

Sister Cities Lawrence Governing Board Meeting July 10, 2019 minutes

MEMBERS PRESENT: Ken Albrecht, Kelly Scholz, Diana Carlin, Melissa Johnson, Carol Shankel, James Hilliard, Michelle Fales, and Bob Schumm

CITY LIAISON: Porter Arneill

MEMBERS ABSENT: Bill Keel, Lisa Larsen

GUESTS PRESENT: None

Vice Chair Kelly Scholz opened the meeting at 5:36.

Meeting Materials Provided:

- Meeting agenda
- May 8, 2019 draft minutes (there was no June meeting)
- Financials and balances through June 30, 2019 (electronically displayed)

Announcements and Guests

- There were no guests or announcements.

Approval of Minutes

- Minutes of May 8, 2019 meeting were approved as corrected. Moved by Schumm and seconded by Fales. Passed unanimously.

Review of Financials - Fales

- Total accounts are \$95,493.80
- Scholarship account is \$23,053.06; savings is \$14,443.40, checking is \$27,612.30. The CD stands at \$30,385.04 with interest of \$385.04.
- Final payment was made for the airline for Hiratsuka, Eutin travel funds, art for Eutin, credit card processing, and t-shirts for Hiratsuka (\$41,017.02).
- Fales provided the information about the wire payment Scholz asked for in May; it went to the hotel.
- Fales addressed the problem with the programming for credit card payments that is not recording the fee for credit card use thus causing the problem that Johnson reported for Hiratsuka parents who are being billed for the fee. Hilliard suggested that we not collect the credit card fees this year and get the system fixed for next year. Schumm suggested that if there was an overpayment, the credit card expenses be taken out of those funds. Schumm also suggested that rather than program the system to add 3%, we say that if you pay by check, it is one cost, if they pay by credit card, it is another.
- Albrecht moved and Schumm seconded that if there is a surplus for 2019 refunds, that the charges for credit card payments be deducted before determining refunds. If there is no surplus of trip funds, then the Board will assume the credit card charges. Motion passed unanimously. We will await the reconciliation and take the appropriate action. Parents will be notified that there was an error with the system and no further payments are necessary and apologize.
- There is one family for Hiratsuka that has not paid \$400 of the balance. Membership unpaid is 50% of Hiratsuka and Eutin and only one has not paid for Iniades. Scholz requested that Fales send information

to the chaperones who has not paid membership or trip fees. Fales has already done it and will forward the information to Keel and Scholz.

- Hilliard asked if it is possible to make an additional contribution to the scholarship fund on the online membership form. Fales will double check to make sure it is there and working.
- Scholz suggested that we have a policy that all funds must be paid prior to departure to avoid having the treasurer and chaperones track down late payments after the trip is over.
- Scholz asked the ad hoc committee to also develop a consistent process for delivering and depositing checks and for notifying parents of returned checks.
- Carlin moved and Schumm seconded to accept the financial report. Passed unanimously.

REGULAR COMMITTEE REPORTS

Chaperone Committee

- Scholz indicated that work on chaperones needs to start soon with a committee meeting. We will need a new chaperone for Eutin and Hiratsuka for 2021. Scholz will send a reminder to Hans Carttar, Hilliard and Johnson.

Membership Committee

- Fales, Carlin and Shankel are the membership committee and will meet in the next two weeks.

Eutin 30th Anniversary Committee

- Our delegation went and came back. The committee will meet when Keel returns. Albrecht, Keel, Scholz, Carlin, Joe Pierron, and Schumm are committee members. Jan Miller also wants to be a part of the planning and we should invite Hans Carttar to participate. The committee will meet Tuesday, July 23
- The German delegation will arrive on October 3 and leave on the 9th. Farewell is on the 8th. We have some preliminary ideas for a day in Topeka with Rep. Mike Amyx providing a behind the scenes tour and Pierron doing one of the judicial building. Schumm offered to do a dinner at his house for the delegation. We need a venue for German-American night. The Eutin student delegation will have left by the time the adults arrive.

