

Rilke Schule Inc.
1846 E. 64th Ave.
Anchorage, Ak 99507
(409)333-2582



Rilke Schule Inc. Minutes
Thursday, August 25, 2022 6:00 PM
Zoom

Attendees: Shawna Popovici, Marisa Wang, Conor McCutcheon, Rebecca Colvin, Francheska Bass

Excused Absent: Katherine Riling

- I. Call to order 6:02 pm, Adoption of the Agenda & Approval of 05.10.2022 Minutes – Rebecca motioned. Marisa 2nd. Unanimous approval.
- II. Reports
 - a. Chair Report – Looking for a successor to step down as Chair and remain a board member.
 - b. Treasurer Report – Fiscal year matches school district: June 30 – July 31. Francheska and Marisa are working on an audit to finalize FY22 year and training Conor on it. We want to do a callout to the Rilke community for a trained accountant to review our internal protocols and controls for a Treasurer, define roles of treasurer and ED for finances, and ensure QuickBooks is set up to the best ability.
 - c. RSV Report - no report.
 - d. ED Report – as submitted.
- III. Old Business
 - a. MOU with APC for Intern Coordinator and Stipends – Both RSI and APC have signed the MOU and it is processing through ASD Purchasing. ASD is aware the stipends need to be paid no later than September 1st.
 - b. Hillcorp Update – Their annual employee fundraising fair was designed for registered charities to be onsite for employees to choose from. They determined there were too many registrants and went to a lottery system. RSI was not chosen in the lottery. We will reach out to them in spring 2023 to get on their list again.
 - c. Website Update – Part of the requested changes have been completed. The document of changes will be finalized by Shawna and Francheska will implement them.
 - d. Budget Update – Marisa motioned to approve interim budget with minor edits. Conor 2nd. Motion passes unanimous.
- IV. New Business
 - a. Status of Insurance Renewal – Insurance types have different due dates. Worker’s compensation insurance is in renewal status currently with payment pending. Other insurance types are set for renewal and payment in November.

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- b. Bylaw Review – Shawna is reviewing bylaws to note large changes needed. Board will continue to review afterwards.
 - c. Review of Position Descriptions – Shawna is editing board position descriptions, then will distribute them to the board for review.
 - d. Credit Card Fees Discussion – moved to next meeting
- V. Adjourn 7:04 pm