



Rilke Schule, Inc. Minutes
Tuesday January 14, 2025 6:00 PM
Rilke Schule Conference Room and Teams

Attendees: Rebecca Colvin, Katherine Riling, Conor McCutcheon, Danielle Kalseth, Shawna Popovici, Akara Anglin (APC representative).

Excused Absent: Joslyn Blanchard and Francheska Bass

- I. Call to order 6:03 pm. Rebecca motioned to adopt the agenda and approve the December 10, 2024 minutes. Danielle 2nd. Passed unanimously.
- II. Public comment - none
- III. Reports
 - a. Chair / Vice-Chair
 - i. Katherine (Chair) obtained legal consultation regarding contracting. They are assisting us to revise our standard, contractor-operated clubs' contract to be clearer. Recruiting new board members is a focus as two board members' terms end in April.
 - ii. Shawna (Vice-Chair) met with Francheska and went over the upcoming calendar events. Francheska was directed to hire at least one additional adult staff member to increase club staffing.
 - b. Treasurer/Vice-Treasurer
 - i. Joslyn (Treasurer) finalized adding scholarships to awarded families. We granted \$13,530 for spring 2025 clubs and added \$5,790 to fall 2024 for debt forgiveness for a total of \$9,540. There are currently no past due accounts from 2024. It was discovered there are past balances for 2023. On-going project to determine the status of them.
 - ii. Plan to get 1099 and W2s issued and close accounting for 2024.
 - iii. Lindsey is working on website improvements and learning Campsite to assist Joslyn in 2023 account cleanup.
 - iv. Conor (Vice-Treasurer) purchased a subscription with a new web platform and will work on transitioning to it in the next few months. It's cheaper and more user friendly for on-going maintenance.
 - c. Program Director
 - i. Francheska (messed report via Katherine) spring registration is closed. Fun Friday club was over capacity for the staff available. Some students were migrated to other Rilke-hosted clubs, which made it the smoothest operation it's ever been. First payments from families will be billed January 25th and payments to contractors are scheduled February 15.



- d. RSV / APC
 - i. Akara (APC representative): Board continues to rally the community to participate in ASD board meetings to request the to-be-closed Lake Hood Elementary for Rilke beginning 2025-26 school year. The principal and APC members held three community zoom meetings over the winter break to educate families on our financial and facility situation and answer questions.
 - ii. Lindsey Wallace (RSV parent member) Auction is the main focus now that Christkindlmarkt is complete. RSV funded five teacher tickets and is requesting that RSI also fund five.

- IV. Old business
 - a. 2025 Auction Update
 - i. Event is January 31st. 160 tickets sold as of January 14 with 60 tickets remaining. Funds raised are \$54,920. Seeking volunteers for the night of the event. All grades/classrooms are creating a themed basket to be auctioned off.
 - b. Approval of Bylaws
 - i. Board reviewed the remaining questions on financial portion of bylaws. Shawna moved to approve the bylaws as presented at the meeting. Danielle 2nd. Passed unanimously.

- V. New business
 - a. RSI Donation for Auction
 - i. The auction committee requested RSI donate something related to Rilke Clubs. Board discussed:
 1. Two – Early, one-on-one, personal registration for Rilke Clubs
 2. One - Rilke-sponsored afterschool clubs Monday – Friday Fall 2025 valued at \$750, and
 3. Two - One-week JIG camp reservations valued at \$750.
 - ii. Shawna motioned to approve these items valued at \$1,500 donation to the auction. Conor 2nd. Passed unanimously.
 - iii. **Action Item:** Katherine will email Aliko this donation information.
 - b. Request to Fund Five Teacher Auction Tickets
 - i. Katherine motioned to fund up to five teacher tickets if they have not been sponsored by January 23rd. Shawna 2nd. Passed unanimously.
 - c. Ballot Measure 1 – Impacts of Increase Minimum Wage and Sick Leave Requirements
 - i. Tabled until February when Treasurer is available.
 - d. Financial Assistance Guidance Review

- i. This guidance is intended for future board members to explain the criteria that Club scholarship applications are evaluated by. Board reviewed, edited, and approved internal guidance.
 - e. Jump Into German Camp Planning
 - i. Dates July 21 – 25 and July 28 – August 1. Price is \$325 for 9 am – 4 pm hours with before and after care for an additional \$50. The camp is open to incoming kindergarteners – 8th grade. Registration opens Sunday, January 19th at noon. Danielle has created a flyer to advertise the camp.
Action Item: Danielle will work with the school to send to families and post to social media.
 - ii. Alaska Community Foundation has a Camp Initiative grant application open that we qualify for. Ideas for the grant use would be employee wages, curriculum development, safety requirement, German games, recreational equipment, outdoor banners, etc. **Action Item:** Danielle, Conor, and Rebecca will take out an online account to view the application criteria and if we would like to pursue it.

- VI. Public comment – received.

- VII. Executive Session entered 7:50 pm. Exited 8:34 pm.

- VIII. Adjourned 8:35 pm