

## **Sister Cities Lawrence**

### **Governing Board Meeting**

**February 8, 2023, draft Minutes**

MEMBERS PRESENT:	Ken Albrecht, Bill Keel, Diana Carlin, Jan Miller, Kelly Scholz, Sheri Hamilton, Lisa Larsen, Kathleen Hodge, James Hilliard
MEMBERS ABSENT:	Bob Schumm, Lisa Larsen
CITY LIAISON:	Stephen Mason, Parks, and Recreation
GUESTS PRESENT:	Phyllis Farrar, website committee chair

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Chair Bill Keel opened the meeting at 5:40 pm in the conference room of the Watkins Museum; the meeting was also available virtually with Farrar, Hilliard, and Miller attending virtually.

#### **Meeting Materials Provided:**

- Meeting agenda
- Financial report
- Website committee report
- Membership report
- Hiratsuka report
- January draft minutes

#### **Announcements and Guests**

- Keel announced that on Monday, February 12, Steve Nowak's class will meet to begin the process of creating the inventory of Sister Cities holdings. Keel will attend and all are invited.

#### **Approval of Minutes**

- Hodge moved and Scholz seconded approval of the minutes as corrected. Approved unanimously.

#### **Review of Financials—Hamilton**

- Hamilton announced that the mail is now switched to the Watkins address.
- The year was closed out and Scholz was provided with statements from the four accounts for the audit.
- There is a joint, secure document that Farrar and Hamilton have that has the tax information. Tax letters will be sent out.
- Sister Cities International, Watkins affiliation dues, and insurance were renewed. The Secretary of State form will be submitted in March.
- Hamilton will reach out to Michelle Fales to prepare the 990 IRS forms after the audit is complete.

- There were some problems with the donate system on the website. Farrar will inform the board when it is working again. This is the first problem with the system.
- Miller moved and Hodge seconded approval of the financial report. Passed unanimously.

## **COMMITTEE REPORTS**

### **Website—Farrar**

- The report is attached to the minutes.
- Changes included the mailing address, chaperone documents were updated, the interview questions were taken off the public site, hosted December minutes.
- Activity was up 30 percent over December. The time on the top four pages are 1 to 4 minutes. There were 166 views in 30 days which is one of our highest.
- Scholz requested that an announcement be posted indicating that applications for Eutin are still open.

### **Membership Committee— Farrar**

- Memberships are coming. We are halfway to our typical number of members. We have 18 members with 14 family memberships. Three are first time members.
- There were two attempts to renew on February 3 that did not go through and both notified Farrar. Farrar is working with STRIPE, the online payment processor.
- Scholz suggested that a notification be placed on the website until the system is repaired. Hamilton suggested that the notification direct them to the form that can be printed and mailed and that a reminder renewal notice go out after it is repaired.

### **Fundraising Committee—Carlin**

- Carlin reported that she will submit the check for the Carnegie reservation and will send an announcement and task list to the board.

### **Publicity Committee-Miller**

- Miller reported that she will prepare a news release about the two exchanges and the fundraiser.

### **Financial Aid Committee—Keel**

- No report since the first application was just received.

### **Chaperone Committee—Hodge**

- Hodge reported that the committee interviewed the prospective chaperone for Eutin. Stephen Arbeau. Arne Scholz will tutor him on the finance side.
- If someone had a recent background check as a teacher, a background check should be considered as not required since we have accepted USD 497 checks in the past. Scholz noted that our policy says “recent” and does not specify a number of years, but we need to clarify our policy.

- Hodge explained that the policy requires that all background checks be destroyed after 5 years.
- The committee recommends that we approve Stephen Arbeau as the Eutin chaperone. He was hired in August and does not require a background check based on our policy. Albrecht seconded. Scholz requested that we have the date of his background check and put it on our spreadsheet. Hodge will contact Bishop Seabury to obtain their background check policy.
- Keel will put our policy on the agenda for March.
- Hilliard reported that the two chaperones for Hiratsuka have timely background checks on file and suggested that we conduct our own in addition to the USD 497 check. Discussion was held on Hilliard's recommendation.
- Keel charged Hodge and the committee composed of the three city friends groups to develop a policy for discussion at the March meeting. Hilliard suggested that the policy should require everyone background checked every time they chaperone.

