

**Sister Cities Lawrence
Governing Board Meeting
January 13, 2021 Minutes**

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Diana Carlin, Sheri Hamilton, Amy Meyers, Courtney Shipley, Jan Miller, Bob Schumm, James Hilliard, and Kelly Scholz

CITY LIAISON: Porter Arneill

MEMBERS ABSENT:

GUESTS PRESENT: Phyllis Farrar Website Committee Chair, and Bob Moody Publicity Committee Chair, and Hans Carttar Chaperone Committee Chair

Chair Bill Keel opened the meeting at 5:33. Because of the shutdown of City Hall due to the COVID-19 pandemic, the meeting was held virtually.

Meeting Materials Provided:

- Meeting agenda
- Draft December minutes
- December Financials
- Website committee report
- Membership report

Announcements and Guests

- Keel introduced Website Committee Chair Phyllis Farrar and Chaperone Committee Chair Hans Carttar.
- Keel announced that Courtney Shipley was reappointed as the City liaison to SCL.

Approval of Minutes

- Scholz moved and Albrecht seconded approval of the December minutes as submitted. Passed unanimously.

Review of Financials—Hamilton

- Accounts are as follows: Intrust Savings \$14,499.41 Intrust Checking \$17,893.66 Intrust Scholarship \$24,273.47, and Envista CD \$31,047.44. and Total deposit is \$87,713.98.
- Hamilton noted that between the email and letters we had 25 memberships. Once all of the board members renew, we will be almost where we were for 2020. The dollars came in during 2020 but are for 2021 memberships. We raised over \$3000 in 2020 and \$1900 was moved into the scholarship fund.
- Post Office box, Sister Cities International Membership will be paid.
- The retained earnings tab is not updated yet because we do not have the city appropriation to date.

- Adopted unanimously.

REPORTS

Website Committee—Farrar

- Farrar summarized her written report.

To: SCL Governing Board

Date: January 12, 2021

Re: Website Committee Report by Phyllis Farrar, Website Committee Chair

Our website is: www.sistercitieslawrence.org

Webmaster Sterling Moody and I met on Monday, January 11. The Website Committee did not meet this month. Our next committee meeting will be on January 18.

Changes made on the website since Dec. 9 are:

- About page:
 - updated list of 2021 GB members
 - October 2020 GB Meeting Minutes
 - November 2020 GB Meeting Minutes
 - Dec. 9, 2020 Annual Membership Meeting Minutes Draft
 - Dec. 2019 Approved Annual Membership Meeting Minutes
 - A change was made in formatting so that minutes are revealed in
 - COVID-19 Policy, as of Dec. 2020 GB meeting, added to Forms and Policies section
- News page: Christmas Greeting from Eutin
- News page: Greeting and congratulations to Mayor Finkeldei from Mayor of Hiratsuka
- News page: COVID-19 Policy, as of Dec. 2020 GB meeting.
- One membership was received through the website form.

Analytics: December was quieter, as could be expected. The previous month is only for comparison. The data for the year is in the 4th column. Previous reports (column 3 and 4) provided for comparison.

Report date	January 12, 2021	December 9, 2020	9 month summary
Reporting period	Dec. 14 – Jan. 12 (29 days)	Nov. 2 – Nov. 30, 2020 (29 days)	April 29, 2020 to January 12, 2021
Total Visits	96	192	1,940 Average visits per mo. 215
Highest day	16	19	(on 7/22/20) 222
Lowest day	0 (one day)	1 (one day)	0
Avg daily visits	3.5	6.4	6.6
Total Page Views	188	391	4406

Publicity Committee—Moody

- Carttar submitted a news story on the protocols for resuming exchanges for the website and it is posted.

Chaperone Committee—Carttar

- Carttar indicated that there is no update.

Membership— Miller

- The emails, letters, and follow ups caused some lapsed members to renew. The website has helped connect members again.
- Keel asked if there was a response from the person who was interested in a sponsored membership. Miller indicated that there have been some glitches due to increased bandwidth in the community. They will continue to work on problems as identified.
- Schumm had a problem with completing membership online so he sent a check.

Scholarship Fundraiser—Carlin

- Decided to host a virtual trivia fundraiser to replace the in-person live event that was not held in November. This will have fewer prizes and lower participation cost. It will be a vehicle to keep members engaged, publicize our activities, and encourage new memberships.
- Miller, Meyers, Shipley, and Keel agreed to serve on the committee.

FOI (Friends of Iniades)—Schumm and Meyers

- Schumm sent a report to Dimitra in Iniades on the situation in Lawrence to date and received a response that the Greek delegation will wait to see how the situation is in March. If things are not better by March, they will postpone until summer. They do not want to make a reservation for April and then have to cancel and pay penalties. Schumm is of the opinion given the current rate of vaccine distribution that the summer would be better.
- Meyers believes that summer will be easier for them to travel. They do want to complete the exchange as soon as feasible. Meyers noted that they will need a residence for their visa applications and if we cannot guarantee where they will stay, then that is a reason for them to cancel without penalties.
- Scholz asked if they need to have a vaccination before they travel to the US. Everyone agreed that it is unlikely they will have two vaccines before then. Scholz suggested that Schumm ask about the vaccine schedule in Greece and express the board's opinion that everyone should have the full regimen of vaccines before they would come. Schumm will share the discussion with them and will make it clear that we are enthusiastic about hosting when it is safe for everyone.

FOE (Friends of EutinOH)

- Albrecht reported that the Lawrence series in the Eutin paper is well received. Carlin's and Joe Pierron's on pandemic retirement is being translated by Keel and Arne Scholz. Nancy Albrecht is writing the February submission, Arne Scholz is writing for March, and Kathleen Hodge for April.
- Farrar asked if it is appropriate to put them in their German form on our website. Farrar will put a link with credit to the paper. It was suggested that it should go on the news page and that English translations could be included.

FOH (Friends of Hiratsuka)—Hilliard

- Nothing new to report on Hiratsuka.
- Keel shared the correspondence between the two cities regarding the 30th. The celebration will take place when feasible.

Next meeting: February 10, 2021 at 5:30 p.m. The meeting will be virtual.

Meeting adjourned at 6:44 p.m. Schumm moved and Meyers seconded. Passed

Submitted by Diana B. Carlin, Secretary