

**Sister Cities Lawrence
Governing Board Meeting
November 11, 2020 Minutes**

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Diana Carlin, Sheri Hamilton, Amy Meyers, Courtney Shipley, Jan Miller, Bob Schumm, and Melissa Johnson
CITY LIAISON: Porter Arneill
MEMBERS ABSENT: Kelly Scholz
GUESTS PRESENT: Bob Moody Publicity Committee Chair, Phyllis Farrar Website 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 October minutes
- October Financials
- Website committee report

Announcements and Guests

- Keel introduced Website Committee Chair Phyllis Farrar, Publicity Committee Chair Bob Moody, and Chaperone Committee Chair Hans Carttar.

Approval of Minutes

- Hamilton moved and Hamilton seconded approval of October minutes as Corrected. Passed unanimously.

Review of Financials—Hamilton

- Accounts are as follows: Intrust Savings \$ 1,496.99 Intrust Checking \$13,714.82, Intrust Scholarship \$24,269.41, and Envista CD \$31,047.44. and Total deposit is \$70,528.66
- There was not much activity on the account except for the reimbursement to Tom Lipp.
- Scholarship money currently in the checking account for scholarships will be added into the scholarship account in December.
- Hamilton gave the latest member list to the Membership Committee. Everyone on the Board and on committees has paid dues.
- The CD will be moved in 2021.
- Shipley asked what the timing is for memberships. Hamilton explained that it is always calendar year regardless of when joined.
- Schumm moved and Albrecht seconded approval of the financial report. Adopted unanimously.

OLD BUSINESS

- Keel raised the issue of the annual meeting which is required by the by-laws and whether it is feasible to hold the meeting in December virtually. The only action we need to take is election of the secretary and treasurer. Hiratsuka needs to have their meeting to select prior to the annual meeting. Carlin and Moody pointed out that anyone who says they want to belong to all Friends group are not getting anything and Carlin pointed out that she has not received information regarding any Friends meetings since last winter. One of the problems is that the Friends representatives are not receiving complete lists of their members. Carlin volunteered to compile the distribution lists and will update them for each Friends group. Discussion was held regarding a date for a December annual meeting. The group agreed to hold the annual meeting after the December Board meeting on December 9 at 7:00 pm. The notice needs to go out immediately with a registration link. Carlin will set up the Zoom and include registration in the notice of the annual meeting. Keel asked for suggestions for the agenda beyond election of officers and reports from each Friends group.

COMMITTEE REPORTS

Nominating Committee—Albrecht

- Albrecht indicated that the nominating committee is in the process of finalizing the slate which will include the secretary, treasurer, and Friends of Hiratsuka.

Website Committee—Farrar

- Farrar summarized her written report.

To: SCL Governing Board

November 11, 2020

Website Committee Report by Phyllis Farrar, Website Committee Chair

- New posts since last report:
 - News release: All exchanges postponed next year
 - News: Video greeting and best wishes from Mayor, assisted by Dimitri. Received via the Schumms.
- Committee continues working on the 3 timelines.
- Analytics Report: See chart below. I am reporting recent 30 days' data in second column. Previous reports (column 3 and 4) for comparison only.

Report date	November 11	October 14	September 8
Reporting period	Oct. 11 – Nov. 9, 2020 (30 days)	Sept. 15 – Oct. 14 (30 days)	Aug 10-Sept 8 (30 days)
Total Visits	163	241	120
Daily high	15	23 (on 9/21/20)	14 (on 8/24/20)
Daily low	0 (one day)	1 (one day)	0 (3 days)
Avg daily visits	5	8	4
Visitor locations	US – 90 Netherlands – 26 Germany – 22 Japan – 13 Greece – 2	US – 168 Germany – 34 Netherlands – 33 Japan – 5 Misc. -2	US – 93 Germany – 8 Netherlands – 5 Belgium – 2 Japan – 2

	Misc. – 1 ea from 7 countries		Greece – 1 Misc. - 4
Total Page Views	347	470	230
Individual Page Views	Home 157 Eutin – 35 Hiratsuka – 33 About – 32 Iniades – 21 News – 12 Hiratsuka 30 th – 9 Kris&Inga – 7 Fran&Mat – 6 Kelly&Arne – 6 Timo&Chrissy-5 Member – 4 Don&Stefi – 4 Covid-19 cancels -3 Megan&Aris - 2	Home – 230 Eutin – 55 Hiratsuka – 32 About – 30 *Hiratsuka Timeline – 19 News – 15 Hiratsuka 30 th press release – 13 *Iniades Timeline – 12 Iniades – 12 *Eutin Timeline – 11 Fran&Mat – 9 Kelly&Arne – 8 Timo&Chrissy - 8	Home – 124 Eutin – 27 Hiratsuka – 18 About - 13 Kris&Inga-8 Member – 7 Iniades – 6 News – 5 Don & Stefi – 4 Feature on KLWN – 4 Kelly & Arne – 3 Fran & Mat – 2 Megan & Aris – 2 Timo & Chrissy – 2 News, Promoting Peace – 2 News, Covid - 1
Member registration	1 family (2021)	1 individual (2021) & donation	1 family

Scholarship Committee—Carlin

- Carlin reported that she located an affordable platform for a virtual trivia contest that would cost us between \$50-100 and can easily be managed. She suggested that we consider holding the contest in February and have round sponsors for each round and the sponsors would get one or two teams depending on the level.

Publicity Committee—Moody

- Little has been done since the last meeting. Moody did not receive any additional names for the insert sponsors. There are 24 businesses and only 12 have names associated with them. Discussion took place regarding the feasibility of the insert given limited resources from many businesses. Keel determined that we should put this on hold until there is a better time to solicit.

Chaperone Committee—Carttar

- Carttar has no update.

Membership— Miller and Meyers

- Miller reported that renewal letters will go out shortly to current members and past members.

FOI (Friends of Iniades)—Schumm and Meyers

- Schumm reported that Greece is on lock down now. It is a 50-50 possibility that they can be here in April.

FOE (Friends of Eutin)—Albrecht

- Articles by SCL members for the Eutin paper have been published. Keel had the first one. Others are arranged for the next few months.

FOH (Friends of Hiratsuka)—Johnson and Keel

- Keel shared a letter from Hiratsuka to us asking about a 30th anniversary delegation visit in October. There will not be a student exchange. Hiratsuka needs six months to plan and they are meeting on November 19. Johnson suggested that we hold off closer to the six-month deadline to see what the situation with COVID is. Moody expressed a concern that if the students cannot go, then the adults should not go. Others agreed with Moody. Johnson and Carttar had a similar concern. Schumm suggested that we delay for a year. Johnson suggested that we consider a virtual celebration. The Board unanimously agreed to postpone.

NEW BUSINESS

Action Items

Next meeting: December 9, 2020 at 5:30 p.m. The meeting will be virtual.

Meeting adjourned at 7: p.m. Schumm moved and Meyers seconded.

Submitted by Diana B. Carlin, Secretary