

# Sister Cities Lawrence

## Governing Board Meeting

### December 11, 2019 Minutes

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Kelly Scholz, Diana Carlin, Carol Shankel, Melissa Johnson, and Jennifer Ananda  
CITY LIAISON: Porter Arneill (absent)  
MEMBERS ABSENT: James Hilliard and Bob Schumm  
GUESTS PRESENT: None

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Chair Bill Keel opened the meeting at 5:36.

#### Meeting Materials Provided:

- Meeting agenda
- November 13, 2019 draft minutes
- Financials and balances through November 30, 2019
- Eutin anniversary expense and income report
- Draft 2020 budget
- Trivia contest debriefing

#### Announcements and Guests

- Congratulated new mayor Jennifer Ananda
- Recognized Fales for her last meeting and thanked her for her service.

#### Approval of Minutes

Minutes of the November 13, 2019 meeting were approved as corrected. Moved by Shankel and Scholz seconded. Passed unanimously.

#### Review of Financials - Provided by Fales

- Total accounts are \$88,510.14.
- Scholarship account will have an addition \$1,129 from the general account. Savings has Checking has. There was little activity except for trivia deposit of \$2389; there were additional monies deposited the previous month; net of \$3609. Scholz asked if we receive quarterly reports and we do.
- Interest on the CDs will be close to \$700 for the year.
- Scholz reported that expenses for the Eutin 30<sup>th</sup> anniversary were \$8,774.13. There was \$1170.00 in income. We do have \$50 outstanding for dinners and \$75 for candles. The \$125 goes to scholarships when collected. The total cost for the event was \$7,479.13. \$798.92 will come from the Friends of Eutin reserve to cover the additional expenses.
- Fales will start year-end reconciliation for the audit committee.
- Fales reported updated numbers for Hiratsuka. There is an overage of \$1934.52 and \$73.40 will be refunded to each student. Our policy is to refund anything over \$50. Scholz moved and Johnson seconded. Passed unanimously.
- Iniades is short as a result of excess baggage fees and the loss of two individuals who originally planned to make the trip. We need to establish a trip reserve for Iniades. If a trip is overspent less than \$50/student, it goes into a trip reserve, but with this the first trip for Iniades, there is no trip reserve.

- Scholz moved and Albrecht seconded that the \$1153.65 be taken from the Friends of Iniades account. Passed.
- Fales asked if we want to keep the credit cards for trip payments with the percentage charge. Johnson told the group for 2020 that they will not be able to use credit cards. We paid \$1500 in credit card fees and we recouped \$600. Motion by Scholz that participants pay by check, cash or money order and discontinue credit card use for trip payments. Shankel seconded. Passed.
- Johnson noted that there will be costs for background checks. Scholz asked if it would be done in 2019 or 2020. It will be in 2020.
- Financial report was accepted.

#### **Proposed 2020 Budget—Scholz**

- Scholz provided the actual 2019 and proposed 2020 budgets. The adjustment for credit card fee is eliminated from the budget due to the vote to not accept credit cards for trips. Adjustment for Hiratsuka from 15 to 10. Income from interest was adjusted to \$500 from \$441. Expenses need to include an increase for the PO Box. Fales donated postage for membership letters this year. Suggested to increase to \$500. Scholz recommended that we hire a designer to create a new logo to represent our new structure and name. Eliminated credit card processing fees. Background checks need to increase.
- There is a proposed \$1200 for membership and records development and website. Fales is now paying it. \$30/year for domain and \$20/month for the website. That needs to be moved to the budget.
- Keel requested trip budgets for the January meeting.
- Fales suggested that the line item for a logo be changed to marketing and include the other expenses for marketing.
- The 2020 budget is for \$52, 810.

#### **Nominating Committee—Scholz**

- The proposed names for member at large are Jan Miller and Amy Meyer. They came after contacting one person at a time and once two agreed, the committee did not approach anyone else to avoid someone losing with multiple names on the ballot. There is a representative from each of the Friends groups on the board. Johnson suggested that more than two people should be vetted. The next nominating committee can approach recruitment differently. We can involve more people in the Friends groups to support the board's work. Shankel suggested that individuals who are interested in board positions should be included in the planning for the Hiratsuka 30<sup>th</sup>.
- In the future, we should announce to the membership that there are positions open and solicit interest. We could have contested elections. We will have openings for Secretary, Treasurer and Friends of Hiratsuka.
- Albrecht reminded that there was a list of board responsibilities that needs to be reviewed.
- We need to have the new website updated to include information about joining Friends and the board.
- Albrecht moved and Carlin seconded that Sheri Hamilton be nominated to fill the final year of Fales' term as treasurer.

#### **Trivia Fundraiser**

- Everyone needs to send a list to Michelle of businesses and individuals who donated. Everything over \$50 has to have a thank you letter.
- We will have a recap of the event at the January meeting. Carlin asked everyone to review the debriefing summary and send additional items.

## **Committee Reports**

**FoE (Friends of Eutin)—No report**

**FoH (Friends of Hiratsuka)—Johnson**

- Will have chaperone interviews completed by the end of the year. Johnson will be one of the chaperones. Saturday meetings will start in January.

**FOI (Friends of Iniades)—No report.**

## **New Business**

- **No new business.**

Johnson moved and Scholz seconded. The meeting adjourned at 6:55 pm.

**For Future Action:** Review the trivia debrief and send ideas to Carlin before the next meeting.

**Next meeting:** January 8, 2020 at 5:30 p.m. at City Hall Commission Room.

Submitted by Diana B. Carlin, Secretary