

Victoria German School
Board Meeting – September 19, 2015
10am to 12pm

Attendees: Werner Simbeck, Mike Birch, Martina Rossmann, Christina Knowles, Anahita Ariana, Tanja Weber-Hemerling, Yves Mooge

absent: Tamara Laing

I. Approve Agenda

1. Motion to approve minutes of June 20th meeting with the change that Tamara attended late.
 - a. Motion: Werner
 - b. 2nd: Mike
2. Motion to approve agenda of September 19th meeting
 - a. Motion: Werner
 - b. 2nd: Anahita

II. Old Business - ACTION ITEMS from Board Meeting, June 20th 2015

1. Letters for sponsorship
 - a. Three letters: corporate sponsorship, local pool and to solicit foundation monies such as grants and endowments
 - Werner to make changes for the sponsorship letters and distribute changes to Board to review.
 - Tabling to next meeting
 - Anahita will resend and we will review a progress by next month
2. Constitution and Bylaw
 - Martina to provide Christina with a non-PDF copy to make changes.
 - Christina to make changes to Bylaw and distribute to Board members for information. Provide proposed changes to proxy vote.

Report out next meeting.
3. eTransfer – (tabled to the next meeting)
 - a. the Vancouver School – they have it and it's easy
 - The Executive will go to the bank and set up what is necessary to get an etransfer established
 - Anahita will call and ask to find out if we could get a merchant services credit card services at 0.3% of the transaction

→ Yves will ask what VGS needs to do or set up in order to be the recipient for electronic payments to be made. Free to us and parents (we are a non-profit)

4. Grant Applications

- a. Thanks for Mike filling out the Summer 2013 application. Tanja has 3 applications that she will be sending off next week. These are the:
 - i. Gaming Account Summary Reports for the last fiscal year,
 - ii. Gaming Event Revenue Report for December 2014 and
 - iii. Gaming Event Revenue Report for Summer of 2013.

These were the reports that we needed to resend as we had sent the wrong type of report.

5. Raffle Letter

- a. Tanja has provided the Gaming Committee a report and fax cover sheet for the June 2013 Raffle application.
- b. December 2014 account summary report had been sent to them as well and Tanja has the fax cover sheet for proof of communication

→ Tamara to provide information to us if we can get a raffle license for the whole year.

→ Tamara to contact the Gaming Commission to find out what we need to do to be eligible to get future raffle license

We also need to be aware of all of our expenses and the approximate value of the donated raffle baskets, as that is something that the authorities require information on.

→ **Raffle Baskets: the volunteer who will assemble them will need to itemize the basket contents and give an estimated value of the items. This will need to be reported to the Treasurer.**

6. Contract UVic/ VGS

- a. We have another yearly contract with UVic for the classrooms.
- b. Board needs to discuss a Plan B in case the UVic classrooms will no longer be available to the Victoria German School.

→ discuss under Director's report

→ Action item: for Martina to schedule a parent meeting for the Tuesday and Saturday class parents

Fundraising Committee: we need to find people over the summer who will be part of the committee

III. New Business

1. Teachers' wages for events

- The special events are considered regular school days and have been taken into consideration for staff budgets for the year. We pay about \$745 per week to all of our teachers and during an event such as the Weihnachtsfest almost all teachers are present.

2. Raffles/ Events

- Should we continue with the raffles – it depends on whether it is financially worth it to continue with it in comparison to the work the treasurer has to perform for the reporting out to the Gaming Commission.

→ Werner will discuss with Sonja who did the baskets for the last couple events to determine how labour intensive it is to organize and assemble the baskets. He will report back out to us next meeting on whether to continue with the raffle baskets.

We will decide at the next meeting if we want to go ahead with raffles for the following events.

- Saanich Fair: the Edelweiss Club had a booth at the Saanich Fair selling food.

→ Yves will look into it what would be needed in order to participate in putting a booth/BBQ at an event and report back to us at the next meeting with regard to progress.

3. Gaming Grant

- a) We received the \$5,000 for this year.
- b) The Application deadline is end of May and we will apply again in 2016

4. Event planning/information required for gaming grant applications.

→ Tamara, to forward the fundraising spreadsheet to Treasurer. The information is required to process the fundraising cheques.

