

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



Rilke Schule, Inc. Minutes
Tuesday October 8, 2024 6:00 PM
Rilke Schule Conference Room and Zoom

Attendees: Katherine Riling, Rebecca Colvin, Joslyn Blanchard, Conor McCutcheon, Danielle Kalseth, Francheska Bass

Excused Absent: Shawna Popovici

- I. Call to order 6:04. Joslyn motioned to adopt the agenda. Conor 2nd. Passed unanimously. Joslyn motioned to approve the September 10, 2024 minutes. Katherine 2nd. Passed unanimously.
- II. Public comment - none
- III. Reports
 - a. Chair / Vice-Chair
 - i. Worked with other board members on initiatives: parent handbook, personnel, and other tasks.
 - b. Treasurer
 - i. Checking \$117,487.88
 - ii. Savings \$65,252.12
 - iii. We reviewed our 2024-25 budget with a better understanding of our finances. We are now projecting higher net income for the year than expected.
 - iv. Our insurance carrier for our clubs program is dropping this type of insurance. Joslyn is pursuing another carrier with three already confirmed as not offering it as well.
 - c. Vice-Treasurer
 - i. Conor has activated our nonprofit license with Microsoft, as they offer MS 365 free for nonprofits. He established an RSI email for Danielle and will activate new emails on October 15. We'll then need to migrate prior emails afterwards.
 - ii. Conor will set up OneDrive for our files. Anyone who has RSI files on their personal devices and services will migrate them at that time.
 - d. Program Director
 - i. Late registration complete. 280 students enrolled. Highest ever enrollment! Front desk position remains open for an adult. Teen position is filled. Advertising for spring employees as we'll lose most interns for that semester.



- ii. Developed a Club Room Use form and a cleaning checklist. Both are intended to set expectations for club instructors and Rilke staff of room use and cleaning.
 - iii. Spring club list will be available November 22 and registration will open December 8 - 22. *Jump Into German* summer camp registration opens January 12.
 - iv. Club's Open House is on April 24 and fall 2025 club list posted then. Fall registration opens May 4.
 - v. Amity and our tax preparer for the intern taxes both state there are no issues with paying interns with Visa gift cards as long as there are no fees they could incur. We'll begin this practice starting 2025-26 school year, since we've already withdrawn all the cash needed for this year's payments. .
 - e. Electronic Votes Completed - none
 - f. RSV
 - i. Annual elections held and elected one new board member. Expanding Christkindlmarkt to a 2-day event. Vendors are already sold out and had to turn many away. Oktoberfest sold out and was successful. They held Split-The-Pot for 6th grade Washington, D.C. Travel Club fundraiser.
 - g. APC
 - i. Engaging with ASD for a possible facility and with Pfeffer/Sitnasuak (building owners) on a possible lease renewal. New logo is in the works. Basketball hoop began falling over and is under repair. Night-time janitor is still a need as this position was cut from the school's budget this year due to funding reduction.
- IV. Old business
- a. 2025 Auction Update
 - i. Auction has changed to January 31 and the venue to Anchorage Museum. Secured DJ and other elements.
 - b. Bylaws Update
 - i. Rebecca and Shawna completed the initial update of the bylaws. Board members provided comments in the document over the month. There are enough comments at this point that we need to have a worksession to go through them. It is more than what can be comfortably done in a regular meeting. **Action Item:** Arrange a worksession to complete this before our November meeting to be able to approve it then.
- V. New business
- a. Treasurer as Key Executive for our Wells Fargo Account
 - i. Rebecca motioned that Treasurer, Joyslyn Blanchard and Chair, Katherine Riling be added as Key Executors and for Katherine Riling to be added as a

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signer for all of Rilke Schule, Inc.'s Wells Fargo accounts. Joslyn 2nd.
Passed unanimously.

- b. Administrative Assistant to the Board
 - i. This would be a new, part-time position to do administrative work specifically for the board. It could include duties such as website management, grant research, bookkeeping, State reporting, licensing, insurance, etc. Rebecca motioned to create a part-time Administrative Assistant position to report to the Chair at \$25-30/hr. Joslyn 2nd. 4 yes and 1 abstain. Motion passed. **Action Item:** Members should email various duties they are performing that this position could take over. Katherine and Danielle will bring a list of duties and job description to the November meeting.
- c. End-of-Year Fiscal Review
 - i. Net operating income (\$62,300.21) was significantly more than budgeted. A large reason for this is operating the first *Jump Into German* camp 2024.
- d. Confirm Access to Accounts and Systems
 - i. We want to set up two board members to each of our accounts for redundancy. We created a list of our various accounts and are documenting access to them.

VI. Public comment - none

VII. Executive Session - entered session for personnel matters.

VIII. Adjournment

- a. Rebecca motioned to adjourn. Conor 2nd. Passed unanimously. Adjourned 8:13 pm.