**Board Meeting - Saturday, January 19, 2019**

**Victoria German School**

**Board Meeting Minutes – January 19, 2019**

10:00 am to 12:30 pm

Attendees: Christina Knowles, Anahita Ariana, Marcus Schlag, Michele Turcotte, Trevar Pearce, Monika Brandstaetter, Werner Simbeck

Director: Deborah

1. Review last meeting Minutes from December 1, 2018 meeting
	1. Motion: Marcus
	2. 2nd: Monika
	3. all in favour
2. Agenda
	1. Summer camp
	2. Budget
	3. Director’s Update
	4. Debbie current numbers update
3. Director’s Update
	1. Student
		1. We have an additional 8 students as of January. Adult classes are 44 students for this semester.
		2. We opened a new class for beginner teenagers German class – there are 4 students in grade 10. Mareike is teaching this from 6 to 8 p.m. They are doing a half-year course until June. These students are through the SD 61. With 4 students it is financially viable.
		3. Mareike is working on a mini-outline for teaching the beginner class and this should be made available to the VGS.
	2. Curriculum
		1. Erika and Deborah have started on the curriculum. It will outline the communicative goals, grammar goals, age group etc.
		2. Financial consideration for Deborah and the teachers will be considered in relation to the work that is involved in creating this document.
	3. Spielgruppe
		1. There are more German speaking families approaching our school for kids to be signed up to Spielgruppe. The difficulty is that these parents are wanting their child to attend the German group and not the Immersion group. Britta is teaching the immersion group which only has 3 students and Mareike’s group is full.
	4. A2
		1. One student who is going to write the DSD1. The preparation for the exam is providing extra time and hours from Mareike for the student. The suggestion is to recognize Mareike for the extra time that she is spending to prepare the student for the exam. The Board will recognize her extra work in raising her hourly pay.
	5. Exam
		1. DSD 2: Exams have taken place and the written have been done (results haven’t been published yet) and the oral exams were last week and all 3 passed the oral part. Andreas was here to take the exam.
		2. DSD 1 Exams
			1. Exams are taking place in March. The University will not give a room during the day. Thursday March 14th from 9 a.m. to 1 p.m. These are 6 kids

🡺 Christina to ask Jasmine if we can use St. Barnabas Church for the exam.

🡺 Christina to ask her church if we can use the hall for the exams.

🡺 if these locations are not available then we could look into booking a room at a Public Library.

* 1. A1/ A2
		1. Vergleichsarbeiten A1/ A2 – Andreas provided ProD day to the teachers.
	2. Reimbursement for Vancouver ProD day
		1. Deborah is going next weekend to Vancouver to attend a teachers’ meeting at the German Consulate. How the consulate can support German teachers in BC better. The consulate is offering to look for rooms if we ever need it.

🡺 Deborah will receive reimbursement for the ferry cost. Deborah to provide her ferry receipt to Debbie

1. Treasurer
	1. Michele has mailed the Charity Tax Return to Rev Canada
	2. Societies Act
		1. He has updated our Society BC filings and we are up to date. But we haven’t completed the process from the Old Act to the New Act. It is now the Societies Act. Under the old Act there was no mechanism to allow for people to quit Societies. Now they can do that and there is more transparency for financial disclosure.
		2. Under the new Act only people 19 and above can be directors of the Society. The Board needs to decide that we have the option to allow people of 16 to 18 to become Directors. If the Board allows for that option now then we will not have to make formal changes down the road if there is going to be a student representative.
		3. The Board determined that we are wanting to allow for the option of a 16 to 18 year old be part of the Board if they chose to do so at an opportune time in the future.
	3. Payroll for Debbie
		1. Debbie needs to make sure that she is paying herself the $8,000 annually.

🡺 Michele will follow up with Debbie and report back latest by next Board meeting

1. Administrator’s Financial Update from Debbie
	1. We have an update and we are in good standing.
2. Summer Camp
	1. Stephen from Humanities has emailed us to let us know that he is ready to move forward with posting the camp for the short week of August 6 to 9. And chose from the themes of “Under the Ocean” or “In the Forest” or “Adventures in French”.
	2. We will plan to offer 2 weeks in the summer time the week of August 6th and August 13th.

🡺 Trevor will be sending out a survey asking parents to respond back by the end of next weekend.

1. Debriefing of Weihnachtsfest
	1. Marcus and Thalia provided photos of the Weihnachtsfest to Monika who will review the photos and compile them and put them on the website.
	2. We liked the location and venue of the Weihnachtsfest and will likely book it again for the Christmas 2019.
2. Next Meeting, Saturday, February 23, 2019
	1. Agenda:
		1. Review Director’s Salary
		2. Review Administrative Position Salary
		3. Budget Review
		4. Director to provide wishlist
		5. Weihnachtsfest – location and time
		6. Summer Camp survey findings