#### **FOI (Friends of Iniades)—**

- Hodge reported that there is no news other than what Schumm reported last month and in an email that he communicated with the mayor.

#### **FOE (Friends of Eutin)—Albrecht**

- Albrecht reported that Stephen Arbeau will chaperone and is starting to secure applications. He has three definite and four are considering it from Lawrence High School. Scholz proposed that we send however many students apply. The parents meeting will be next week and budget will be set when airfare is finalized. There is no interest from Free State or Seabury thus far. Eutin plans to send 12 students in the fall.
- Discussion held on ways of recruiting.

#### **The FOH (Friends of Hiratsuka)—Hilliard**

- Hilliard submitted a written report that is attached.
- The committee is interviewing 12 students this week and is researching airfare. Hiratsuka requested that we send 10 students.
- They are investigating bus transportation for the Hiratsuka visit to Lawrence.
- Albrecht asked what the per student cost is; Hilliard responded \$2800 for 10 days.

#### **New Business**

- Keel received a letter from the city agreeing to \$8000 in two installments for 2023 and we have a report due for 2022 listing how last year's allocation was spent.

Hodge moved and Scholz seconded adjournment until. The meeting adjourned at 6:55 p.m.

The next meeting is March 8, 2023, at 7 pm at the Watkins Museum Community Room.

Submitted by

Diana B. Carlin, Secretary

## Website Committee Report, February 8, 2023

Phyllis Farrar, Website Committee Chair, reporting

Our website is [www.sistercitieslawrence.org](http://www.sistercitieslawrence.org)

Postings/updates to the website:

☑ Change mailing address from P.O. Box to c/o Watkins Museum across website.

☑ Update of 2 chaperone committee documents on 'policies and forms' section

☑ Post approved December minutes.

☑ Troubleshoot broken link to online membership payment (see below)

Analytics for 30 days of visitor traffic on the website are summarized in the chart below. The previous 3 months are shown for comparison. Activity is mostly due to the new membership year.

Reporting period January 2023 December 2022

November 2022

October 2022

(30 days) Jan. 9 – Feb. 7 Dec. 4 – Jan. 2 Nov. 7-Dec. 6 Oct. 7-Nov. 5

Total Visits 244 150 176 228

Highest day 17 19 16 22

Lowest day 1 1 1 1

Avg daily visits 8.1 5 5.9 7.6

Total Page Views 466 271 276 438

Geography of page views:

U.S 202

Germany 23

Japan 6

Greece 0

Total of 271 page views (past 30 days) in order of popularity:

Home (163)

Hiratsuka (66)

Kris and Inga (4)

Lawrence clarinetist (4)

Eutin (47)

Board and Policies (36)

The rest had fewer than four views.

Become a member (31)

Iniades (15)

Iniades Timeline (4)

Memberships

Five memberships were received via the online form (4 family and 1 individual) by January 28.

3 additional attempts at paying membership starting February 3 have not been able to complete payment. I have contacted Sterling Moody to ask him to help me find the broken link.

### **Friends of Hiratsuka Report 2-8-2023**

- 1) Interviews for Lawrence Hiratsuka Student delegation are in process. Twelve students applied and our target number based on Hiratsuka's advice is ten students. Interviews will be completed 2/12/2023 with notification going out to the students by 2/13/2023.
- 2) The final budget has been delayed due to local Travel Service not fulfilling promised obligations. Currently working with a new travel agent and have received preliminary airfare and itinerary information. Airfare represents approximately ninety percent of our total budget. Will submit trip budget proposal within the next week for the boards review.
- 3) The Japan Hiratsuka student delegation has tentatively planned to be visit Lawrence on the dates of July 21-July 31. Hosting opportunities might be available.

Regards,

James Hilliard

Friends of Hiratsuka