FoE (Friends of Eutin)/—Scholz/Albrecht

- Scholz shared the itinerary from the trip.
- Scholz asked if it is appropriate to put the group photo in Friends and Neighbors in the Lawrence Journal World.
- Albrecht mentioned that he had many comments about the diversity of the group's background and the inclusion of current and past city leadership.
- Scholz will send a photo of the gift we gave to Eutin.
- Albrecht indicated that approximately 15 delegates will be here in October including the mayor.
- Albrecht will check with Free State Brewery about a glass with the seasonal beer Eutinlager for the delegation and possibly donate a percentage of the proceeds to the scholarship fund.

FoH (Friends of Hiratsuka)—Johnson

- Johnson reported on the trip to Hiratsuka. The students are back and the trip went well. Reports from the host families were positive. Students were very invested in learning about the culture. There were 19 students on the trip.
- July 26 at 5:15 p.m. the Hiratsuka students will arrive in KC. The welcome will be at 7:00 p.m. at the East Recreation Center. There will be 16 students and two chaperones and a junior chaperone. City day will be on Tuesday July 30 during the city council meeting. Friday August 2 is the farewell event at the

Carnegie Building. The finalized schedule will be to the Board. Have not decided on the chaperone party yet.

- Membership dues are being paid by the parents. Suggested that \$35 be added to the \$300 deposit so that the memberships are covered.
- Some of the remaining payments are coming in.
- Some parents commented on the credit card fee not showing up at the time the parents paid with the card. Michelle explained that there is a problem and that it will be addressed at the end of the trip.
- Hilliard indicated that it is difficult to see the financials as to what has been paid. Whoever is collecting the funds need to see all of the financials in addition to the treasurer.
- Scholz suggested that there be an ad hoc meeting to determine how to make changes to the system so that everyone involved has information and meets parents' needs. The meeting should take place before the August meeting. The meeting should establish guidelines and expectations that apply to all three exchanges.
- Johnson suggested that there are some things we need to work on with the incoming side. She will work on a standard operating procedure manual. Need to identify and train chaperones by October so they can be involved in the selection process and be part of Saturday school.
- Would like to have the Board at either the welcome reception of at the city meeting.

FOI (Friends of Iniades)—Schumm

- The first delegation to Iniades leaves on Sunday, July 14th with six girls and 2 boys in the delegation. Schumm will join the group on Thursday. The host families in Greece are excited about the visit.
- The mayor of Mesalogi was not reelected. A meeting is in the planning stages to meet with the new mayor. They will encourage him to help get a delegation here next summer as was planned previously.
- The owner of the Mad Greek is a member of a Greek organization and they plan to do fundraising to support the Greek students coming here. Schumm will convey this information to the new mayor. He will also invite the mayor to come to Lawrence.
- In September there will be a Friends meeting to debrief and begin planning for the summer 2020 return visit. There is nothing prohibiting us from sending another group from Lawrence in summer 2020.
- Scholz reminded Schumm to be sure to get a group photo. Schumm indicated that we need to get better coverage from the Journal-World. We also need to do more with the general public. Many people are not aware that the exchange is ongoing. Carlin suggested that we get an interview during the 30th on Timeline Radio.
- Lauren Malik is the first student to be in all three sister cities and that would make a great story. Lawrence Magazine is another option.
- Schumm suggested that all of the students write a paragraph about the experience prior to returning to Lawrence.

New Business

- Shankel reported 1, 550,000 were at the Tanabata festival over the week
- Schumm has already had a return visit from their Eutin host family. Scholz indicated that the Eutin students from Lawrence also had a reunion.

Schumm moved and Scholz seconded. The meeting adjourned at 7:02 p.m.

Next meeting: August 14, 2019 at 5:30 p.m. at City Hall City Commission Meeting Room.