



Board Meeting Notes, September 20, 2018

In attendance:	Karen Keene, Sarah Samson, Michelle Meyer, Carsten Schemel, Ulrike Weiler,
• Board	Florian Gstrein, Shawn Bavaresco,, Micha Ramsey
• Staff	Blake Peters
Excused:	Simone Helbling, Rob Glatz, Malika Sharma
Absent:	
Additional attendees:	

Topic		Description
Old Business	Prior Meeting Minutes	Shawn moved to approve the September minutes. Sarah seconded. In favor: all
	Committee Chair Job Descriptions	General expectations of Committee Chairs will be added to the board handbook. LDC will work with committee chairs to write or finalize committee chair job descriptions. ACTION: Committee chairs send draft of specific committee to Simone by Nov. 1
Strategic Plan Update	Blake presented update on Strategic Plan. This was a review of progress made so far.	<u>Key successes:</u> <ol style="list-style-type: none"> 1. Learner Excellence steady & solid 2. IB & Curriculum improvements have been integrated 3. Building Exterior Remodel project <u>Biggest risks:</u> <ol style="list-style-type: none"> 1. Standardized test concept not fully developed 2. Communications and Growth focus areas not meeting targets 3. Moving to next possible project too quickly 4. Still developing Marketing & Communications plan <u>Next steps:</u> Focus resources on growth in enrollment and fundraising, as well as communication.
Committee Report	Blake presented on behalf of the building committee	The building project is nearly complete. No new major projects on the horizon.
	Michelle presented for RDC	Reviewed Development goals for 2018/19

		<p>and general RDC Committee updates:</p> <ul style="list-style-type: none"> ● Annual Campaign is off to great start - already raised over \$66,000 toward \$78,000 goal ● Our participation/visibility in Beaverton Oktoberfest was at the right level. No plans to increase next year. ● Holiday Market sponsorships going well along with other details. ● Spring Gala is 3/9/19. Sponsorships needed. <p>ACTION: All board members should consider prospects for sponsorship and work with Kathryn to solicit.</p>
	Ulrike presented for Finance	<p>Priorities for Finance in 2018/2019:</p> <ul style="list-style-type: none"> ● Close the 2017/2018 school year books and recommend result usage to Board ● Close of building shell project finances ● Tax filing of 990 ● Tuition for 2019/2020 school year ● Budget for 2019/2020 school year ● Determine building purchase plan options and create long-term financial plan leading up to purchase point ● Cor Deo lease renewal (currently expires in June 2020)
	Karen presented for ExCom	<p>The major areas of work for the Executive Committee for the 2018-19 school year are: Continue to professionalize board meetings, members and business through training (TBD) and analysis and</p>

		<p>application of best practices of independent schools, non-profit organizations, and German Schools abroad</p> <p>HoS Review (Jan 2019) with value and process assessment</p> <p>Strategic Plan Review with value and process assessment</p> <p>Assist and support Board Committees and members as needed</p> <p>Monitor HoS progress toward prioritized Strategic Plan Goals</p>
HOS Report		<ul style="list-style-type: none"> ● Enrollment still down (179 currently vs 200 planned) ● We received 3-year Zfa contract with modest annual increase and a one-time grant of 30,000 euro in response to facility request made previously. Staff reviewing costs to spend this as restricted. ● Blake's focus going forward will be on growth - both enrollment and fundraising.
Looking forward	Topics for next board meeting	Approve April, October notes
Next meeting		November 15 th , 2018

Closed session