**Victoria German School**

**Board Meeting Minutes – June 3, 2017**

10:00 am to 12:30 pm

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

Ralf

1. Approve Agenda as amended
   1. Motion:
   2. Second:
2. Review & approve last meeting Minutes from May 2017
   1. Motion: Ani
   2. Second: Werner
3. Director’s Update
   1. Nastja’s Class – Updates
      1. At this point Ralf doesn’t have confirmation of who will be in the class next year. Until we know who is registered no plans can be made for next school year.
   2. Treasurer & Admin Assistant position
      1. The question is whether to combine treasurer and admin assistant to do both; or have the director take on the Admin position in addition to the current roles?
      2. Treasurer
         1. Interested party and possible school parent – Constanze Fisher

🡺 Ralf to invite Constanze and daughter to the Sommerfest next year.

* + 1. Admin Assistant
       1. The Board and Director will continue to look for the well fitting Admin Assistant
       2. Roughly $500 / month - gross payment – to be confirmed.
  1. June 10th Sommerfest
     1. Werner will organize the plant for each teacher and Ralf to let him know how many to purchase? Approximate budget $20 pp
     2. Ralf to send out email to encourage parents to bring baked goods for Sommerfest which will be offered by donation – parents encouraged to bring spare change
  2. Room Bookings
     1. Helga Thorsen suggested to do the room bookings for next year sooner rather than later. And she will be meeting with Ralf to discuss a renewal of the contract.
  3. Summer classes
     1. No teacher available to teach in the summer. We also didn’t have enough adults interested to make up a class.
  4. Early Bird Registration

1. Standing Business
   1. Buccaneer’s Day update
      1. We sold about $1,000 worth of goods and had costs of about $800 expenses.
   2. Cordova Bay Day – Saturday, June 24th

🡺 Werner is to coordinate to the event and organize possible volunteers and setting up. Werner to communicate with Ralf, in order for him to send the information to the VGS community

* + 1. 4 hours of an event – 11 a.m. to 3 p.m.
    2. Michelle and Sara can be present to attend for the event and they have Foodsafe. Sara will need to apply for a permit from VIHA
    3. Werner will look into a permit to sell beer and find out what if any rules there are about.
    4. Anthony to provide the BBQ

1. New Business
   1. Thrifty Smile card
      1. There is an alternate email address that is being used by Thrifty’s but apparently

🡺 Mike to contact Thrifty’s to notify them of the current email address their correspondence should be going to: [Victoriagermanschooltreasurer@gmail.com](mailto:Victoriagermanschooltreasurer@gmail.com)

* 1. Hiring Process
     1. Our Policy should have guidelines on the hiring process. Supposedly the Director should not have a vote in the hiring process of a teacher or a director.
     2. Can a teacher be an administrator?
  2. Summer Picnic in the park
     1. Opportunity for the parents and children to get together during the summer holidays. To be organized by interested parties.

1. Treasurer
   1. Gaming grant:
      1. We have $86,916.00 is current balance in checking/ savings account as of the end of April. Casino account $2,285.58. Tanya believed that she would have to submit the application for the Gaming Grant within 90 days of the end of year fiscal report. Tanya will provide the application this week,
2. Next Board Meeting
   1. June 17, 2017

All Board members🡺 Are teachers allowed to be admin personnel? Check the policy