**Board Meeting - Saturday, September 15, 2018**

**Victoria German School**

**Board Meeting Minutes – September 15, 2018**

10:00 am to 12:30 pm

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

Absent: Michele Turcotte

1. Review last meeting Minutes from June 3, 2018
	1. Motion: Ani
	2. 2nd: Monika
2. Director’s Update
	1. Student update

|  |  |  |
| --- | --- | --- |
| Children |   |   |
| Students 3-5 |  | 15 |
| Students 6-18 |   | 62 |
|   |   | 77 |
|  |  |  |
| Adults |   | 27 |
|  |  |  |
| Total  |   | 104 |
|  |  |  |

* 1. Diploma classes

DSD 1 – 9 Student

DSD2 – 3 are writing exams

A2 – 2 students are writing

* 1. Funds for teacher training, conferences etc.
		1. Teacher Conference on October 20, 2018
			1. There are 5 teachers plus the Director, Deborah interested in going to the conference on October 20, 2018. 4 of those teachers are for the Saturday classes. The Board is receptive to canceling the Saturday classes and receptive to providing some funding towards the cost. The Board is also going to pay for the registration cost for the course, which is $40 pp. The conference is a 1 ½ day in length.

🡺 Deborah will check with the conference to confirm the registration fee amount.

🡺 Deborah will extend the invitation to all teachers that the Board will pay towards the cost of attending the conference.

* + - 1. If we are canceling the October 20 classes the Board is considering to have a make up class for this on November 10, 2018.

🡺 Deborah will email the parents of the Saturday classes to advise of the make-up day for November 10, 2018.

* + - 1. We could pay a portion of the trip for the teachers from the Thrifty Food Smile Card program.

🡺 Treasurer to report out how much money we had received for the year 2017/18 from that program.

* + - 1. Motion that the Board will pay $160 + $40 registration fee (total $200) p.p. towards the costs of teachers attending the conference on October 20, 2018.
				1. Motion: Trevar
				2. 2nd: Marcus
	1. Teacher contracts and salaries for the 2018-19 school year
		1. A lot of people are at the top of the pay scale. Mareike is getting an increase by one scale. New Teachers Tania and Daniela. Tania is a qualified teacher in Germany for High School. She will be started at $28/hour. Daniela will be starting at $25/hour. Elke is teaching the adults and currently earning $25/hr. Salary increases are within the discretion of the director and she can provide increases upon performance reviews.
	2. Class composition
		1. We now have an A1 Immersion and A1 Deutsch
		2. We also have 2 Spielgruppe classes due to 15 students. We now have an Immersion and one German group.
	3. Emergency contact information
		1. Deborah to ensure that all the teachers are aware of the emergency number for the first responders on UVic campus
		2. Ani to look into cost for becoming a certified First Aid trainer and report back to Board on October 13th meeting
	4. Materials costs for teachers
		1. There is a $30 per student for the year for the teachers to use. However, the book fees need to be paid out of this amount. If teachers have materials cost above and beyond their allotted amount they can approach the Director/ Board for further monies.

🡺 Deborah to communicate this to the teachers.

* 1. Newsletter
		1. Deborah to include a call for Board members and Treasurer.
		2. To include a thank you for Whole Foods for their donation. Of $100
		3. AGM date for October 27th – We do Kaffee & Kuchen – call out to VGS members to provide treats for the AGM. AGM Time from 10 a.m. to 11 a.m.
		4. Thrifty Smile card information to be put into newsletter
	2. German Government Grant
		1. In order to apply for the Sprachbeihilfe we need a breakdown of how much each teacher’s salary was.
		2. Deborah will need to provide each individual teacher with a letter confirming their earnings for the school year 2017/18. The teachers will need to sign the letter and give it back to Debbie/ Deborah, and for the letters to be sent to the Consulate General of the Federal Republic of Germany. **This needs to be sent with the German Government Grant application due in September!**
		3. Debbie to start creating a spreadsheet listing each teacher’s wage for the respective school year 2018/19.
1. Treasurer Update
	1. Budget
		1. We need the Budget for the school year 2018/19.
		2. Where does money go from the Thrifty Foods card? How much money have we received for the school year 2017/18?
	2. Bank Account
		1. We need an update
	3. Bank business
		1. 🡺 Michele to contact the registrar of companies to obtain a copy of the certificate of incorporation (also inquire about the cost to obtain the copy).
		2. The motion to designate an amount into the specific bank account was made on January 20, 2018.
	4. Gaming Grant

🡺 Michele to contact the bookkeeper to obtain a copy of our Profit & Loss statement. Michele to follow up and find out if he can access the information that Tanya has accumulated for filling out the Gaming Grant application

i. Debbie is willing to give it a try to take on the application process. What is the due date?

* 1. Michele needs to provide Ani with charity tax receipt and Ani to provide this with thank you note to Whole Foods.
	2. Michele is aware of the responsibility to file the CRA Charity Report this summer to ensure that our financial/ non-profit status is properly addressed.
1. New Items
	1. Budget
		1. We need a budget update to be able to report out at the AGM
	2. AGM
		1. Date: October 27th – Tentative date
		2. We need a new Treasurer. Deborah to send out a call out to the membership community to seek a Treasurer and more Board members
		3. Ani will find Treasurer Job Description to be included in the newsletter to the VGS community. Forward the job description to Deborah.
	3. Christmas party on December 15th
		1. To be held at the GNS again. The cost is $370 for 3 hours. We would likely need 4 hours.
		2. Ani will contact GNS to find out if they would give a better rate for a non-profit organization. Ani will also call and tentatively reserve the site for December 15th – Reservations from 9 a.m. to 1 p.m.
		3. Christina to contact Frye Bakery to inquire for bread and pretzels for the Weihnachtsfest
		4. Ani to send letter requesting donations from Playmobil and Lego for Weihnachtsfest.
		5. Ani to send letter to Whole Foods providing the completed Tax Charity receipt and thanking for their prior donation of $100.
	4. Next Board Meeting – October 13th