

Sister Cities Lawrence

Governing Board Meeting

February 12, 2020 Minutes

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Diana Carlin (via phone), Jan Miller, Amy Meyers, Sheri Hamilton, Courtney Shipley, Bob Schumm

CITY LIAISON: Porter Arneill

MEMBERS ABSENT: Kelly Scholz, Melissa Johnson

GUESTS PRESENT: None

Chair Bill Keel opened the meeting at 5:38 pm.

Meeting Materials Provided:

- Meeting agenda
- January 8, 2019 draft minutes
- Eutin trip budget
- Financials and balances through January 31, 2019
- Committees and Committee Chairs 2020-2021

Announcements and Guests

- Keel introduced Commissioner Courtney Shipley as the honorary chair. Shipley has extensive international experience and speaks several languages and is learning Greek.
- Keel introduced Tom Lipp, the Eutin chaperone, to make a presentation regarding the Eutin trip.

Approval of Minutes

Minutes of the January 8, 2020 meeting were approved as corrected. Moved by Schumm and Meyers seconded. Passed unanimously.

Review of Financials - Provided by Hamilton

- Total accounts are \$82,526.71.
- Hamilton and Fales have another meeting scheduled to complete the transition.
- Trip coordinators need to have membership forms along with checks or cash so that the funds can be credited to the correct parents. There were several missing for Hiratsuka.
- The CD has \$30,592.97 and will expire April 6, 2020. We have to decide if we want to renew; we have a 10-day window. If we renew, it will be at 2.25%. The recommendation is to renew. Schumm moved and Shipley seconded that the CD roll over. Passed unanimously.
- Schumm asked about the absence of an allocation in the 2020 budget for the Iniades 5-Year Anniversary fund. There is no allocation since that fund has reached its maximum of \$7,000.
- Albrecht presented a \$15 check for an Eutin candle.
- Hamilton needs to be added to the Envista signatures in order to roll over the CD. Scholz also needs to sign it.
- Schumm moved and Meyers seconded approval of the treasurer's report. Passed unanimously.
- Keel indicated that he submitted the report to the city for the \$8000 grant for 2019 that is due on February 15.

COMMITTEE REPORTS

Membership—Keel

- Miller and Meyers agreed to co-chair the membership committee.
- Keel indicated that we need to have better records of who is up to date on membership dues.
- In the future membership renewals should be sent out by mail in November for coming year.
- Hamilton and Keel indicated that we are getting renewals from the mailing that went out three weeks ago. Schumm requested that his e-mail be updated as he didn't receive the renewal notice.

Committee Overview—Keel

- Keel is scholarship committee chair.
- Carlin is scholarship fundraiser chair.
- Scholz is audit committee chair.
- Keel will request that Hans Carttar chair the chaperone committee.
- The old website was closed and a new committee will be formed to include the website. We will need a chair and possible co-chair. Bob Moody is willing to serve on the website committee. Keel asked if there was a second proposal for a website. Miller reported that she contacted someone who wanted to know the budget. Scholz suggested that Miller's contact, Michael Taylor, look at the first proposal to see if he believes it is appropriate. There was discussion about having Miller's contact serve on the website committee. There was discussion of how the website would handle payments online. The 3% convenience fee was discussed. The Board agreed in the fall that the 3% would be charged for trip payments. Discussion centered on the need to have both check and credit card options. The proposal from Sterling Moody was discussed. Carlin moved that we commission Sterling Moody to build the website and maintain it as outlined in his proposal, that a committee be formed while the website is being built, and that Sterling Moody ensure that the website is the first thing that appears in a search using the words Lawrence Sister Cities or Sister Cities Lawrence. Meyers seconded. Hamilton moved to amend the motion to accept the commerce option from the proposal. The amended motion passed unanimously. All changes have to go through the committee that will contact him. Phyllis Farrar was also suggested as a committee chair and will be asked to do so. Miller will ask Taylor if he will join the Friends and serve on the committee. Funding for the website was included in the 2020 budget.
- We also need a publicity chair and committee. We agreed that Moody would be asked to chair the publicity and PR committee.
- Melissa Johnson and Carol Shankel are co-chairs for the Hiratsuka 30th anniversary.
- All of the chairs need to review the membership list and find individuals to serve on committees and then each chair will set up a meeting calendar and list of tasks.

