



Board Meeting Notes, May 8 2019

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

Topic		Description
Old Business	Prior Meeting Minutes	Carsten moved to approve the April minutes; Micha seconded In favor: all
Finance Committee Update		Current items the committee is working on: <ul style="list-style-type: none"> • Tax return has been finalized • Current year projected deficit of \$80k. Budget will be presented in the June meeting and show the projection for the 2019/20 school year. • Final report on building project The committee is also working through unspent grant money that was earmarked for specific upgrades to determine whether the school can keep any remaining unused funds
Building committee update	Rob presented	Security update for the school is in progress and about to be completed including fencing and cameras Committee is wrapping up building project in conjunction with Finance committee. Final report expected by summer.
Head of School Update	Blake presented	Head of school Update <ul style="list-style-type: none"> • Staff is busy finishing school year • Enrollment current 183, Projection for 2019 171 - Finance committee working through budget • Germany trip for Blake upcoming later this month (consular activities, meeting potential school sponsors, alumni get together and hiring for 2019/20 school year) Admissions Update

		<ul style="list-style-type: none"> • Launched 3-day program to increase enrollment • Looking into 2-Year-old program and all requirements. Tentative start date middle of 2019/20 school year • Looking into 12 months program for preschool • Focus summer programs on lower grades and language to attract new students
<p>RDC Update</p>	<p>Sarah presented</p>	<p>Communications taskforce has been formed and will present project plan once finalized</p> <p>Refresh of marketing campaign Presentation of new marketing material for print and various other media was received well</p> <p>Development Development director position will be vacant starting in the summer. School is currently working through a refined approach and will decide on hiring resources as appropriate.</p> <p>Revised fundraising budget focus Major Donors (1995) Annual Campaign Fund Run Blake taking lead on key donors Key volunteers</p> <ul style="list-style-type: none"> • Ask from Board: approve RDC recommendation for Holiday Market once finalized • Set annual giving for target for next year • Help identify a development resource for board • Help Blake with major donor work <p>Discussion around holiday market and options going forward</p>

Board President Update	Karen presented	Head of German schools meeting Karen attended had the following topics relevant to GIS: <ul style="list-style-type: none"> • All experiencing declining enrollment and fundraising • All going through bylaw review
LDC Update	Simone presented	Bylaw review underway Board elections LDC recommends moving elections to November to be more streamlined with school year. Board terms expiring this spring are extended until elections take place Other topics Review of board composition, board size, recruitment and on/off boarding is ongoing. LDC will make recommendation once the process is finalized.
Looking forward	Topics for next board meeting	To be announced separately
Next meeting		June 13, 2019

Closed session