

# **Sister Cities Lawrence Governing Board Meeting March 18, 2020 Minutes**

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Diana Carlin, Sheri Hamilton, Jan Miller, Amy Meyers, Melissa Johnson, Kelly Scholz, Bob Schumm  
CITY LIAISON: Porter Arneill  
MEMBERS ABSENT: Courtney Shipley  
GUESTS PRESENT: Bob Moody and Phyllis Farrar

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Chair Bill Keel opened the meeting at 5:33. Because of the shutdown of City Hall due to the COVID-19 pandemic, the meeting was held virtually.

## **Meeting Materials Provided:**

- Meeting agenda
- Draft February minutes
- Financials

## **Announcements and Guests**

- Keel introduced Website Committee Chair Phyllis Farrar and Publicity Committee Chair Bob Moody

## **Approval of Minutes**

- Minutes of the February 12, 2020 meeting will be approved by email after any changes are submitted.

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

- Total accounts are \$93,370.98, Intrust savings are \$14,482.32, Intrust Checking is \$24,244.85, and Envista CD is \$30, 592.97.
- Hamilton explained the new system she is using for presenting financials. The first tab is the overall for each account. Savings, checking and scholarship.
- There tab for scholarships shows who dedicated funds for scholarships with their membership dues.
- Last month Hamilton reimbursed Tom Lipp for airfare and youth hostel fees.
- There is a detail for each family for the two trips indicated what they have paid if reimbursements need to be made.
- Hamilton created a document from the 2019 membership list that indicates who has renewed for 2020. All board members and committee members need to pay their 2020 dues. A membership form will be sent to anyone who hasn't paid so that all of the information is obtained.
- In the future all moneys collected from trip coordinators need to have a membership form attached. Also all reimbursements must be accompanied by a request for reimbursement form.
- Jan Miller moved to accept and Scholz seconded. Passed unanimously.

## **CANCELLATION OF PROGRAMS**

- Schumm reported on the cancellation of the Iniades visit in April. They will try to reschedule in July or August. However, it is too early given the virus situation and air restrictions and reductions, it might be too early. Lufthansa did let them cancel and rebook without penalty.
- Johnson reported that Hiratsuka recommended cancellation of the entire exchange.

- Johnson contacted the travel agency and all tickets were successfully cancelled. Because they were cancelled before March 20, the full payment was not due. Parents made payments to Sister Cities Lawrence. Schumm moved to reimburse participants 100% of their contributions; Meyer seconded. Passed unanimously.
- Johnson suggested that students be given the priority standing for 2021.
- Schumm moved that we give a priority ranking to any member of the 2020 Johnson seconded. Approved.
- Johnson will provide Hamilton with addresses for all families for reimbursements.
- The government of Schleswig-Holstein decreed that there will be no school trips during 2020. Thus, the Eutin trip was cancelled.
- Reimbursements for the nine students and Tom and Hildegard Lipp for airfare. The airfare will not be fully reimbursed. The hostel will provide a full refund if made by May. It was requested but no response was received to date. Railway tickets are not refundable. Travel health insurance was purchased and we are looking into that reimbursements. The Lipps were charged over 300 Euros for foreign transaction fees. At this point no one knows what the refund policies will be due to the pandemic. Lipp also had a 300 Euro foreign transaction fee on his credit card.
- The airline will give a credit against future use for any non-refunded fees for the airline. 3000 Euros will not be refunded but will be given in credits.
- Lipp was reimbursed for purchases on his credit card for tickets and he will have to pay back Sister Cities.
- Scholz suggested that the families be reimbursed for all costs to date and that it be taken from the reserve fund. \$6750 has been collected to date. Everyone agreed that everyone should be reimbursed for all that they paid.
- Carlin moved and Schumm seconded that the families be reimbursed for total expenses to date. Any overage will be paid for out of the Eutin funds in the budget. Passed unanimously. Hamilton will mail the checks this week.
- Keel will send Lipp an e-mail indicating that the parents will receive a full refund as soon as possible.
- Carlin recommended that in the future chaperones must use a credit card without a foreign transaction fee.
- Scholz asked if Hildegard Lipp's costs are borne by the Lipps and everyone agreed that it is.
- Anything that Lipp paid out of his credit card will be reimbursed to him and he will have to repay Sister Cities.
- Lipp needs to inform the families of the cancellation.
- Scholarships will be honored.
- Scholz reported that we have the Central Rotary Club's \$500 and that they will give us another \$500 next year.

