

Rilke Schule Inc.
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Rilke Schule, Inc. Minutes
Thursday, May 14, 2024 6:00 PM

Attendees

Shawna Popovici, Katherine Riling, Rebecca Colvin, Joslyn Blanchard, Francheska Bass,
and members of the public

Excused Absent

Conor McCutcheon

- I. Call to order 6:06 pm. Rebecca motioned to adopt the agenda and approve 04-11-2024 meeting minutes. Joslyn 2nd. Approved unanimously.
- II. Public comment – none.
- III. Reports
 - a. Chair – Met with staff, making staffing changes for next year, and worked with ED and other board members on the 2024-25 budget.
 - b. Vice-Chair – Attended the triboard meeting where the focus was primarily on finances. Worked with Chair on budget. Well attended triboard meeting with all three boards' Chair and Vice-Chairs present, in addition to other members.
 - c. Executive Director – Helping Clubs Director with fall registration, working on Jump Into German (JIG) summer camp registrations, and heading into summer paperwork season.
 - d. RSV – No representative present, but Joslyn gave report on Kinderlauf. It had the most sponsors ever and over 400 registrants. Lots of other end-of-year activities and events through next week.
 - e. APC – Charter renewal application draft is final and set for a 1st reading at APCs May meeting. The intent is to submit it to ASD in September 2024.
- IV. Old business
 - a. Job descriptions – Clubs Director and Clubs Manager. We are restructuring and these positions are no longer as they were, so we are pausing any work on these.
 - b. Bylaws review – Bylaws have not been updated in over 5 years. We will meet over the summer to work on an outline of bylaw changes. **Action Item:** Rebecca and Shawna will conduct a broad review our bylaws and Foraker's bylaw templates. Recommended changes will be presented at our August meeting.
- V. New business
 - a. Board positions – Joslyn motioned. Katherine 2nd. Approved unanimously.
 - i. Joslyn – Treasurer
 - ii. Conor – Vice-Treasurer
 - iii. Katherine – Chair

- iv. Shawna – Vice-Chair
 - v. Rebecca – Secretary
 - vi. **Action Item:** Francheska and Joslyn will meet over the next few weeks to get her access to the bank account, full access to QuickBooks, and any other financial systems needed by the Treasurer. Access for the Vice-Treasurer will be confirmed, as well.
- b. Registered Agent Update with State – Our registered agent is listed as a former board member and must be updated. **Action Item:** Rebecca will work with Katherine to update our paperwork with the state.
- c. Budget
- i. 2023-24 budget vs actual
 1. We've received all budgeted revenue for this fiscal year. Revenue coming in currently is 20% deposits for fall club registrations, but these are actually part of next fiscal year's budget. Approximately \$49,000 outstanding in expenses. Multiple expenses increased, such as camp/club software, insurance policies, etc. We anticipate breaking even for this fiscal year.
 2. Savings account balance: \$15,223.66
 3. Checking account balance: \$79,968.13
 - ii. 2024-25 budget
 1. We've made several changes to increase our financial standing. Downsized to remove Clubs Director, reclassified Executive Director to Program Director, allocated \$30,000 for 3 months reserves, created \$6,000 scholarships for clubs, and set aside \$12,000 for working capital. We're transitioning to MS365 platform this summer, which will allow us to cancel our subscription to Zoom, DropBox, and GoDaddy emails.
 2. Our practice has been to only require background checks/fingerprints of our contractors. Board decided we will change this and require it of our employees, as well. ASD employees already have them conducted via ASD, so we don't need to duplicate it. **Action Item:** Francheska will ensure all staff have background checks conducted.
 3. We have three insurance policies and haven't looked at other vendors since acquiring them. **Action Item:** Joslyn will procure estimates from other vendors to determine if we would like to change some policies.
 4. **Action Item:** Katherine will revise the ED job description into the new Program Director position.
 5. Summer camp budget is not included in the 2024-25 budget yet. We've more than doubled our projected enrollment and are waiting to process enrollment to determine if it was an accurate enrollment estimate. Meeting scheduled for May 21st to incorporate summer camp into budget.

6. Joslyn motioned to adopt the agenda, as presented. Shawna 2nd.
Approved unanimously.

- d. School business partnerships and sponsors
 - i. Sponsors are intended to be annual donors. We've opened a new bank account to accept these donations to keep them separate from other RSI funds. Joslyn has one sponsor that is ready to sign a contract with us. She's leading this new endeavor for now but is looking for another person(s) to take it over. They don't need to be a board member and can be any Rilke member. This request continues to be in the weekly principal's report to families.
- e. Auction fundraiser
 - i. Principal, Vice Principal, RSV, APC, and RSI members met to discuss launching an annual auction. Neither RSV or RSI want to take it on alone. The group determined it will be a group effort and involve the whole community. RSV will use their gaming license to conduct activities, such as split the pot and other raffles at the event. RSI will hold the funds for the auction in a separate account. Tentatively, we're looking at a March 2025 event.
 - ii. Need to answer: What is the Big Ask – what are we raising funds for? It should be 3-5 things. Answering this question is the first action needed.
 - iii. The auction workgroup needs to grow members.
 - iv. Our follow-up meeting is May 30th.
- f. Board will meet over the summer. Meeting schedule:
 - i. May 21st at 6 pm
 - ii. June 11th
 - iii. July 16th
 - iv. Tentative every 2nd Tuesday of the month during the school year

VI. Public comments received.

VII. Adjournment 7:56 pm