

**Victoria German School
Board Meeting Minutes – January 9, 2016**

10am to 12pm

Attendees: Werner Simbeck, Martina Rossmann, Christina Knowles, Anahita Ariana, Tanya Weber-Hemerling, Yves Moog, Doerte Halling-Brown, Katrina Giesbrecht, Mike Birch

Absent: Christina Moog

Audit: Thomas Mullerleile (former Board Member), Anthony Minniti

- I. Approve Agenda
 - a. Motion: Katrina
 - b. Second: Mike

- II. Review & approve last meeting Minutes
 - a. Motion: Anahita
 - b. Second: Tanya

- III. Old Business
 1. Letters for sponsorship
 - a. Not quite completed the letters yet, but it has been revised to include specifics that we are seeking funding for.
 - b. → Board members to review the endowment letters. ANahita please resend the drafts and Board members to provide feedback.
 2. Constitution and Bylaw
 - a. → Christina K. to provide update on it next meeting.
 3. Gaming License (Helen/annual license?)
 - a. We can do an annual license if we can provide the approximate value of the raffle baskets. However, the Gaming Board is still claiming that they have not received our year-end review for 2013, 2014, 2015. Therefore they are not willing to provide us with an annual license until they have processed this info. Tanya has resent the information to the licensing board by snail mail
 4. Room Bookings
 - a. → Explore other schools – Who can take on this task??
 5. Fundraising Goals Timeline
 - a. Can we contact other countries such as Switzerland and Austria to find out of they would be funding/supporting VGS.
 - i. → who would like to take this on?
 - b. Further follow up:
 - Martina will provide Christina M. with contact information for the German Edelweiss Club.
 - Christina M. will do further research on a community festivals and report back to us.
 6. Board Business
 - a. → We need a copy of the blue binder. Martina will ask Esther to scan the binder and Martina to distribute to the Board members.
 - b. → We have use of Dropbox for all of us to distribute documents to everyone.

7. Website /Advertising
 - a. → Christina M. and Yves can walk the Board through a preliminary website in our next meeting in January 2016.
8. Potluck
 - a. Doodle dates for February for a get together with kids on a Saturday from 3 to 7 p.m.

IV. New Business

1. Start Board Meetings at 9:45 sharp
 - a. Everyone in agreement
2. Fundraising opportunities by Thomas Mullerleile
 - a. MyPharmacyOnline.ca is providing an online model that does away without the overhead for individual pharmacies – there is a storage facility in Saanich - therefore they can pass on the savings to the consumers and provide an income stream to our school potentially. They provide same day or next day delivery for residents in the Greater Victoria area. Canada post for all other areas. This company provides a one \$5 gift card per medicine prescribed per prescription. They also offer reduced drug costs in comparison to other pharmacies. They are also optimizing all the different insurance plans.
 - b. Fundraising stream to VGS: \$1 for every medication prescribed that is dispensed is provided to VGS. This would be regenerated each time the prescription is refilled.
→ Board to consider this avenue as an income producing option for our school. Make agenda item at next meeting.
3. Add Yves Moog to the email address: Yves' email address: yvesamoog@yahoo.ca

V. Director's Report

1. Library
 - a. Martina wants to purchase a scanner and wants to spend up to \$100. Martina has found open version Koha.org, which is a software to work with books and initiate a library (to provide library inventory)
 - b. Motion to approve for Martina to spend up to \$100 on a scanner
 - i. Motion: Werner
 - ii. Second: Tanya
2. Adult Registrations
 - a. Saturday classes have good numbers for registration. Tuesday class only has had one registration.
3. Sprachbeihilfe for 2014/15
 - a. Formula is 50% to the teachers taking the kids to the exams; remaining 50% distributed to all teachers who are teaching kids 6 years and older.
 - b. Motion to approve the formula and pay the Sprachbeihilfe bonus as per the formula.
 - i. Motion: Anahita
 - ii. Second: Tanya
 - iii. Nobody opposed
4. Adult Survey
 - a. Considering whether it would be worth paying a fee for SurveyMonkey which could also provide us with an analysis of the answers provided. The free option within SurveyMonkey only allows for 10 questions to be posed, which might not be enough.

- b. → Yves will look into other alternatives other than SurveyMonkey which might be less expensive
- 5. DropBox
 - a. Our dropbox is almost full with files – which is 2GB right now.
 - b. We could get a portable TeraBite hard box that would be cheaper for us than paying \$12/mos to DropBox to get 1TB for data storage. DropBox is the most feasible way for usage. Esther and Martina are using the most.
 - c. → To be discussed at next Board Meeting if we are going to buy external storage
- 6. Admin. Assistant
 - a. The current admin. Assistant now has a full time job and is no longer able to work on Tuesday evenings. Someone physically needs to be here to open up the space.
 - b. The Board may have to consider paying an Admin person more in order to create more stability. The Admin is getting \$12.50 working up to 10 hours per week. The Admin position has a budget of about \$6,090 per year. Based on 420 hours in a school year.
 - c. Esther has a term of reference for her expected work duties. And so does Martina have a list of duties that she has.
 - d. Petra Gerard is a mother and she is willing to attend on Tuesdays and she will be paid \$12.5/ hour
 - e. → Martina to provide an e-copy to provide us to the Board for the job duties of the Tuesday evening person.
- 7. Teacher Evaluations and Backpay
 - a. David Wiche – Assistant for Petra’s class – he takes the A1 out and teaches them on his own. He gets paid \$12.50/hour and Martina would like to increase his wage to demonstrate our appreciation for his hard work.
 - b. Motion to approve an increase to \$15.00/hour as a wage for David:
 - i. Motion: Ani
 - ii. Second: Katrina
- 8. Teacher
 - a. Merle – Spielgruppe – will be hired at \$22.50
 - b. Sandra Doore is getting \$22.50 per hour for the first 3 months. She will now start \$25/hr
 - i. Motion to approve her wage to \$25/ hour
 - 1. Motion: Ani
 - 2. Second: Yves
 - c. Weiterbildung/ Continuing Education;
 - i. Petra would like to attend a course of the Goethe Institute in Montreal from February 19 to 21, 2016. The Goethe institute might sponsor her. She would like the school to pay for \$300 (which is half the cost of her flight to Montreal). She will then come back and present to the other teachers what she has learned. There may be an association fee to be paid and the registration fee might be sponsored.
 - ii. Motion to approve that the Board provides her with up to \$350
 - 1. Motion: Katrina
 - 2. Second: Tanya
 - d. Language Adviser will come on the 22nd of January 2016 – b/c the language adviser would like to give us cont. education for DSD 2 – the exam is on the 23rd and it would be great for Werner to be present to meet the Language Adviser.

- e. → The Board to consider putting a payscale into place for all teachers. A guideline that can be followed to inform when a teacher can expect increase in salary.

VI. Treasurer's Report –

1. Weinachtsfest financial summary
 - a. Katrina doesn't have a breakout of the monies. The monies earned in the Weihnachtsfest

VII. Next Board Meeting

Board Meeting Schedule:

- February 13th
- March 5th – Budget
- April 2nd
- May 7th
- June 4th – last meeting of the year