## **COMMITTEE REPORTS**

### **Audit Committee—Scholz**

- Scholz and Hamilton met on February 20, 2020 and conducted an audit of the 2019 financials. After receiving answers from Fales about some of the items, they approved the financials.
- Hamilton will not be part of the audit committee in the future.

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

- At this point there are no plans to cancel the 30<sup>th</sup> anniversary visit from Hiratsuka, but no firm decision was made. If we request them to cancel, they will understand.

- Albrecht indicated that since we cancelled student trips, we should consider cancelling the adult visit. Johnson can propose that both the reciprocal anniversary delegations be made in 2021 with one in the spring and one in the fall.
- Schumm reminded us that we are going to send a city delegation to Iniades in 2021 and that we might consider Hiratsuka coming here in 2021 and our delegation go in 2022.
- Moody expressed a view that we take the opportunities for reciprocal visits when it is most convenient.
- Johnson moved to postpone the October anniversary delegation visit to 2021 and Scholz seconded. Johnson will reach out to Hiratsuka to explain that we will go in 2021 and they will come here in 2022.
- Keel will inform the individuals who planned to go to Hiratsuka in October that the trip will be postponed.

#### **Publicity Committee—Moody**

- Moody presented a news release regarding cancellation of the student trips to Eutin and Hiratsuka. Moody suggested that the draft be edited to include cancellation of the 30<sup>th</sup> anniversary trip in October.
- Moody has a list a local media to which he will distribute. He will not distribute until the students and families are notified. Schumm suggested that the news release indicate that all monies paid for the trip will be reimbursed to the families.
- Moody has four committee members and they had one meeting.

#### **Website Committee—Farrar**

- Farrar expressed her appreciation for being asked to chair. She is in the process of adding committee members.
- Based on her experience with other nonprofits, Farrar put a site plan together.
- Farrar and Moody, Keel and Albrecht on March 16 met to coordinate the work of the two committees which will be important in the future.
- We need our own logo and branding. The publicity committee is working on that along with short introductions to the three cities. The membership button needs to be obvious on all pages. The publicity committee will be responsible for upcoming events and news. After a date moves on, then it will be up to the web master to move it to an appropriate section.
- Farrar met with Sterling Moody. We need to get a contract to S. Moody. They reviewed Moody's site plan and are coordinating their ideas. All content on the website will be placed in a shared folder and then they will meet bi-weekly to determine what needs to go where.
- The home and about pages are the first pages to be developed; S. Moody has a mock up already. Membership and News will follow.
- Farrar sent a site plan to look at. The main features are the Home and About pages; the main navigation will be at the top. Sterling will develop the layout and look. The committee will review and make recommendations.
- On the About page, about half of what is listed are already collected. Be sure to think of the committee whenever anything is updated such as forms. The request for reimbursement form should be on the site also. Anything for which we are responsible that goes on the first pages needs to be sent to Farrar ASAP. Items 1-4 are the main items needed now.
- The board should review the site plan and provide input and approval. Most of the work should be done within a month or two.
- The website will not launch without board review.
- The membership page will have every form for which we collect funds.
- Applications will be on the About page.
- Moody suggested that we need a tag line for the Home page banner.
- Scholz reminded the committee that there is money in the budget for logo development.

- Albrecht asked if we need permission from participants to use their photos on our website. Johnson indicated that it is in the application.
- Scholz moved and Hamilton seconded that we endorse Farrar's plan. Passed unanimously.
- Provide iconic photos of the three cities to Farrar. A photo gallery will be created later following a format Farrar will send us.

**FOI (Friends of Iniades)—Schumm and Meyers**

- No report other than what was discussed under other items.

**New Business**

- Johnson suggested that we maintain momentum for the program by using the JetStream program funds in retained earnings for occasional meetings.

Adjournment was moved and seconded. The meeting adjourned at 7:11 pm.

**For Future Action:** Board members should send materials for items 1-4 to Farrar.

**Next meeting:** April 8, 2020 at 5:30 p.m. via Zoom.

Submitted by Diana B. Carlin, Secretary