**Board Meeting - Saturday, October 13, 2018**

**Victoria German School**

**Board Meeting Minutes – October 13, 2018**

10:00 am to 12:30 pm

Attendees: Christina Knowles, Anahita Ariana, Michele Turcotte, Monika Brandstaetter

Absent: Werner Simbeck, Marcus Schlag, Trevar Pearce

1. Review last meeting Minutes from September 15, 2018
	1. Motion: Ani
	2. 2nd: Monika
2. Director’s Update
	1. Teacher Conference on October 20, 2018
		* 1. 6 teachers plus Deborah will be going to the conference in Vancouver on October 20th. The reimbursement of 4200 will be paid to the teachers afer they have attended the conference.
	2. St. Martin’s Day- Laternenfest
		1. The information for the Laternenfest is going to go out to the parents.
3. New Items
	1. Weihnachtsfest
		1. GNS will be charging $450 for the reservation of the space. This included the use of the kitchen and their plates etc.

🡺 Monika to ask the Norway House if their place is for rent for Weihnachtsfest and the costs.

🡺 Christina to contact Cedar Hill Golf course for their rental fees

🡺 Ani to contact Horticultural of the Pacific.

* 1. Sponsorship/ Donation requests
		1. Ani has sent out requests to a number of organizations but has not heard back at all.
	2. First Aid training
		1. Regular first aid training is about $112 per person. There are no local instructor courses offered here in Victoria in order for Ani to become an instructor. It looks as if Ani would have to spend about 1.5 weeks dedicated to just training. At this point it does not look too feasible that Ani can be certified as an instructor. Currently we have 2 teachers who have their first aid certification.
	3. VGS Insurance
		1. Debbie is obtaining quotes from insurance companies such as the Cooperators, Megson Fitzpatrick etc. She is going to find out quotes and coverage. Our policy expired September 27th. Right now it sounds like the BC Heritage Language School will renew.
		2. 🡺 Debbie is going to contact the underwriter Intact (the actual insurer) and obtain a copy of the policy.
		3. 🡺 Debbie to find out from Intact and the other insurance providers for costs of Event insurance for our school.
1. Treasurer Update
	1. Budget
		1. Discussion of the Loss & Profit statement. The changes will be made by Debbie prior to the AGM on October 27th.
2. Next Board Meeting – is the AGM on October 27th
3. Next Agenda
	1. Materials costs and teachers resources –
		1. Detailing costs and reigning