FoE (Friends of Eutin)—Albrecht and Lipp

- Lipp presented the budget for the Eutin trip and indicated that the budget reflects an increase of three students over last year. Lipp included the \$2000 from Sister Cities and assumed it was annual. He is still waiting for a response regarding GAP support. Albrecht indicated that the budget needs to reflect the request for 9 students rather than 6 and the same is the case for the budget for airfare. \$1024 is an estimated contingency. Lipp is still working on scheduling reserved seats for a trip to Berlin. The hostel stay invoice was submitted to Hamilton.
- Lipp asked parents at the parents' meeting to join Friends and inquired about his membership status. Hamilton commented that Lipp submitted the membership materials to her and thanked Lipp for the good records.

- In the past when Lipp chaperoned all students were interviewed prior to the trip; however, more recently Lipp vouched for Free State applicants and Arne Scholz vouched for Lawrence High students. The group of students this year are known to both Lipp and Scholz and Lipp asked permission to skip the interviews. Granted.

FoH (Friends of Hiratsuka)—Johnson, Keel

- Keel is working with Shankel to prepare a letter to solicit individuals to participate in the visit. Johnson made suggestions for the list.

Johnson submitted her report by e-mail. It includes: (1) there should be a deadline for chaperone vetting with the caveat that if the candidate is applying for next/current year, the committee should have a deadline. However, if we are trying to establish a pool of candidate so we may potentially have individuals who apply that may go the year after but will shadow the next group, there would not be an immediate need for approval and perhaps it could be delayed. If a candidate will potentially chaperone within the year, we could have the deadline at 1-2 months prior to their first official meeting to allow for approval of the board. On the Hiratsuka side we have our first parent/delegate meeting in November, so we should be done with vetting and approval by September. This will allow the chaperones to be part of the interview process of the potential delegates. (2) Johnson wanted to know why Hiratsuka interviews potential delegates and other sister cities programs do not. This was answered by Lipp in his presentation.

- Maggie Childs indicated a willingness to be part of the 30th anniversary planning.

FOI (Friends of Iniades)—Schumm and Meyers

- Friends of Iniades met on February 5 at the home of Kathleen Hodge. There were 15 members. A planning committee was selected and it met on February 9. An itinerary was developed and home stays are arranged. A chaperone party planned at the Hodge home and a visit to the city commission followed by dinner at Johnny's. The first Saturday of the visit the Greek organization in KC will host them. HEPE provided \$2500 for the visit. The second Friday of their visit they will attend Greek Orthodox services. Saturday will be the day on The Hill. Schumm requested Carlin to contact KU to arrange a tour of the fieldhouse and the rules at 11:00.
- The first group of Greek students and chaperones is arriving April 10 and will depart April 19.
- Meyers was commended for the work she did on planning and arranging home stays.

New Business

- Keel moved to repurpose the 2020 budget line of credit card fees to cover the website. Seconded by Miller and approved unanimously.
- Keel indicated that a request was made to initiate a sister city in Slovakia. Shipley voiced an opinion that we need to ensure that we only have agreements with countries for which corruption levels are low. Keel indicated that the Slavic department at KU is not interested and there is little interest in the community. It was agreed that Keel would inform the requester that there was no interest in pursuing a sister-city relationship with the city in Slovakia.

Shipley moved and Schumm seconded adjournment. The meeting adjourned at 7:04 pm.

For Future Action: Carlin will check on the KU athletic department tour. Miller will check with Michael Taylor about joining Friends and serving on the website committee. Keel will follow up on Sterling Moody's proposal

Next meeting: March 12 at 5:30 p.m. at the City Hall Commission Room.

Submitted by Diana B. Carlin, Secretary