**Victoria German School**

**Board Meeting Minutes – April 22, 2017**

9:45 am to 12:30 pm

Attendees: Werner Simbeck, Christina Knowles, Michele Turcotte, Sara Turcotte, Mike Birch, Anahita Ariana, Monika Brandstaetter, Tanya Weber-Hemerling, Ralf

1. Approve Agenda as amended
	1. Motion:
	2. Second:
2. Review & approve last meeting Minutes from March 2017 – meeting notes still need to be provided by Anne
	1. Motion:
	2. Second:
3. Director’s Update
	1. Ute’s resignation:
		1. Up until her resignation Ute has had payroll responsibilities, including payroll calculations for herself. Following her resignation the Board will ask her to limit payroll entered by her to other school employees solely, as there could otherwise be a perceived conflict.
4. Treasurer Update
	1. Budget for next year
		1. Proposed budget for next year will review next meeting on May 6th
	2. German Government Grant
		1. Usually we get the grant in around September/ October – last year we got it in February.

🡺 Ralf to contact Andreas Z(?) the German Studentberater to find out if and when the money could be expected

1. Standing Business
	1. Buccaneer Fest
		1. May 13th and 14th
			1. The Pretzels and Apple strudel sold well last year. Last year people asked for coffee. This year we will have access to electricity and will be able to offer coffee and we will also offer juice boxes for the kids
			2. We will not need Foodsafe for this event. However, the Board will need to consider having some people certified for Foodsafe and have those in attendance during future events.
			3. We will use Fernwood coffee and will display information from them as the coffee is donated

🡺 Ralf will look for the VGS banner and posters so we can display them at our stand.

* + 1. Advertising
			1. The Board requires access to advertising information that has been created by Yves Mooge. We will be asking Yves to grant access to the printed format
			2. Christina to provide edited comments of the current handouts.
			3. Werner & Christina: Look on used Victoria/ Varage sale for wicker baskets.
1. Old Business
	1. Website Update (Monika)
		1. Has been transferred to a different hosting website. Total cost is $169 which is below the $200 budgeted.
2. New Business
	1. Future meetings:
		1. Is there a need to discuss that there is a difference in instructional hours between Saturday teaching and Tuesday teaching. The Saturday classes get a total of 90 instructional hours in the school year vs. the Tuesday instructional hours
	2. Next meeting:
		1. Board to decide if we want to Join the Edelweiss Club together with them on December 10th
3. Next Board Meeting
	1. May 6th