

Sister Cities Lawrence

Governing Board Meeting

January 13, 2023

MEMBERS PRESENT:	Ken Albrecht, Bill Keel, Amy Meyers, Bob Schumm, Diana Carlin, and Jan Miller, Kelly Scholz, Sheri Hamilton, Lisa Larsen, Kathleen Hodge
MEMBERS ABSENT:	James Hilliard
CITY LIAISON:	Stephen Mason, Parks, and Recreation
GUESTS PRESENT:	Phyllis Farrar, website chair; Steve Nowak, Watkins Museum

Chair Bill Keel opened the meeting at 5:35 pm in the conference room of the Watkins Museum; the meeting was also available virtually with Farrar, Carlin, and Hodge attending virtually. Keel welcomed Mayor Lisa Larsen as the honorary chair of the Governing Board and Steve Nowak, Director of the Watkins Museum.

Meeting Materials Provided:

- Meeting agenda
- Financial report
- Website committee report
- Membership report
- Hiratsuka report
- December draft minutes

Announcements and Guests

- Keel welcomed our new mayor who is the city council representative and recognized Phyllis Farrar, chair of the website committee and Stephen Mason from Parks and Recreation and Steve Nowak from the Watkins Museum

Approval of Minutes

- Albrecht moved and Hamilton seconded approval of the minutes as submitted. Approved unanimously.

Review of Financials—Hamilton

- Hamilton reported on a three-month summary sheet. As of December 31, 2022, Intrust Checking \$ 31,822.73 Intrust Savings \$ 45,700.20 Intrust Scholarship \$ 26,959.93 Trip Fund \$ 2,381.69 Total Deposit \$ 106,864.55
- The credit card used for Eutin will be cancelled and shredded.
- The year-end summary will go to Scholz to audit.

- The Post Office box will close and the Watkins will receive our mail. Changes will be made to the website and other reference places. Nowak will set up a mailbox in the office area and the mail will be accessible Monday through Saturday. Hamilton will cancel the PO Box when it is due.
- Miller moved and Larsen seconded approval of the financial report.

COMMITTEE REPORTS

Website—Farrar

- The report is attached to the minutes.
- There was less activity in December, which is typical. The only thing posted were the November minutes and updated the copyright to 2023.
- Membership applications are coming in through the website.
- Because Farrar has the easiest access to the membership report, she sent a report. The membership form asks which sister cities group they want to join or from which they want to receive news.
- The PO Box will be removed from the website since the Watkins address will be our new mailing address starting in February. The financial aid form and membership forms will be changed also.

Membership Committee— Miller

- The membership committee is being restructured and Miller will continue to work, but Farrar will be making the reports given the website access.
- Discussion was held on processes for renewals and frequency of reporting membership information to the board.
- Miller reminded us of a discussion at the annual meeting of the need to have a youth member on the board.
- Miller offered to chair a publicity committee as a way of keeping membership and the public informed.
- Miller will check with Amy Meyers to see if she will remain on the membership committee.
- Keel will appoint a membership recruitment chair.
- Discussed the need to have a brochure to distribute to any community group to whom an SCL member speaks. Schumm suggested checking with the city to see if we could have a feature in the city newsletter *The Flame* that has had articles on us in the past. Mason will check on that possibility. Scholz suggested having some advertising in the student papers and that would be a way to recruit a student member for the board as well as recruit students for exchanges.
- Scholz suggested we develop a Sister Cities QR code. She will connect Miller with someone who is interested in becoming involved.

Fundraising Committee—Carlin

- Carlin reported that the Carnegie Building is available on April 16 and thanked Stephen Mason for securing the date. Carlin and Joe Pierron will pay the rental fee as their contribution to the fundraising.

Financial Aid Committee—Keel

- Keel updated the mailing information for Hilliard to distribute. We have \$27,000 in financial aid and we can use 25% if needed.

FOI (Friends of Iniades)—Schumm

- Schumm reported that there is no news other than he communicated with Dimitra. He has tentative plans to meet her in Athens in October. He will send New Year's greetings to the mayor to keep communication channels open.

