

Victoria German School
Board Meeting – June 20th 2015
10am to 12pm

Attendees: Werner Simbeck, Mike Birch, Martina Rossmann, Christina Knowles, Anahita Ariana, Tanya Weber

absent: Tamara Laing

I. Approve Agenda

1. Motion to approve minutes of May 30th meeting with the change that Tamara attended late.
 - a. Motion: Werner
 - b. 2nd: Mike
2. Motion to approve agenda of June 20th meeting
 - a. Motion: Mike
 - b. 2nd: Anahita

I. Old Business

1. Letters for sponsorship
 - a. Three letters: corporate sponsorship, local pool and to foundation monies such as grants and endowments
→ Werner to make changes for the sponsorship letters and distribute changes to Board to review.
2. Marketing for sponsorship
→ Anahita will resend the list of potential donors and the remainder of the Board will also contribute to the list
- our ultimate goal would be to establish an endowment.
 - a. Yves would like to be marketing chair for next year.
 - b. The Rack Cards will be done by next week, which is too late to distribute to schools, but we'll be able to distribute to community centres.
3. Insurance for 12 month period
 - a. Heritage Language School advised that the insurance is for 12 months as long as it is in the same location. Mike will follow up and make sure that the answer is consistent.
4. 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.

II. New Business

1. Treasurer's report
 - a. We are probably looking at 48K in surplus for the end of fiscal year.
2. eTransfer – (tabled to the next meeting)

→ action item for Christina and Tanja to further investigate – work in progress

→ merchant services: Anahita to investigate and review information

3. Grant Applications

→ for Anahita to work on over the summer

→ Tanja to provide copies of applications for Gaming Grants submitted in the past to Anahita

III. Directors Report

1. Registration

a. Preregistration is 59, of which 49 are between 6 to 18 years of age and therefore eligible towards German government grant.

2. Marketing

a. Yves will be our marketing chair for next year.

3. Goals and Changes

a. Sponsorship

b. Marketing

c. Streamlining everything Martina's goal – we need to streamline administration and fundraising. Martina is advertising for a coop position for \$14 for 420 hours. May have to hire an admin assistant we would like to hire from UVic.

4. Fundraising

a. Crowdfunding: for the Spielgruppe and Grundstufe – we need new material. There is no money left for provisioning these classes with the material that they need.

b. Thrifty Smiles Card: seems like a number of parents still don't about the Thrifty Cards. We need to raise awareness.

→ Tamara: send excel spreadsheet to Tanja – for the fundraising level

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

6. Contract UVic/ VGS

a. We have another yearly contract with UVic for the classrooms.

b. Board needs to discuss a Plan B

→ 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

- IV. Next Meeting **August 29, 2015**
 - a. Motion to Adjourn Board Meeting: Werner
 - b. 2nd: Mike