

Rilke Schule Inc.
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Anchorage, Ak 99507
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Rilke Schule, Inc. Minutes
Tuesday July 23, 2024 6:00 PM
Rilke Schule Conference Room and Zoom

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

Attended Virtually: Francheska Bass

- I. Call to order 6:10 pm.
Joslyn motioned to adopt the agenda, Conor 2nd. Motion approved.
Joslyn motioned to approve June 27, 2024 minutes, Danielle 2nd. Motion approved.
- II. Reports
 - a. Chair / Vice-Chair
 - i. Katherine researched sponsorship programs from other programs to develop a model for ours. No recommendation at this time. She gained access to the website and started updating content. On-going project.
 - ii. Shawna and Francheska developed a nepotism policy to be discussed in new business.
 - b. Treasurer/Vice-Treasurer
 - i. Joslyn is working with Francheska to change our various accounting and tracking processes.
 - ii. We have three primary systems to manage our organization: bank accounts, QuickBooks, and CampSite. They do not talk to each other, which requires manual entries leading to mistakes. Joslyn found discrepancies, duplicate entries, and at least one contractor overpayment. Once she has some additional reports from Francheska, we will hold a work session to review and reconcile our accounts, as it will be a significant amount of work.
 - c. Program Director
 - i. Francheska has been working with board members on various tasks.
 - ii. Jump Into German (JIG) camp started this week with 30 students this week and 45 next week. There weren't enough students enrolled in Mindful Makers, so the camp wasn't able to be held. Many of these students transferred to JIG.
 - iii. Francheska submitted the paperwork to change our board's directors and agent with the State. **Action item:** Francheska will notify the board when the changes are complete.
 - d. RSV / APC



- i. APC held a special meeting and approved hiring additional personnel with the one-time funding from the legislature.
 - ii. RSV – no report.
- III. Old business
 - a. Job descriptions – Front Desk Manager (formerly titled Clubs Manager)
 - i. Shawna and Francheska started drafts for the onsite supervisor and staff descriptions. Anticipate sending them out for board review before the August meeting.
 - b. Bylaws review – tabled until August
- IV. New business
 - a. Nepotism Policy
 - i. Shawna and Francheska developed this policy as our programs often hire from our Rilke community. Joslyn motioned to approve the Employment Relationship and Nepotism Policy with minor changes. Katherine 2nd. Motion passed. **Action item:** Francheska will email the finalized policy to the board.
 - b. Club Survey Results
 - i. The results confirmed things we already suspected: Families desire more outdoor/physical/specialty clubs. Lack of communication is a problem. Etc.
 - c. Club Staffing
 - i. Francheska will be posting jobs for hire in the next week.
 - d. Club Scholarships
 - i. Katherine reviewed other programs in Anchorage, which have different structures. We will provide ours based on a financial need. We want to make it accessible, easy for families to apply for, and not require detailed financial information. **Action item:** Katherine will send a document for everyone to add their thoughts to.
 - e. Meeting Schedule 2024-25
 - i. We will meet the 2nd Tuesday of each month at 6 pm. **Action item:** Rebecca will have them added to the Rilke school calendar.
- V. Executive Session entered 8:19 pm, ended 8:55 pm.
- VI. Adjournment 8:56 pm