

**Sister Cities Lawrence
Governing Board Meeting
February 10, 2021 Minutes**

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Diana Carlin, Sheri Hamilton, Courtney Shipley, Jan Miller, Bob Schumm, James Hilliard, and Kelly Scholz
CITY LIAISON: Porter Arneill
MEMBERS ABSENT: Amy Meyers
GUESTS PRESENT: Phyllis Farrar Website Committee Chair and Bob Moody Publicity Committee Chair

Chair Bill Keel opened the meeting at 5:35. Because of the shutdown of City Hall due to the COVID-19 pandemic, the meeting was held virtually.

Meeting Materials Provided:

- Meeting agenda
- Draft January minutes
- January Financials
- Website committee report
- Membership committee report
- Statement on Friends Expenditures

Announcements and Guests

- Keel introduced Website Committee Chair Phyllis Farrar and Chaperone Committee Chair Hans Carttar.
- Keel announced that the 2020 allocation of \$6000 from the city was approved at the February 9, 2021 meeting.

Approval of Minutes

- Hamilton moved and Scholz seconded approval of the January minutes as submitted. Passed unanimously.

Review of Financials—Hamilton

- Accounts are as follows: Intrust Savings \$14,500.62 Intrust Checking \$14,447.09 Intrust Scholarship \$26,205.29, and Envista CD \$30,592.97. and Total deposit is \$85,745.97.
- Since the city's allocation for 2020 came in 2021, it will have to go to 2021 rather than 2020.
- Members who paid for memberships and donations through personal funds received an email with their tax statement.
- Year-end reports are being prepared and will go to the audit committee. After the audit, taxes will be filed. Michelle Fales offered to donate her services to prepare our taxes.

- Hamilton reviewed the budget. The scholarship fund increased because the funds that were designated by members for scholarships are moved to the scholarship fund annually.
- The cost of the P.O. Box went from \$144 to \$180.
- Scholz asked about the balance for the Envista account because the balance is lower than it was in December. Hamilton explained that the CD expired and it was moved to a different type of account. Hamilton will locate the financials and discuss with Scholz during the audit.
- Carlin moved to approve, and Miller seconded. Adopted unanimously.

REPORTS

Website Committee—Farrar

- Farrar summarized her written report.
- The major goal of getting the first 10 years of each timeline was met on Monday. Photographs are missing for some. A special thanks to Carol Shankel for assistance with Hiratsuka, Keel for Eutin, and Schumm for Iniades.
- Farrar will notify the board when the first 10 years are ready, and we will receive a link to review before it goes public.
- Farrar will post the Eutin articles. They will go on the News page and will not put all of them at one time with an announcement of upcoming this will help get return visits. Albrecht has English versions of all that were published. Albrecht will provide a statement about the origins of the series. Shipley will write the next article and suggestions were made for city government happenings that could be included.
- Keel announced that the new KU Study Abroad newsletter has a story about the language institute and asked for it to be linked on the timeline.
- Hamilton reminded us that when a transaction is successful, there is an email receipt sent immediately.
- Contact Farrar if there is a problem. If any board member hears of problem, the website committee needs to know at what point the system froze to trouble shoot.
- Carlin suggested that a statement be added requesting that if anyone has a problem, they notify Farrar and include an email.

To: SCL Governing Board

Date: February 10, 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, February 8. Our next committee phone call will be on February 22.

Changes made on the website since January 13 are:

- A separate donation button and pictures were added to the Membership page.
- 9 memberships were received through the website form.

The first drafts of the Timelines first 10 years were handed over to Sterling Moody on Monday. He will be working on those three timeline pages now, while we continue to work on the next 10-year period for Eutin and Hiratsuka. As stated previously, our goal is to have one picture per entry, but we are far

from that now. As the board has suggested, we hope that by publishing an initial draft members and former participants will be willing to locate pictures for our use. I am grateful that Carol Shankel has given me a big boost in the past week concerning the Hiratsuka page.

Analytics: This report covers January. 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	February 5, 2021	January 12, 2021
Reporting period	Jan. 6 – Feb. 4 (30 days)	Dec. 14 – Jan. 12 (29 days)
Total Visits	120	96
Highest day	12	16
Lowest day	0 (two days)	0 (one day)
Avg daily visits	3.6	3.5
Total Page Views	219	188

Publicity Committee—Moody

- Moody reported that he received a 16 gigabyte thumb drive with approximately 600 images from Patricia who was a home stay guest during the October 2019 visit. It includes photos from our visit to Eutin and theirs to Lawrence. Moody will get approval from Eutin to use them.
- Farrar asked if some of the images can be used on the website especially a good photo of the reception.

Chaperone Committee

- Carttar indicated to Keel prior to the meeting that there is no update.

Membership— Miller and Meyers

- Miller reported that we have 57 members representing 37 households with several lapsed members rejoining. Together they paid \$505 in membership dues with \$200 in contributions to the scholarship fun.

Scholarship Fundraiser—Carlin

- Carlin reported that the platform is purchased at \$50 for one month and she and Joe Pierron will donate it as it will also be used by the Lawrence Breakfast Optimist Club. It was decided that it will not be a fundraiser but will be a way to connect with member and to encourage potential new member. Carlin will prepare an invitation for the website, Facebook page, and for board members to distribute.

FOI (Friends of Iniades)—Schumm and Meyers

- Schumm emailed Dimitra regarding our concern about them coming in April. They plan to delay until August after everyone is vaccinated. Schumm sent a response agreeing.

FOE (Friends of EutinOH)

- Albrecht noted that the articles are the main activity. Stefan Klein sent gifts for all the contributors.

FOH (Friends of Hiratsuka)—Hilliard

- No new developments. They are trying to get their students together just to keep them engaged.

New Business

- Keel presented a policy for the funds allocated annually to the Friends group for expenditures going forward.

Policy on the use of the annual appropriation for a Friends Group

Funds from the annual appropriation for a Friends Group are primarily intended for the purpose of entertaining guests (students and adults) from a sister city or gifts for that city. Any expenditures by a Friends Group for other purposes requires prior approval by the Executive Committee. For any approved expenditure, receipts accompanied by a completed Reimbursement Request Form (available on the SCL website) are required for reimbursement.

- Keel posed the question that as a nonprofit should we allocate funds for alcohol and food for members? Discussion ensued.
- We will return to the issue in March after the Executive Committee reviews the discussion.

Kansas City-Hamburg Sister Cities Request

- Keel received a request from sister cities in Kansas City which has a sister city in Hanover to consider partnering on a visit from a jazz group to Kansas City. Keel contacted the Music dean at KU to consider a possible collaboration with the KU Jazz ensemble. Scholz suggested also connecting with the Free State and Lawrence High choirs. They may also be interested in a venue. Keel needs to have a more concrete request for the ask which could include home stays.

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

Meeting adjourned at 7:06 p.m. Schumm moved and Albrecht seconded. Passed unanimously

Submitted by Diana B. Carlin, Secretary