FOE (Friends of Eutin)—Albrecht

- Albrecht reported that Stephen Klein had a successful visit. Keel and Albrecht are meeting with Steven Arbeau, the German teacher at Lawrence High School, about serving as chaperone.
- Scholz reported that Eutin is still working to identify a chaperone for the exchange. The Scholzes were in Eutin over the holidays and reported on the new hotel and on their meetings with Friends of Lawrence.
- Arne is teaching at Free State this semester and is generating interest in the exchange. Hamilton offered to find some students who participated to make presentations.

The FOH (Friends of Hiratsuka)—Hilliard

- Hilliard submitted a written report that is attached.
- Students are being recruited and applications are due Friday.
- Melissa Johnson will serve as a chaperone. They are recruiting a second chaperone.
- Keel noted that the budget still needs to be submitted and it needs to be shared with parents. Keel will follow up and get the budget.

New Business

- Steve Nowak reported that as part of a class project for a course at KU in Museum Studies, the students will inventory Sister Cities holdings. Nowak will make an appointment with City Hall for students to visit to inventory the collection that is there. Keel received a box of Hiratsuka materials a few weeks ago and he indicated there are files from other Sister Cities in Wescoe and with Farrar. Hamilton reported that there is a piece related to Sister Cities at KPR studios.
- Schumm asked what the long-term goal is for cataloging the items. Nowak reported that the first goal is to locate what is available and develop an exhibit and then discuss what needs to be in an archive, we will discuss. Long-term we will determine once we know what we have and where it is.
- Board members will visit the class to provide context.
- The Board discussed the need to send sympathy cards to family of members.

Schumm moved and Hamilton seconded adjournment until. The meeting adjourned at 6:49 p.m.

The next meeting is February 8, 2023, at 7 pm at the Watkins Museum Community Room.

Submitted by

Diana B. Carlin, Secretary

Website Committee Report, January 10, 2023

Phyllis Farrar, Website Committee Chair, reporting

Our website is www.sistercitieslawrence.org

Postings/updates to the website:

☑ Copyright 2023 on all pages

☑ November minutes

Analytics for 30 days of visitor traffic on the website are summarized in the chart below. The previous 3 months are shown for comparison.

Reporting period December

2022

November

2022

October 2022 September 2022

(30 days) Dec. 4 – Jan. 2 Nov. 7-Dec. 6 Oct. 7-Nov. 5 Sept. 11- Oct. 12

Total Visits 150 176 228 277

Highest day 19 16 22 28

Lowest day 1 1 1 1

Avg daily visits 5 5.9 7.6 9.2

Total Page Views 271 276 438 524

Geography of page views:

U.S – 120

Germany - 12

Japan – 4

Greece - 0

Total of 271 page views (past 30 days) in order of popularity:

Home (62) Sacred Stone (8)

News (37) Board and Policies (7)

Eutin (28) FOE Celebrate Men's BB (7)

Hiratsuka (23) Kelly and Arne (7)

Become a member (12) Hiratsuka Timeline (6),

Eutin Timeline (12) Kris and Inga (6)

Iniades (9) Lawrence/Hiratsuka 30-year anniv. (4)

Upcoming Annual Meeting (9) The rest had fewer than 4 views each.

Memberships

Six family renewals were received via the online form.

I am investigating ways to streamline the creation of useful membership reports.

1-11-2023

Friends of Hiratsuka Report

We are currently in the process of securing students for the 2023 Student Hiratsuka exchange trip. The trip date is scheduled to arrive in Hiratsuka June 30th and depart July 9. We are anticipating 10 to 12 students with two chaperones.

Trip applications are available at our area middle and high schools. The application date has been extended to 1/20/2023 due to distribution issues.

For those of you who missed the December 7, 2022 Japan Country Roundtable and would like to hear a recording I have included a link.

<https://us02web.zoom.us/rec/share/4XVymaDSuSsPRisToV4hidRLw5W1fDsq0q5YAmgCsrP33eKcKcc0AkVLhid2b.NsHJMN9CRCPOurqj?startTime=1670435717000>

Regards,

James Hilliard

Friends of Hiratsuka