**Board Meeting - Saturday, March 9, 2019**

**Victoria German School**

**Board Meeting Minutes – March 9, 2019**

10:00 am to 12:30 pm

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

Regrets: Michel Turcotte

Director: Deborah

1. Review last meeting Minutes from February 23, 2019 meeting
   1. Motion: Monika
   2. 2nd: Marcus
   3. all in favour
2. Agenda:
   * 1. Summer Camp subsidy
     2. Easter Preparations
     3. Gaming Grant
     4. Treasurer handing over
     5. Director to provide wishlist – tabled to next meeting
     6. Letter for Grants – tabled to next meeting
     7. Weihnachtsfest – location and time
3. Summer Camp subsidy
   1. If there are 15 kids that sign up there will be a $1,300 profit just for the German school. Discussion points are the amount of subsidy we want to provide and how do we provide this discount. Parents will have to provide proof of registration and also sign an agreement promising to repay the subsidy if the camp is cancelled or if they withdraw from the camp.
   2. Motion: The Board agrees to provide a $90 subsidy per child registered for the German camp. The subsidy is provided to students currently registered with VGS.
      1. Motion: Ani
      2. 2nd: Trevar
      3. All in favour
   3. Stephen is still looking for camp leaders. Stephen is able to take care of all the administrative matter.
   4. Christina to do: We will draft a contract that parents will have to sign promising to repay the $90 subsidy if they withdraw from the camp or if the camp is cancelled.
   5. Deborah to ask Nastja if she would be interested in leading the camp for the German School or maybe she knows someone who would be qualified to lead the camp. Deborah also to ask the German teachers if they know students and a responsible adult to lead the camp.
4. Easter Preparations
   1. Osterfest is on April 13th. As Sonja is not in town, a Board member will have to organize the bread orders for Osterfest. Sonja can help with orders and numbers and any other details. Debbie usually collects the orders for the bread and collects payment. We should maybe order about 200-250 Brezen for the
   2. Debbie will be the coordination point for the bread orders.
   3. Deborah to send email to parents to bring treats for the Osterfest.
   4. Marcus will set up the coffee for the morning of the Osterfest. Will bring milk and cream.
   5. Ani and Christina will make the goodie bags. And little treats for winners of the individual games. Ani to grab juice boxes for the kids.
   6. Deborah is the coordinator for the individual games such as Easter Egg run etc.
5. Victoria Day
   1. The German school may be interested in having a little stand selling coffee and treats during the parade.
6. Gaming Grant
   1. Monika to let us know. Confirm the due date! Michel to provide the password to Monika and how to access the application and anything else we will need to know to make the application.
   2. Ani to contact Tanja for us to know what she wrote in the application and any other information that is necessary for the gaming grant application.
7. Treasurer handing over
   1. Michel needs to be removed from our bank authority and add Monika to it. Werner and Ani may have to attend in person to perfect the change.
   2. Werner will attend at the bank today to inquire what is necessary to effect the change.
   3. Michel should give Monika all the paperwork including tax information that he has received as a treasurer. Michel is also to provide the information to Monika on the incorporation documentation.
   4. Michel is resigning from the Board effective the end of day, March 15, 2019. Motion to appoint Monika Brandstaetter as the Treasurer effective March 16, 2019.
      1. Motion: Werner
      2. 2nd: Ani
      3. All in favour
8. Director’s update
   1. Debbie is doing the supervision for the DSD exams. It will be happening this Thursday and it will be held at the Oak Bay library. The issue is that we are not in possession of the exams as of yet. They haven’t been sent from Germany as of yet.
   2. Deborah has so far paid that out of pocket of $75 for the reservation at the Oak Bay library and she will be reimbursed by the school.
9. Letter for Grants
   1. In order for the sponsorship letters to provide information on our overhead. Corporations do not want to give donations to an organization that has 90% of expenditures going to overhead.
   2. Maybe the letter needs to be changed to appeal to something else that we are asking for an endowment. And we need to better understand what endowment means. The Board will needs to establish an endowment framework.
10. Weihnachtsfest – location and time
    1. We will hold Weihnachstsfest on December 14th from 10 to 12 with the place to be booked from 9 to 1. We will do the Weihnachstfest at GNS. If we do it there we need to make sure that we let them know that we need plates and cutlery.
    2. Ani will check with St. Margaret’s if they are able to accommodate us for that date.
11. Next Meeting, Saturday, April 27, 2019
    1. Agenda:
       1. Gaming Grant
       2. Budget Review
       3. Director to provide wishlist
       4. Letter for Grants