

# **Sister Cities Lawrence Governing Board Meeting November 14, 2018 minutes**

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

MEMBERS ABSENT: Stuart Boley

CITY STAFF LIAISON: Porter Arneill

FRIENDS PRESENT:

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Chair Bill Keel opened the regular monthly meeting at 5:33 PM.

## **Meeting Materials Provided:**

- Meeting agenda
- October 10, 2018 draft minutes
- Financials through October 2018
- Draft of 2019 budget
- Trivia night income
- Trivia debriefing
- City resolution

## **Introduction of guests and announcements**

- Hans Carttar was recognized as a guest.
- Porter Arneill provided a copy of the city's ethics policy but it was determined that because we are no longer appointed, the policy does not apply to us.
- The two mailbox keys are held by Fales and Schumm.
- IRS approved name change and signature cards for the bank are ready.

## **Approval of Minutes**

- Minutes of October 10 were approved with one correction.

## **Review of Financials - Fales**

- Total accounts are \$89,293.00. Scholarship account was \$25,408 as of October 31, 2018
- Scholarship account is currently
- Second payment of \$4000 out of \$8000 from the city was received.
- Trivia proceeds were \$3,462.
- There was one new membership and a \$20 scholarship contribution.
- Receipts for printing for Iniades application materials were presented. Fales indicated that black and white copies will be donated by the Credit Union where she works.
- Schumm moved and Carlin seconded approval. Unanimous approval.

## **2019 Draft Budget**

- Scholz presented the 2019 budget.

- Increased membership dues on anticipated income. Need to be more aggressive in collecting from members. Goal of \$3600 up from \$3000.
- Anticipate \$8000 from the city.
- Estimated 10 students for Iniades (\$25000)
- Fales suggested that Office expenses could be reduced from \$1500. Scholz indicated that we will have some expenses for new envelopes and for other potential expenses.
- Credit card processing was nearly four times the budgeted expense. Discussed charging the processing fee to parents rather than have the board pay it. The charge is usually 4.1% which includes the fees that we pay monthly. There is a \$20 monthly charge whether anyone charges or not plus \$8 for tech fees monthly. The monthly fees should be paid by the board. Discussion took place regarding what charge should be added for credit card use for trips but should make it optional for membership and trivia. Will need to have a policy for trip charges.
- Scholz will modify the proposed 2019 budget to include \$1200 credit card processing fee in both income and expenditures; reduce office expenses to \$150 and add an additional \$500 to each student trip, as well as move \$250 from records to contingency. The modified budget will be presented for review and approval at the December meeting.
- Carlin moved and Scholz seconded that trip payments by credit card be charged a 3% transaction fee and an optional payment of 3% be available for credit card memberships. The motion passed unanimously.

## **Committee Reports**

### **Scholarship Fundraising—Carlin**

- Trivia night was a success with \$3400 raised. Everyone did an outstanding job of getting contributions so that there were zero costs. Fales will send out thank you letters to all donors. We discussed ways to improve next year.

### **Chaperone Vetting Committee—Carttar**

- Carttar assisted with chaperone selection for both Hiratsuka and Iniades. He reported that they are very experienced and spent time in the cities where they applied. Amy Meyers Glenn lived in Greece and speaks Greek and Dave Cornelius lived in Japan and speaks Japanese. They both demonstrated an appreciation of the exchange process. Both cleared the background check.
- Dave Cornelius (Hiratsuka) and Amy Meyers Glenn (Iniades) were approved unanimously as chaperones. Fales made the motion and Scholz seconded. Heather Madgewick was approved last year for the 2019 trips.

### **FoH (Friends of Hiratsuka)—Johnson**

- Had interviews and selected 20 of the 29 applicants. There was a large group of 8<sup>th</sup> graders and one senior.
- Will send out a congratulatory or regret letter. Will encourage those not chosen to reapply.
- First parent information meeting is November 30.
- Only one family thus far indicated a need for scholarships.
- Have met with chaperones for 2019 trip; Dave Cornelius and Heather Madgewick are in the process of background checks
- Discussed the cell phone problem last year and the need for a formal policy to present to students and parents. Schumm suggested that Johnson draft a policy based on past experiences for board approval. Keel suggested that Arne Scholz assist with drafting and appointed Johnson and Arne Scholz

to draft a policy for approval at the December meeting. Johnson will preview the policy at the parent meeting on November 30.

**FoE (Friends of Eutin)—Albrecht and Scholz**

- Eutin dates for the 30<sup>th</sup> anniversary are June 6-11, 2019 and plans are continuing.
- Scholz sent letters to the schools on the exchange with a December 7 deadline. By the next meeting they will have an idea of who wants to go.
- A Friends meeting should be held before the end of the year.

**FOI (Friends of Iniades)—Schumm**

- Friends meeting each month for the past 3 months with 6-7 active participants.
- Schumm distributed a copy of the application that went to 8 schools.
- Have a packet of items going to the mayor in Greece. It will include the application, a letter from Mayor Boley, letter to the Friends group, itinerary, costs, and home stay information. It will be emailed and the application and two letters will be sent by Fed-Ex.
- Albrecht and his wife went to Iniades and met with the mayor and other city officials in October. Gift exchange took place. They also visited schools to discuss the exchange. Since Iniades was subsumed by Mesologgi, the sister city relationship may need to shift. We are working through what that process will entail, but need to consider the change because it will open more exchange possibilities. Schumm will explore the options.
- The mayor and others want to come to Lawrence in 2020.

**New Business**

- Fales noted that anyone who checks the box a friend of all three sister cities on the membership form is not receiving meeting announcements for friends meetings. The membership form needs to be adjusted so that the notification system includes them.

**Next meeting:** Wednesday, December 13, 2018 at 5:30 p.m. at Free State Brewery for a dinner meeting.

*Fales moved and Shankel seconded. Meeting was adjourned at 7:01 p.m.*