**Board Meeting - Saturday, February 23, 2019**

**Victoria German School**

**Board Meeting Minutes – February 23, 2019**

10:00 am to 12:30 pm

Attendees: Christina Knowles, Anahita Ariana, Marcus Schlag, Monika Brandstaetter, Werner Simbeck

Regrets: Michele Turcotte, Trevar Pearce

Director: Deborah

1. Review last meeting Minutes from January 8, 2019 meeting
	1. Motion: Werner
	2. 2nd: Marcus
	3. all in favour
2. Agenda:
	1. Director’s Update
	2. Review Director’s Salary
	3. Review Administrative Position Salary
	4. Budget Review
	5. Director to provide wishlist - postponed
	6. Weihnachtsfest – location and time - postponed
	7. Summer Camp survey findings - postponed
3. Director’s Update
	1. DSD 2
		1. The 3 students passed the written and the oral exam.
	2. Discussion point
		1. The Board discussed that for immersion students it is not very realistic that they would be able to write and pass the DSD1 & 2 exams. These immersion students would need to spend some extensive time in a German speaking country and once they are coming back then they are generally able to pass the exam.
		2. The question is how to advise parents of our immersion students of the limits that the German school can offer with regard to teaching the language. Further they would need to understand that their children are most likely going to pass the A2 level but after that a whole lot more time (immersion) would need to be provided through the parents in order for their children to be able to pass the DSD 1 & 2.
	3. Vancouver Consulate meeting
		1. Meeting was very good. University professors attended, one teacher from a public high school on the lower mainland, and teachers from the Vancouver German schools attended.
		2. Our school only offers exams for kids under the age of 18. There are also exams for adults who take exams through the Goethe institute. The exams are offered through UVic as well and we can let our adult students know that this is an option for them. The certificate is provided through the Goethe institute and would allow anyone who wants to work in Germany to prove that they have at least the A1 level of German understanding. The cost to the students to take this test is about $30. The UVic professor offers this test once per year in April. Our students would be able to take this exam.
	4. Hueber Publishing (school books)
		1. A German professor at UVic has invited a book rep from Hueber publishing to come in May 2019. This professor has extended the invitation to our school to come meet with him. This might allow us to ask if they have specific books that are geared to immersion learners.
	5. KVDS ProD Day event
		1. May 24 to 26th in Vancouver Professional Development offered German language learners. This is the same weekend that the Huebner publisher is coming.
		2. Deborah is going to go to the conference. We are going to offer it to 2 other teachers. KVDS is paying for ferry and accommodation. Last time we provided $200 to each teacher to provide them a reimbursement.
		3. The Board authorizes that each of the attendees will be provided with $200 to pay towards the cost of attending.
	6. Snow day Makeup Day
		1. We are obligated to pay the teachers a salary for the cancelled school day on Saturday (power outage) and the Tuesday class (snow day).
		2. If we were going to hold an extra class there would be a cost of $1,240 in salaries per school day.
		3. In this year’s instance the Board decided that we are going to have a make up class for the Saturday and Tuesday class each. This means that this year’s Saturday classes will now end on June 22nd and the Tuesday classes will end on May 21st.
	7. DSD 1exam in March
		1. Deborah made a reservation at the Oak Bay library for the exam date. The cost is $70. Cancellation would have to happen 1 week in advance.
4. Debbie’s Update
	1. We have received a letter from Revenue Canada. The letter is requiring us to confirm their calculations to let them know if there are any issues or action to be taken. It states that our total expenditures are $66,588 and total revenue was $101,247.
	2. It seems that all financial obligations with regard to RevCan have been completed and it looks as if Michele will be able to hand over the reigns to Monika.
	3. Debbie provided us a financial update.
		1. We have $3,000 from the youth students outstanding. The rest has been paid up.
		2. Salaries paid are $35,254. The anticipated salaries to be paid till the end of June are another $31,000 – this is a guesstimate as registration for one more adult class is still outstanding.
		3. At the end of school year we are expecting to have about $25,000 left in our chequing account.
		4. Outstanding Expenses
			1. Payment for photocopying about $400 to $500 and payments for WorkSafeBC will be about$100
	4. Gaming Grant

🡺 We will need to ask Michele for the password and general access to the documentation to be filled out. Monika will be contacting him.

🡺 Monikay and Michele to obtain the original certificate of incorporation. This is required in order to change our bank accounts to corporate accounts. At this time our President and VP are still personally liable.

🡺 Has he completed the incorporation of the Societies Act application?

1. Letters for Sponsorship
	1. We have completed the letter for sponsorship. The Board will need to review and update the information in the letter.
2. Deborah’s Salary
	1. Her current salary is $14,000 annually.
	2. The Board is proposing to increase her salary to $16,000 annually effective January 1, 2019.

🡺 Motion to approve the salary increase for Deborah.

Motion: Monika

Second: Ani

All in favour

* 1. Gaming Grant
		1. What is the due date? End of May is the due date.
1. Summer Camp – tabled to next meeting
	1. Board is in agreement that we will be paying at least $50 per student who is registered for the next school year towards the camp cost.
	2. The school will be sharing the profit 50/50 with the Humanities department
2. Next Meeting, Saturday, March 9, 2019
	1. Agenda:
		1. Easter Preparations
		2. Summer Camp subsidy – up to $90?
		3. Gaming Grant
		4. Treasurer handing over
		5. Budget Review
		6. Director to provide wishlist
		7. Letter for Grants
		8. Weihnachtsfest – location and time
		9. Summer Camp survey findings