

# **Sister Cities Lawrence Governing Board Meeting November 13, 2019 Minutes**

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Kelly Scholz, Diana Carlin, Carol Shankel, Melissa Johnson, and Bob Schumm  
CITY LIAISON: Porter Arneill  
MEMBERS ABSENT: James Hilliard, Lisa Larsen, and Michelle Fales  
GUESTS PRESENT: None

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Chair Bill Keel opened the meeting at 5:31.

## **Meeting Materials Provided:**

- Meeting agenda
- October, 2019 draft minutes
- Membership list
- Financials and balances through September 30, 2019
- Trivia contest updates

## **Announcements and Guests**

- None

## **Approval of Minutes**

Minutes of the October 9, 2019 meeting were approved as submitted. Moved by Schumm and Scholz seconded. Passed unanimously.

## **Review of Financials - Provided by Fales**

- Total accounts are \$86,140.97.
- Scholz needs to finalize the 30<sup>th</sup> anniversary receipts.
- There is a \$1500 shortage for Iniades and Scholz asked how it is being covered. We need to determine where the funds will come from. Eutin and Hiratsuka have reserve funds and we need one for Iniades. Scholz suggested that we take something from each of those to start the reserve fund.
- Fales will provide more information at the December meeting to determine how to cover. Schumm will find out what is owed to Amy Meyer.
- Scholz and Fales are meeting next week and will reconcile the Iniades trip finances.
- Scholz commented on the \$6000 overage for Hiratsuka and the return policy needs to be implemented to return funds to students. Will check on the amount before issuing the checks.
- Keel suggested that we have a special reconciliation meeting on the budget. Scholz is on the audit committee and volunteered along with Keel and Fales. Fales will send the spreadsheet.

## **Nominating Committee—Scholz**

- The committee met and Jan Miller is interested in serving on the board. Scholz is meeting with Sherry Hamilton to gauge interest in completing Fales term as treasurer. The treasurer position is filled by the chair since it is completing a term. Shankel has reached out to several others. We have one more spot to fill. Johnson also has some possible names.

- Scholz discussed the need to have all Sister Cities represented on the board and asked for ideas for possible nominees for the nominating committee. Johnson has some possible names for Friends of Hiratsuka.
- Schumm agreed that we need someone from Friends of Iniades and will send some names.
- There are no nominations from the floor and there will be a slate presented to the membership.

### **Membership**

- Whoever is membership chair needs to have access to the mailing list.

### **30<sup>th</sup> Anniversary Eutin—Albrecht/Scholz**

- Albrecht reported that some of the delegation were still here after the last meeting and continued to have a good visit.
- We have some glasses left over and will sell them at the trivia contest.
- We received excellent publicity in the Journal-World.

### **Trivia Fundraiser**

- Carlin reviewed the contributions and identified what is still needed. Assignments were made for the event on the 17<sup>th</sup>.

### **Annual Meeting**

- Location is the Max Kade Center on December 11, 2019 at 7:00 pm following the regular board meeting.
- Keel presented a suggested bylaws change regarding when the Friends groups elect their representative.
- Carlin will send the announcement about the meeting and the proposed bylaws today.
- The minutes of the last annual meeting will be available.
- Each Friends group will provide a review and there will be a special presentation about the 30<sup>th</sup> anniversary.

### **Committee Reports**

#### **FoE (Friends of Eutin)—Scholz and Albrecht**

- Tom Lipp called a parent meeting on November 20. Scholz suggested that Keel send Lipp a reminder as to when scholarship applications are due so that the committee can meet. Scholz suggested that the applications be submitted by Friday, December 6.

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

- Johnson reported that there is a low number of applicants to date. She anticipates there will be approximately 12 students. This is not uncommon to have a smaller number after a couple larger groups.
- We should still send 2 chaperones and Johnson asked how to make the adjustment in pricing.
- Johnson sent an e-mail to Hilliard and Hans Carttar regarding chaperones. Vetting is pending for Hiratsuka and Eutin. Johnson is going and we need one more for Hiratsuka.
- Keel suggested that we can look at the Hiratsuka reserve if the cost becomes excessive.
- Johnson indicated that someone she knows paid her membership dues but isn't sure if she is on the email list. She has not received the information about the annual meeting.

- October 2020 30<sup>th</sup> anniversary trip to Japan needs to begin planning and recruit delegates. The dates are October 18-25. The anniversary committee is Johnson, Shankel and Hilliard. Johnson will call a committee meeting.

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

- Friends meeting next Wednesday at 5:30 at Kathleen Hodge's house.
- Schumm sent a letter to the new mayor. He indicated that we want to continue the exchange and that we affiliate with Mesologi since Iniades is now a part of it. He also suggested that the mayor visit. Mayor Lisa Larsen sent a letter to the mayor asking him to visit. Schumm read the letter.
- Dennis Christilles attend the AHEPA Society meeting in Kansas City. They authorized a sum of \$3000 to send to the Greek students to help with their expenses. The projected time for the Greeks to come here is April and there are students who are volunteering to assist. The students will come for 10 days.
- Keel asked what we need to do to change the agreement to incorporate the new municipal structure..

#### **New Business**

- **No new business.**

Schumm moved and Albrecht seconded. The meeting adjourned at 7:00 pm.

**For Future Action:** The incoming and outgoing treasurer need to meet to discuss the transition prior to the December meeting.

**Next meeting:** December 11, 2019 at 5:30 p.m. at the Max Kade Center.

Submitted by Diana B. Carlin, Secretary