

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



Rilke Schule, Inc. Minutes  
Thursday, June 27, 2024 6:00 PM  
Rilke Schule Conference Room and Zoom

Attendees: Katherine Riling, Rebecca Colvin, Joslyn Blanchard, Shawna Popovici, Conor McCutcheon, and Danielle Kalseth

Excused Absent: Francheska Bass

- I. Call to order 6:04 pm. Joslyn motioned to adoption the agenda. Rebecca 2<sup>nd</sup>. Approved unanimous. Rebecca motioned to approve the amended May 14 and 21, 2024 meeting minutes. Joslyn 2<sup>nd</sup>. Approved unanimous.
- II. Public comment – none
- III. Reports
  - a. Chair / Vice-Chair
    - i. Shawna and Katherine are working on a letter of recommendation for Kodi, as her last day is Friday. This position was eliminated in our 2024-25 budget.
    - ii. Shawna is working with Francheska to create an ethics policy. As Rilke is a small community, we want the policy to help set a structure for when friends or family are hired.
  - b. Treasurer/Vice-Treasurer
    - i. Joslyn is meeting with Francheska next week to understand how she's been using Quickbooks. Afterwards, she will have recommendations for changes.
  - c. Program Director
    - i. Report via Shawna: Francheska is reviewing back emails to ensure all have been addressed and is also confirming we still have the reserved spaces for incoming kindergarteners. She's working on filling staffing for the next year.
    - ii. Shawna is meeting weekly with her in July and bi-weekly in August.
  - d. RSV / APC
    - i. APC approved the 1<sup>st</sup> reading of the charter renewal application. Waiting on State budget approval for one-time funds and will hold a meeting to determine if any changes to the budget are desired.
    - ii. Auction committee meeting: Members of RSI, RSV, APC, and community members attended. Toni Ross (RSV Vice-Chair) is chairing the committee. The event will be held in February with a target of 300 attendees.

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Members are contacting various vendors for possible event locations.  
Next meeting date TBD.

IV. Old business

- a. Job descriptions – Program Director and Club Staff
  - i. Shawna is taking the lead on drafting these descriptions.
- b. Bylaws review
  - i. Rebecca and Shawna are meeting over the summer to create an outline of recommended changes.

V. New business

- a. Board election
  - i. The board has 3 filled positions ending in 2027. We do not want 4 positions ending at the same time, as that would be a majority change. Shawna motioned that Danielle Kalseth join the board for a term ending April 2026. Joslyn 2<sup>nd</sup>. Approved unanimous.
- b. Clubs' Survey Results
  - i. We received 94 responses from the end-of-year survey. We can only see 25 results unless we pay a \$25/month subscription. We don't know what the term length for the subscription is. Conor motioned to pay the fee to receive the full results. Joslyn 2<sup>nd</sup>. Approved unanimous. We'll review the full report at our July meeting.
- c. Strategic Planning
  - i. After discussion the board decided to have a strategic planning session this school year. We'll discuss this around September to select a firm and schedule it in the spring.

VI. Public comment – none.

VII. Joslyn motioned to adjourn. Conor 2<sup>nd</sup>. Approved unanimous. Adjourned 7:29 pm.