**Board Meeting - Saturday, Sept 16th – 9:50 am**

**Victoria German School**

**Board Meeting Minutes – September 16, 2017**

10:00 am to 12:30 pm

Attendees: Christina Knowles, Michele Turcotte, Sara Turcotte, Anahita Ariana, Tanya Weber-Hemerling, Katrina Giesbrecht, Anne Thompson

Late: Werner Simbeck

Ralf, Debbie Sherwood

1. Approve Agenda as amended
   1. Motion: Katrina
   2. Second: Ani
2. Review & approve last meeting Minutes from June 2017 - tabled to next meeting
   1. Motion:
   2. Second:
3. Director’s Update
   1. Important/main issues:
      1. Meet Debbie Sherwood, our new admin assistant – she has experience in bookkeeping, editing and office administration.
      2. Overview of new student numbers (Children and adults)
         1. 78 children (71 are aged 6+)
         2. 39 adults
      3. New teachers / agreement on new (and returning) teachers' contracts and salaries
         1. The Board needs to revisit the tiers that may be in place to give teachers an increase. This needs to be addressed in the coming Board meeting. The Board needs to implement a policy guideline that Ralf can implement.
         2. Ralf to search Dropbox if he can find another document that has a historical explanation for increases to teachers’ salaries.
      4. Summer Camp: Review of SC2017 and outlook for next year
         1. It wasn’t profitable. The question is whether to run it again?
         2. A committee is struck to determine as to what is involved in planning and sustaining the summer camp. Katrina to chair, Christina to participate.
            1. How to enforce to German language throughout the camp;
            2. Scheduling;
            3. Planning;
            4. Backup.
         3. Ralf to provide Katrina and Christina with all the feedback that was received from the parents.
      5. New Treasurer
         1. With having a bookkeeper and having an admin assistant are we able to reduce the workload for a new treasurer? As a Board we require to have a treasurer. The main question is whether the Board is able to afford the outsourcing of the additional costs for the bookkeeping, including payroll.
         2. Majority of the work is receiving payments and consolidating them into a proper manner, ie who paid for what. Annual Gaming Report and the CRA report takes a lot of time – our bookkeeper would do those reports for $500. This is something to discuss further whether outsourcing is appropriate.
         3. The treasurer’s responsibility is to have a paper trail for every single transaction. Every person who pays must be provided with a receipt; the treasurer requires the paper trail to be able to balance the books.

🡺 Tanya will send a treasurer’s handbook to the Board members for a review of the job description

* 1. Other issues:
     1. A1/A2 class - solution for anticipated difficulties with Nastja's former class
        1. The core group will be divided to see if this will make teaching less challenging.
     2. Sprachbeihilfe: Government Grant - News from Andreas Meckes
        1. Grants are going to be paid to our school in the amount of $13,000 EUR
        2. Very soon we will have to apply for the next year’s German Grant. Tanya will assist our school once again for this report. Tanya has provided copies of all her German Government Grant paperwork (electronically) to Ralf.
     3. Book Order for this year
        1. Book Orders have been received and will be provided next week to the students.
     4. EpiPens needed? Old ones expired!

🡺 Ralf to investigate if we as a school are required to have one and are allowed to administer without specific instructions from parents.

🡺 Katrina & Christina to look whether there is a legal requirement for a school to carry and provide an epipen./ What the university has for emergency resources and who/ where we call!

* + 1. Replace PayPal with e-transfer
       1. Motion to remove the PayPal option to replace it with etransfer once we have determined that we are able to remove it from our website.
          1. Motion: Katrina
          2. Second: Werner
       2. The difficulty is that this will need to be reflected on the website. We will need to ask Monika to make the changes on the website and remove the link from the website. Also for adults to be encouraged to pay the entire amount up front instead of installments.

🡺 Ralf to contact Monika to ask her to make the changes on the website.

* + 1. Volunteer Possibilities:
       1. Option for older students to volunteer with the younger childrens’ classes. This could be a beneficial endeavour not only for the person volunteering but also for the younger children.
       2. Ralf may have found some interested students already

🡺 Ralf to ask teachers for volunteers – canvas the older students if they would be interested in volunteering.

🡺 The volunteers will need criminal record checks

🡺 Christina to figure out if young people under age 18 need a criminal record check. What if they are from out of country, as they are here on student visas, is that something that would have been covered as well?

* Possible funding for teacher's workshops? (Sept. 20th and in general)
  + Next Tuesday/ Wednesday the language adviser will be here to observe classes and do a pilot exam for DSD2. 6 out of 9 teachers expressed an interest to attend a workshop with Andreas Mecke.
  + Motion to approve up to $200 for the school to pay some food and drink for the teachers during the workshop.
  + Motion: Michele
  + Second: Ani
* Gerlinde Weimer as possible expert to educate parents about bilingualism
  + We would need a minimum number of parents attending – possibly discuss if we would want to charge parents – the Board will need to determine a structure of the lecture. There is also the question whether Gerlinde would expect to be paid and at what rate.
* Weihnachtsfest at the Edelweiss club
  + Setup starts at 8:30 to get the room ready. The Fest is from 10 to 12 with cleanup till 12:30.
  + December 10th – which is a Sunday – this is the only slot available for us to use the Edelweiss club. The Edelweiss Club will advertise in their magazine of our Weihnachtsfest.
* Next Board Meeting
  + September 30th
  + October 14th
* AGM October 21 10:30 to 12:00

NB

* provide parents a discount if they register in the adult classes.
* Who is doing the Thrifty Smile card?
* Prior to the AGM we need to send out a description of which position is up for grabs and what the description for each position is?
* Notes to be sent out by Ralf
* Next Board Agenda:
  + First aid for teachers
  + Social Fund
  + Weihnachtsfest
  + Edelweiss Club Bazaar