5. Treasurer/ Bookkeeper

- a. The current treasurer requires someone to do Quickbooks. The current treasurer is able to continue to stay on, if we find someone to deal with the Quickbook part. It is estimated that it would take an experienced bookkeeper about 2 to 3 hours maximum per month. The person would

be required to do entries into Quickbooks and keep the books up to date as well as handling all the cheques depositing etc. and dealing with bounced cheques or refunds etc.

→ Tanja will do the inquiries and get a quote from a few bookkeepers. She is the best person to make the inquiries as she knows the work that is entailed in this. → Ideally someone who has worked for non-profit organizations so they know what we need for applications for Gaming Grants etc.

→ Tanja will ask Claudia if she might be willing to just do the Quickbooks.

→ Martina to send out a stand alone notice to be handed out to each and every student to be brought home for parents to reviewed -

5. Facebook

- a. Yves will discuss setting up Facebook for the VGS and policy and procedures etc.
- b. We will need to send out an update to parents that they need to specifically opt out of being posted on the Facebook site

IV. Director's Report

1. Registrations for classes

- We have currently 66 registered students. This is a decrease from last year when we had 77.
- This year we only have 11 students under the age of 6 years. Last year we had 22. Between ages of 6 and 18 we have 55 students, which is the age bracket that is eligible for the German government grant
- Adult students last year were 60 students - this year we only have 28 so far, but classes have not yet started.
- Adult classes: if the adult is registered or the kids are registered then we should waive the registration for the other family member. Registration is for the entire family and not per student in terms of the registration fee.

MOTION:

One Registration Fee per Family

Motion: Anahita

Second: Tanja

2. Room Bookings

- a. The Tuesday afternoon classes are 3:45 to 6:00 p.m.
- b. There was a difficulty getting 5 classrooms for a weekday. This will be an issue again next year. Next September there is no guarantee that we will be able to get approximately 5 rooms on Tuesday afternoons.
- c. Saturday classes and room availability is not an issue.
 - Martina will look into Recreational Centres/ Schools to see if they will let us rent rooms from them.
 - Martina will also speak to Dept Head Helga to find out what it is that VGS needs to do in order to secure space.
 - Anahita will ask St. Margaret's to see if we could use their rooms. 9:30 to 12:30 and Tuesdays 3:45 to 6:00 p.m. (the Saturday classes will need storage)

3. Hiring and Wages

- a. New hires are being paid \$22.50.
- b. We have hired a teacher, an admin assistant and 2 assistants for the Tuesday classes. The assistants make \$12.50 for the 3 month period. The director is asking to be able to increase the assistant's wages to \$13.50 after the 3 month probationary period.
 - to be discussed at the next meeting after we have had a review of the finances.
 - Tanja to report out at the next meeting re the financial impact a \$1/hour raise would have on our finances

4. Parents

- a. In order to promote German language learning at home, Martina will be having a meeting with parents of the Tuesday and Saturday classes. This is to support parents supporting their children in the German language learning

III. Treasurer's Report -

1. Review the Financial Statement

- a. Monthly review at each Board meeting.

2. Weihnachtsfest:

- a. Loss of \$666.44 – because the payout of wages was \$745 for that morning. We profited \$286 from the sale of the raffle tickets and ended up with a total of \$169.01 expenses (for tea, coffee, juices, etc.) (excluding the wages for the teachers.

3. German Grant

- a. Treasurer needs a list of each teacher and the meetings that they attend last year. This information is required by the German Government prior to releasing funding for our school.

→ Martina will provide

4. Budget

1. Last fiscal year's net income \$33,997.07 doesn't take into account our fundraising cheques that haven't been cashed yet. Compared to year before where we were at a net loss of \$7,000.
2. We have two checking accounts one is the casino account where we can do events on and substitute teachers. There are about \$9,000 sitting in that account (this is included in the amount of our net income).
3. We have currently checking/ savings of \$54,382.99 (that includes the casino account, the general account and savings account). This money does not yet include any of the tuition that we are about to get for the current school year.
4. The school costs about \$77,000 to run per year. School tuition income will be about \$33,000. Our total expenses for the last school year 2014/15 were \$51,419.

V. AGM

- a. Will include a presentation on how to support children in the German language studies
- b. October 3, 2015

VI. Next Board Meeting

- a. October 3, 2015 which will also be our AGM
- b. Next regular Board meeting: November 7, 2015
- c. Motion:
 - i. Motion to Adjourn: Werner
 - ii. Second: Mike