

**Victoria German School
Board Meeting Minutes – November 7, 2015**

10am to 12pm

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

Late: Katrina Giesbrecht

Absent: Mike Birch, Christina Moog,

Audit: Jaqui. Peggy Lovig, Tate Knowles

- I. Approve Agenda**
 - a. Motion: Anahita
 - b. Second: Yves
- II. Review & approve last meeting Minutes**
 - a. Motion: Anahita
 - b. Second: Werner
- III. New Business**
 - a. Director's wages – IN CAMERA**
 - i. → Martina To Do: We need a time sheet with some details of what she spends her time on. We would also like a breakdown of the tasks that she spends her time on so we gain a better understanding on what are the priority tasks. We need a projection of the hours for the year so we can budget accordingly and make the appropriate fiscal calculations.
 - ii. → Martina to provide: We would like all school employees to keep time records. We would like the assistants/students to provide a breakdown of their time spent to review if there is time available to help Board members
 - iii. Martina advises that she works about 10 to 15 hours per week. Esther, works approximately 7 hours per week plus attendance of the teacher's meeting monthly which is an additional 1 hour per month.
 - b. Teachers/Directors annual review**
 - i. The Board needs to ensure that the teachers have an annual performance review to be done by the Director.
 - ii. The Board needs to do an annual performance review of the Director.
 - iii. The Board has a fiscal responsibility to ensure to sustainability of the school.
- IV. Old Business**
 - a. Letters for sponsorship**
 - i. Werner has edited the sponsorship letters. Anahita and Werner are expecting to have the letters finalized and ready to be sent out by next month.
 - b. Constitution and Bylaw**
 - i. Tabled to next meeting – → Christina to do the review and report out
 - c. eTransfer –**
 - i. Yves found out that they are a \$1.50 for people sending them via eTransfer. It doesn't cost us to receive them. If people are interested in

paying via this method VGS should be sending them a password that is going to be the same for all payments. Emails need to go to victoriatreasurer@gmail.com

- ii. Electronic payments are free for members but non-members have to pay the fee as applied by other institutions.
- iii. Credit Card companies - → Anahita will look into Costco to find out if they have a program for non-profit organizations.
- iv. We will not do PayPal because there would be a fee for the payor and recipient. The adult classes are paid via PayPal.

d. Raffle Basket information

- i. The Raffle baskets are desirable. The teachers like the idea and everybody likes it. Sonja is the person who is putting the baskets together and doesn't mind to continue to do that. Sonja will be providing an itemized list.
- ii. We need someone to do the Gaming License application. Helen may be doing that.
 1. → Martina please check with Helen if she can apply for the Gaming License. Also find out if we can apply for the entire year for the three events (Christmas, Easter, Summerfest).

e. Raffle Letter/ Events

- i. Kicking Horse Coffee: the costs of the bag is \$12 and VGS would be retaining 50%. It's an online process and we will be offering opportunities to purchase.
 1. Motion: Werner
 2. Second: Tanja
- ii. Silent Auction – the VGS has done prior silent auctions and they were not worth the effort. We will not hold a silent auction.
- iii. Donations:
 1. Christina M. is willing to approach Thrifty's and Village Foods for donations to put in the raffle baskets.

f. Facebook – policy

- i. Yves, Christina M. and Martina are currently Admin rights with Facebook.
- ii. Esther is working on having automated FB posts coming out. She can set things up for upcoming events.
- iii. Christina M. is asking to spend \$100 to get the VGS Facebook site as an "ad" to advertise the set.
 1. Motion: Anahita
 2. Second: Werner
- iv. → Martina To Do: we will need to send out an update to parents that they need to specifically opt out of being posted on the Facebook site.

g. Room Bookings

- i. Martina spoke to Head of German/Slavic Languages Dept. Helga spoke to room bookings and we are confirmed for the end of the school year. But at the end of March we may be displaced due to exam bookings. Helga advised that there were issues for everyone including the Professors of the university. She doesn't foresee the problem occurring next year as well. However, Martina would still like to consider a Plan B.
We will need 7 rooms on Tuesdays and 5 rooms for Saturdays.
 1. → Anahita to speak to St. Margaret's for room availability.

2. → We need to target the Saanich/ Victoria area. Spectrum and Spencer High School might be a possibility. Possibly Middle Schools might be a possibility if we can find out if students leave their stuff at their desks.

ii. **Website/ Advertising (newly added Agenda item)**

1. Christina M. said that if we want to revamp the VGS website the cost would be about \$1,500. Christina M. and Yves would be working on the upgrading of the website.
2. Currently we are spending \$94.50 biannually for monthly webhosting with 10 GB of traffic to have our VGS website hosted. Yves will be exploring the webhosting business and the costs associated with it. There may be a change to the site. Yves will be exploring whether the domain name is a separate cost.
3. Motion to approve that we are spending money to improve the website:

a. **Motion: Tanja**

b. **Second: Anahita**

→ Tanya to provide to Yves the contact details for the webhosting business. VSIP Consulting

→ Martina to provide business cards to Board members who request them.

V. **Director's Report**

a. **Students:**

- i. We have 65 children registered. 41 adults are registered for the fall term.
- ii. We have had some teacher changes. We have a new teacher for the DSD2 – Bennett; a new teacher for Grundstufte 2/3 Immersion; and because the A1/2 was split into separate classes a teacher was needed for the newly formed A2 class.
- iii. Three months probation period for the new hires is in place and a salary review will be done after the probation period.
- iv. We may need to hire another assistant for Grundstufte 2/3 class. Martina is spending a lot of time in that class.

b. **German Sprachbeihilfe**

- i. has been granted - EUR10,0000 (approximately \$14,0000) – this is less than last year's grant, however, the grant is based on the number of students taking the A2 exams and also DSD2 students.

c. **Weihnachtsfest:**

- i. Helen Truran is organizing everything and has everything under control for December 12th. At the Edelweiss Club – we are getting the rooms for free.

VI. **Treasurer's Report**

- a. We are currently down about 13% in our net income largely due to not having deposited all the cheques yet. Overall financially we are looking good for this year.
- b. Fundraising: \$250 deposits have come in from the Bottle Depot – this is a little less than
- c. Projected Tuition income for the year is \$45,000. This is not including Adult students for the Spring term.
- d. Notes:
 - i. Registration fee: We are motioning that the registration fee will be collected at the discretion of the Director.

1. Motion to approve: Tanja
2. Second: Yves
- ii. Sibling Discount – is applied to the less expensive tuition.
- e. Treasurer can email out invoices and receipts. She can set up the capability to do the cultural arts credit receipts, but she needs the parents' emails.
 - i. → Martina to provide parents' emails address to Katrina

VII. Next Board Meeting

- a. December 5th is next meeting
- b. Motion to Adjourn: Katrina
- c. Second: Werner