

**Sister Cities Lawrence  
Governing Board Meeting  
December 9, 2020 Minutes**

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

CITY LIAISON: Porter Arneill

MEMBERS ABSENT:

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

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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 November minutes
- November Financials
- Website committee report
- Chaperone committee report

**Announcements and Guests**

- Keel introduced Website Committee Chair Phyllis Farrar and Chaperone Committee Chair Hans Carttar.

**Approval of Minutes**

- Albrecht moved and Hamilton seconded approval of the November minutes as submitted. Passed with seven votes and one abstention by Scholz who was not present at the November meeting.

**Review of Financials—Hamilton**

- Accounts are as follows: Intrust Savings \$14,498.18 Intrust Checking \$13,790.01, Intrust Scholarship \$24,271.40, and Envista CD \$31,047.44. and Total deposit is \$83,607.03
- Hamilton made the final reimbursement to Tom Lipp.
- On the budget to actual report, it shows the losses for the cancelled Eutin trip which were \$1550.
- The \$8000 allocation from the City of Lawrence has not reached us due to the pandemic situation. Income from the bed tax is down and some agencies funded by that fee are reducing their requests. The \$8000 was approved, but we will determine what is feasible to request. Final paperwork for the \$8000 for 2021 is prepared. Albrecht asked how much other agencies are requesting. Arneill said it depends on the situation, but some are receiving half and that there is enough for our entire amount because we are a small allocation compared to

others. Keel calculated extraordinary expenses at \$4200 and suggested that we request that amount. Scholz reminded us that we have not funded the anniversary funds yet. The officers will make a final decision.

- Hamilton reported that there was a box on the 2019 taxes that was completed correctly. Michelle Fales corrected and refiled. There is no response to date.
- Scholz made an edit on budget to actual on the Hiratsuka collections. The income that was refunded is not shown as refunded but is still shown as income. The same was done for Eutin. Scholz asked if we can report the monthly financial situation on the website. Carlin explained that Hamilton's overall report is provided in the monthly minutes; thus, if anyone wants to know about our financial situation, it is on the website. They can also retrieve our 990 form on Guidestar (guidestar.org).
- Scholz moved to approve with Scholz's edits and Miller seconded. Adopted unanimously.
- Scholz presented the 2021 proposed budget. The city allocation was requested in the spring and approved in the fall. Keel has the document that says we are ready to accept; the document must be notarized and a letter accompanying it saying we are ready to receive funds. Schumm moved and Meyers seconded approval of the 2021 budget.

## **COMMITTEE REPORTS**

### **Nominating Committee—Albrecht**

- Albrecht reported the slate for the two officers—secretary and treasurer. Carlin and Hamilton are the nominees.

### **Website Committee—Farrar**

- Farrar summarized her written report. The only change this month was that the 2021 membership form replaced the 2020 form.
- Scholz reported that she had problems renewing online and that it might be her firewall and will report back.
- Albrecht asked if the articles submitted to Eutin need to be sent to her in both the English and German versions. Farrar said that she does want them. Albrecht needs to decide where they should be placed.
- Schumm suggested that the Lawrence Journal World might want to run them as a way of showing how we are connecting with our sister cities during the pandemic. This would accomplish some of what we intended with the insert. Keel reminded us that we started with that proposal originally but that the LJW wanted the insert to generate income. Keel suggested that we take it up in January.

**To: SCL Governing Board**

**Date: December 9, 2020**

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

1. New posts since last report:
  - a. Replaced 2020 pdf (printable membership form) with 2021
2. Analytics Report: See chart below. I am reporting last month's data in second column. Previous reports (column 3 and 4) provided for comparison.

<b>Report date</b>	<b>December 9</b>	<b>November 11</b>	<b>October 14</b>
Reporting period	Nov.2 – Nov. 30, 2020 (29 days)	Oct. 11 – Nov. 9, 2020 (30 days)	Sept. 15 – Oct. 14 (30 days)
Total Visits	192	163	241
Daily high	19	15	23 (on 9/21/20)
Daily low	1 (one day)	0 (one day)	1 (one day)
Avg daily visits	6.4	5	8
Visitor locations	US – 123 Netherlands – 28 Germany – 17 Japan – 10 Greece – 1 Misc. – 1 ea. from 14 other countries	US – 90 Netherlands – 26 Germany – 22 Japan – 13 Greece – 2 Misc. – 1 ea. from 7 other countries	US – 168 Germany – 34 Netherlands – 33 Japan – 5 Misc. -2
Total Page Views	391	347	470
Individual Page Views	Home 197 About – 36 Eutin – 32 Hiratsuka – 28 Member - 23 News – 16 Iniades - 13 Exchanges paused – 13 Iniades video greeting – 10 Hiratsuka 30 <sup>th</sup> – 6 Timo&Chrissy-5 Kris&Inga – 4 Kelly&Arne – 3 Fran&Mat – 1 Don&Stefi – 1 Megan&Aris - 1	Home 157 Eutin – 35 Hiratsuka – 33 About – 32 Iniades – 21 News – 12 Hiratsuka 30 <sup>th</sup> – 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 <sup>th</sup> press release – 13 *Iniades Timeline – 12 Iniades – 12 *Eutin Timeline – 11 Fran&Mat – 9 Kelly&Arne – 8 Timo&Chrissy - 8
Member registration	4 family (2021)	1 family (2020)	1 individual (2021) & donation

Summary data, year to date (7+ months since published on April 29)

Total visits = 1,844

Average of 263 visits per month

Average of 8-9 visits per day.

#### **Chaperone Committee—Carttar**

- Carttar provided suggestions from the committee for how and when to resume exchanges. All exchanges will be postponed in 2021 and will resume when we are closer to normal for safe travel. We would follow CDC guidelines and those from our sister cities' countries.

#### **Membership— Miller and Meyers**

- Miller and Meyers reported on 2021 membership and how the form on the website works.

- Approximately 100 emails went out to current members and a second to former members before Thanksgiving. The former list included 2018 and 2019. We have returning members for 2021. Meyers suggested reaching out to new individuals.
- Miller reported that the email is being followed by a paper request.

#### **FOI (Friends of Iniades)—Schumm and Meyers**

- Schumm has no news on the planned Iniades visit in April. We will know more in February or March.

#### **FOE (Friends of EutinOH)**

- Albrecht reported on the Zoom meetings with some of the Friends of Lawrence to discuss how to move forward. Albrecht and Keel participated in one with an intern with the consul general in Hamburg. The intern was in Scotland where she is a student at St. Andrews and not in Germany due to COVID so there were three time zones and countries involved. She wanted to learn about the relationship with Eutin.
- There are eight articles in the pipeline for the Eutin paper.
- Miller mentioned that the Free State yearbook had a feature on the exchange and is there a way to share it. Scholz will check to see if Lawrence High also had a feature.

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

- Johnson reported on the Friends representative to the board. James Hilliard will be the representative.
- Scholz reminded that each Friends group is to have a minimum of two meetings per year.
- Johnson has sporadic communication with contacts in Hiratsuka.
- Keel did write to let them know that we are postponing the delegation visit but has not heard back. Johnson will check to see if they received the message and to find out what the Hiratsuka meeting about the anniversary produced.

#### **Annual Meeting**

- Scholz reminded everyone about the bylaws requiring Friends meetings to be announced to the members and that we need a reminder at the annual meeting. Keel will mention.
- The attendees adjourned to attend the Virtual Annual Meeting.

**Next meeting:** January 13, 2021 at 5:30 p.m. The meeting will be virtual.

Meeting adjourned at 7:00 p.m. moved and seconded.

Submitted by Diana B. Carlin, Secretary

