

# Victoria German School Board

## Minutes:

Saturday, Jan. 31st, 2015, 10am to 12pm

Participants: Mike Birch, Anahita Ariana, Tamara Laing, Martina Rossmann, Tanya Weber Hemerling, Werner Simbeck

Absent: Christina Dorsch

Secretary: Martina Rossmann

Next Meeting: AGM, Feb. 28th, 2015 **Action Items marked in RED**

### Agenda Item

#### I. Approve Agenda

Motion to approve Agenda: Motion Mike Birch, seconded by Werner Simbeck

#### II. Review and Approval of last meeting Minutes

Review and Approval of Minutes: Motion Tamara Laing, seconded by Mike Birch

#### III. Old Business

**i. Donations** – We can give some tax credits but there are many grey areas. Conclusion the Fundraising Levy will be suspended in the 2015/16 school year

##### ii. Funding and Fundraising

1. Endowments – possible part of funding but not for covering admin costs. VGS should pursue it. ⇒ **Anahita to start on the application process.**

2. Funding from Austrian and Swiss governments, is it available ⇒ **Board to address this**

3. Letters asking for donations and funding ⇒ **Anahita to revise letter and send to board, Werner to help with this.**

4. Crowd Funding – for specific items this is a viable source of funding. We need more specifics on this to come to a decision ⇒ **Anahita to present more next time**

##### iii. Wifi for School

1. Very expensive, through Telus it would be around \$200 for a mobile hotspot device and up to 6 devices can be served with 6 gigabytes of memory for \$65/month. This is \$850/school year in fees for internet connections that may not have enough memory the school's actual needs ⇒ **Martina to ask the GERU if there is any way of getting more links through them**

##### iv. Independent Evaluator

1. Martina to evaluate this year

2. Board to find funds for the 2015/16 Budget for professional development & an independent evaluator.

##### v. VGS constitution review

1. This document needs to be overhauled ⇒ **Christina to review & give feedback on changes**

## **IV. NEW BUSINESS**

**i. Phone and Plan for the Director** – Tabled to a future meeting

**ii. Endowments** –

Anahita to give more feedback at next meeting

**iii. Taxes** – We are a non-profit, we do not need to do taxes.

**iv. Society Account**

Werner is now a sponsor of the account together with Mike. Currently the sponsors are personally liable. In order to get around this we need to be an incorporated company. We are a registered organization. Are we incorporated?

⇒ **Tabled to next meeting**

**vi. Kinderspiel**

A store credit for VGS has been established 10% of any item will go towards this credit if a VGS family purchases an item at Kinderspiel.

⇒ **Martina to thank Kinderspiel for Christmas raffle item & let the VGS community know how they can support the school.**

**vii. Process and Policy review**

Will review the policies and procedures via email. Werner, Anahita & Tamara to do so ⇒ **Martina to send on policy per month**

**viii. Thrifty's Smile Card**

Not enough people using this card. Need to get the word out. ⇒ **Martina to put it in the Newsletter and handout cards to Adults classes. Mike & Tamara to send a write up for the Newsletter.**

**ix. Criminal record check**

Staff will be asked to do one every three years. All teachers have to have a criminal record check. Board members as well? ⇒ **Martina to hand out revised CRC form.**

**x. Process & Policy Review of corporate/ private donations**

Will defer to next meeting

## **V. Treasurer Report**

We should have a Treasurer's report at every meeting

1. Surrey Tax Centre - unnecessary

2. Gaming Grant – on appeal we were awarded \$5000.

3. Arts & Culture Grant – who will take this on? ⇒ **Tanja to find out what the maximum amount for a non-profit is?**

## **VI. Director's Report**

**i. Code of Conduct**

Everyone is to read and review the codes and provide Martina with comments. Code of Conduct would be in the Parents and Teachers'

Handbooks for the 2015/16 school year ⇒ **to be approved a next meeting**

### **ii. Teachers Evaluations**

Martina to conduct in the month of February. Any issues will be brought to the board's attention.

### **iii. First aid certification**

Currently most teachers, staff and board members have their 1<sup>st</sup> Aid. We should wait for more staff to need re-certification

⇒ **Martina to find out what the minimum number of a joint session needs to be and what the costs are**

### **iv. Adult registrations**

We have 60 registrants for the adult classes for this term alone. This surpassed our expectations.

### **v. Juan de Fuca satellite classes**

We have Beginner 1 class for this term. 11 students are registered. The facility is excellent and very accommodating. Insurance is incredibly reasonable. No admin costs and free advertising in their community brochure. We should consider a summer language camp. ⇒ **Werner &**

**Martina to go over contract and sign**

## **VII. Closing Comments**

Martina to send info to Anahita for the Cordoba Newsletter

Transparency for the teachers, understandable numbers so they can see what the profits & losses are as well as make them aware that when we make the budgets for the following school year, all we have are the tuition fees to go by as grant monies are always an unknown.

## **VIII. Meeting Adjourned**

Next meeting on Feb. 28<sup>th</sup>. Motion Mike Birch, Werner Simbeck seconded

⇒ **Martina to send reminder email**

## **New Business for next Board Meeting**

Fundraising & Sponsorship

Wifi access at UVic

VGS Constitution Review

Code of Conduct approval

Policy approval