

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



Rilke Schule, Inc. Minutes  
Tuesday September 10, 2024 6:00 PM  
Rilke Schule Conference Room and Zoom

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

- I. Call to order 6:08 pm. Joslyn motioned to adopt the agenda and approve August 13, 2024 minutes. Shawna 2<sup>nd</sup>. Unanimous approval.
- II. Public comment - none
- III. Reports
  - a. Chair / Vice-Chair
    - i. Katherine developed the sponsorship application and led the review of the applications. She also worked on club staffing.
    - ii. Both are meeting with Francheska to work on an employment agreement and draft contract language.
  - b. Treasurer/Vice-Treasurer
    - i. Joslyn is working to adjust how we're set up in QuickBooks for report generation. They're displaying our information in the incorrect timeframe until this is complete, so we're unable to see a month-to-month status.
    - ii. She has an appointment on 12<sup>th</sup> for Wells Fargo to grant her access to the accounts and will meet with Francheska then as well.
    - iii. She's clearing up last year's payroll entry issues and has applied credits to all club accounts who were awarded scholarships.
    - iv. We've used \$5,000 of our previously approved auction funds leaving \$1,000 remaining.
  - c. Program Director
    - i. Francheska has hired the front desk and social club instructor. Late registration is open.
    - ii. Background checks are in-progress for our contractors and staff.
    - iii. The board previously decided that volunteers do not need background checks, as they are only support and shouldn't be in a situation where they'd be alone with students. Consideration can be made for volunteers who do have more involved roles.
    - iv. We're interested in transitioning the intern stipends from cash to a Visa gift card (or similar). Sprintax is the entity who processed the intern taxes last year. Francheska reached out to them on this question and is still waiting on an answer.



- d. RSV / APC
  - i. RSV hosted the first Kinoabend of the year. It was very successful and raised +\$1,500, which is all being donated to the 8<sup>th</sup> grade Seward field trip.
  - ii. APC submitted the 10-year charter renewal application to ASD. After many months' discussion and multiple surveys, they approved a subtle rename of the school. We are now the Rilke Schule German Immersion School. We'll transition to this new name over this school year.
  
- IV. Old business
  - a. 2025 Auction Update
    - i. RSV approved purchase of Auctria website which will sell tickets, purchase items, etc. all with one system. They're going to test the system by selling Oktoberfest tickets with it.
    - ii. Secured venue Fox Hollow Chalet. Set date February 1<sup>st</sup>. Secured AK Premier Auction and Appraisers to manage the auction. Many more activities. Next auction committee meeting September 11<sup>th</sup>.
  - b. Bylaws Update – no update.
  
- V. New business
  - a. Club Scholarship
    - i. We offered the 1<sup>st</sup> ever scholarships for clubs. We received 26 applications and were able to fund 6. We didn't know what the need would be for this opportunity, but the need was overwhelming. Joslyn plans to do a review of the budget to see if there are additional savings to be found to apply to 2<sup>nd</sup> semester scholarships.
    - ii. Other options to raise funds for scholarships are Sponsor a Child's Care at the auction, annual sponsors of RSI, outside grants, one-off donations, and even an endowment.
    - iii. **Action Item:** Francheska will review if the clubs' software will allow a donation option at checkout. If so, we'll add it to the next round of club registrations.
  - b. Email Migration
    - i. Conor migrated our email from GoDaddy to Fastmail and is now migrating it into Microsoft's free service for nonprofits. This will allow us to drop the subscriptions for Zoom, DropBox, and GoDaddy.
  - c. 2025 Jump Into German Camp
    - i. We launched our pilot camp in 2023. We expanded it in 2024, but it didn't reach the levels we desired due to registration issues and other problems. For 2025 we want to have robust classes for both weeks. Our goal is to have registration open in January to be competitive with other summer camps.

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



- d. RSI Website Additions
  - i. We want to have pages to show the public what we do as a nonprofit. New pages for intern program and club scholarships. There is an overlap with RSI and Rilke in regard to Sponsors. These are intended to be annual donors with signed contracts with RSI. We need to coordinate with Rilke to ensure our content remains in synch.
  - ii. **Action Item:** Katherine, Rebecca, and Danielle will work on a website redesign and content. We want to have parent testimonials on the pages as well. Shawna is interested in the intern pages.
  
- VI. Public comment – none.
  
- VII. Executive Session
  - a. Shawna motioned to enter executive session for personnel. Conor seconded. Passed unanimously.
  
- VIII. Adjourned 9:02 pm.