work Performance – check whether it is in accordance with the BC

i. First Aid certification

- i. We have sufficient people with First Aid certification.

j. Directors' Liability

- i. We are members of Volunteers Canada. They have a group insurance rate for us of \$100 for membership and \$606 for \$1 mio. of liability insurance purposes for our Directors. Though they are slightly more than competitors we will stay with this provider.
- ii. We have a separate insurance policy for \$5 Mio. for the school with the BC Heritage Language Association – cost is about \$300 per year.

IV. New Business

a. Marketing

- i. Island Parent advertising is too expensive.
- ii. Plan is to revise our brochures one for adults and one for the children/ youth classes
- iii. We are posted on Kids in Victoria, Used Victoria, My Back Page, Craigslist, Victoria GYOS
- iv. Business Cards/ Brochures/ Postcards/ Posters
- v. CRTC – Shaw: can we approach them to promote VGS.
Possibility for Martina and students to make an Ad.
 - 1. → Werner will speak to the person at Shaw who might be able to
 - 2. Black Press – we need to do a write-up and they will likely do an Ad for us → action item for Martina
 - 3. → Tamara to contact Metropol about printing deals

V. Directors Report

a. Code of Conduct – board to approve – Done

b. German Language Day camps

- i. 3rd week of July (20th to 24th); Mo to Fri: 9 – 4 – at Juan de Fuca
- ii. UVic: August 24th to 28th; not confirmed

c. Adult Classes – Spring term registration & Summer classes

- i. We are waiting for room confirmation for adult classes. We have requested a 2nd room for an intensive German Summer class.
- ii. We can offer a one week intensive class.

VI. Treasurer's Report

- a. We will get report next meeting

VII. Closing Remarks and next meeting

- a. Discuss application of social media policy in terms of marketing
- b. Budget
- c. Approve Code of Conduct/ Tuition/ Work Performance

- d. Next Meeting: April 11, 2015 at 10 a.m.
- e. Closing:
 - i. Motion to adjourn: Tamara
 - ii. 2nd: Mike