

Sister Cities Lawrence Governing Board Meeting January 8, 2020 Minutes

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Kelly Scholz, Diana Carlin, Jan Miller, Amy Meyers, Sheri Hamilton
CITY LIAISON: Porter Arneill
MEMBERS ABSENT: Bob Schumm, Melissa Johnson
GUESTS PRESENT: None

Chair Bill Keel opened the meeting at 5:39.

Meeting Materials Provided:

- Meeting agenda
- December 11, 2019 draft minutes
- December 11, 2019 annual meeting minutes
- Financials and balances through December 31, 2019
- Calendar 2020 Draft Budget
- Sister Cities By-laws
- Sister Cities Lawrence: Use of City Transit Guest Tax Funds During 2020
- Scholarship committee report

Announcements and Guests

- Courtney Shipley, a newly elected city commissioner, was designated by Mayor Jennifer Ananda to serve as honorary Chair for 2020.

Approval of Minutes

Minutes of the December 11, 2019 meeting were approved as corrected. Moved by Scholz and Miller seconded. Passed unanimously.

Review of Financials - Provided by Hamilton and Scholz

- Total accounts are \$86,943.27.
- Fales and Hamilton have met for the transition. Fales will assist with the 2019 taxes and will have everything prepared for the audit.
- Scholz suggested that Hamilton conduct the audit with her since Hamilton was not involved in the 2019 finances. Keel said that would be taken up during committee assignment discussions.
- Keel and Scholz need to sign InTrust documents so that Hamilton can write checks.
- Hamilton needs to get the P.O. Box key from Fales. Schumm has the second key and we need to determine who needs to have the second key to check mail when Hamilton travels.
- Keel inquired about the numbers on the scholarship funds. The total is \$24,230.91 but the section on scholarships indicates double that. Hamilton indicated that the amount was double counted in the formula.
- Albrecht had a question regarding the 5-year reserve and retained earnings. Scholz explained. The anniversary fund was overspent by \$603.92 which will be taken from the Friends of Eutin account.

- Keel explained the system for applying for the City Transient Guest Tax Funds. The first half (\$4000) can be requested on or after March 1, 2020 and the second half on or after September 1, 2020. The final report for 2019 expenditures is due to the city by February 15, 2020.
- Scholz reviewed the 2020 Draft Budget. Funds were allocated to records and membership and to postage and the Secretary of State filing. Fales was paying for the website out of her personal funds, but that now will come out of the budget. It will come out of membership and records development. Marketing funds were not spent last year but will be used this year to develop a new logo to reflect our new organizational structure. Scholz also explained that the \$500 Rotary scholarship is listed as both income and an expenditure.
- Hamilton asked for an explanation of the GAPP funding. Scholz explained how it is used to reduce the cost for all students.
- Hamilton asked if any funds will be allocated for Iniades. Scholz explained that there will not be because there will not be a trip in 2020.
- Keel indicated that a new website will be purchased and developed by Sister Cities and maintained by the board.

Scholz moved and Carlin seconded to approve the proposed budget. Passed unanimously.

COMMITTEE REPORTS

Scholarship Committee

- The committee met in December (Keel, Scholz and Schumm).
- The available scholarship funds were \$6000 (25% of the total scholarship funds)
- The total number of requests was four for Hiratsuka and one from Eutin. The total scholarship awards came to \$4,875. One of the students will receive the Rotary \$500 scholarship; thus, the total anticipated funding from the scholarship fund/account is \$4,375.
- Keel sent the five families letters announcing the scholarship award with copies to the chaperones.
- Scholz forwarded copies of the letters regarding the scholarship allocations to Hamilton.

Keel moved and Miller seconded approval of the scholarship report. Approved unanimously.

Membership

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

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.

FoE (Friends of Eutin)—Albrecht

- Albrecht has nothing to report.
- Keel did report that we received a holiday greeting to the board from Stefan Klein.
- We should request a report from Tom Lipp on the status of the Eutin trip.

FoH (Friends of Hiratsuka)—There was no report

- Scholz noted that we need an update on the chaperone list and that the chaperones need to be vetted which includes a background check and an interview with the chaperone committee. After the interviews, the chair of the chaperone committee will make a report and recommendation to the board for approval.
- Miller suggested that a deadline for completing the process should be instituted.

FOI (Friends of Iniades)—Meyers

- There has not been a meeting since December.
- They anticipate 10-11 students and chaperones will be in Lawrence in April 11-21, 2020. Scholarship money was raised to defray some of the costs for the Greek delegation. They are currently working on their tickets. Meyers and Schumm will organize on the Lawrence side. They still need host families and prefer families with similarly aged students. At least one is a college student.
- Carlin reminded everyone that any future meetings need to be submitted to her in time for her to inform the membership two weeks in advance so that she can notify the Friends members.

New Business

- Keel reminded everyone that Faye Watson raised the issue of upkeep of the Japanese Friendship Garden. Keel asked Arneill if we could have a meeting with Parks and Recreation to discuss potential ways to secure the park. Arneill noted that even if there is a gate, it could be climbed. Keel suggested a task force to check out the garden and then meet with P and R. Albrecht noted that this is the 30th anniversary for Hiratsuka and we need to have the Garden issue resolved. Arneill doesn't know if we can legally gate it since it is a city park.
- Keel had a discussion with Stuart Boley who had received a call from Frank Baron regarding the Sister City gifts. Placement of those gifts was discussed at the Annual Meeting. Keel now has a map of Eutin that was gifted in 1984. Arneill said that cities are not the best place to house art and other gifts because they don't have display or storage spaces. A city official suggested that the train station might be an option. Arneill noted that the old depot does not have space. There are some gifts displayed on the fourth floor of City Hall. Arneill said that the collection needs to be curated. Miller suggested contacting banks to see if they could display for a year. Carlin suggested that we contact the Museum Studies program at KU to see if this is a project a class could take on.
- Keel will call a special meeting of the officers to reorganize committee assignments and determine what task forces we need. Carlin asked who is responsible for sending out the membership renewals. Scholz indicated that we used to have a letter from the board chair that accompanied the renewal letter. Scholz reminded us that everyone on the Board needs to have access to electronic documents. Bob Moody's son is a website developer and has offered to assist with the new website. Hamilton suggested that we look at other sister cities websites; Carlin showed the St. Louis-Stuttgart site and suggested that the organization of that one is a good starting place.
- Scholz suggested that we have a notebook with all of the important documents for the board. The consensus was that it is electronic.

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

For Future Action: Keel needs to locate the second P.O. Box key and inform Fales to shut down the website. Carlin will contact the Museum Studies program. Scholz will organize the notebook.

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

Submitted by Diana B. Carlin, Secretary