

# **Sister Cities Lawrence Governing Board Meeting April 10, 2019 FINAL minutes**

MEMBERS PRESENT: Ken Albrecht, Kelly Scholz, Diana Carlin, Melissa Johnson, Carol Shankel, and James Hilliard, Bob Schumm

CITY LIAISON: Porter Arneill

MEMBERS ABSENT: Bill Keel, James Hilliard, Lisa Larsen

GUESTS PRESENT: None

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Vice Chair Kelly Scholz opened the meeting at 5:36.

## **Meeting Materials Provided:**

- Meeting agenda
- March 13, 2019 draft minutes
- Financials and balances through March 31, 2019
- Membership list

## **Announcements and Guests**

- None

## **Approval of Minutes**

- Minutes of March 13, 2019 meeting were approved. Moved by Scholz and seconded by Fales. Passed unanimously.

## **Review of Financials - Fales**

- Total accounts are \$120,237,60
- The liability insurance bill of \$837 was paid last month.
- Trip payments are still coming in with the majority are by check.
- The Rotary scholarship money was received.
- Trip coordinators received updated information in March and on April 9.
- Families were reminded of dues payments.
- A mother daughter who were going to Iniades dropped out and their payment will be refunded.
- Fales asked about a charge for airline tickets that Schumm made to guarantee a low rate. Fales will refund. Discussion ensued regarding the challenge of finding someone with capacity to charge the tickets for the group and await reimbursement.
- Reserve account balances are \$33,243.06

Carlin moved and Albrecht seconded to accept the report. Passed unanimously

## **Committee Reports**

### **Audit—Scholz**

- Scholz reported that the audit was conducted on April 7 by Scholz and Arne Scholz.

- There was a question regarding a family that did not cash its refund check from December 2017. Scholz moved that another check be issued and have Arne Scholz follow up and verify the address and that the parents will cash before the check is issued. Shumm seconded. Passed unanimously. All other checks cleared.
- Taxes are in the process of being completed and will be submitted by Monday, April 15. Scholz thanked Fales for doing the taxes.

### **Membership Committee**

- The membership list was distributed.
- Shankel asked what the term of membership is. Scholz answered that it is a calendar year. Fales noted that the membership form does indicate that it is for the calendar year.
- Carlin asked how the numbers compare to last year's. Fales responded that this year more members are joining at the \$50 level rather than \$35 and that is the number she looks at. Currently we are \$900 below last year in April. The budget is \$3600. Any additional funds above the \$35 goes into scholarships.
- Approximately 50% of parents have not joined yet.

### **30<sup>th</sup> Anniversary--Albrecht**

- Albrecht shared the draft itinerary for the trip. The group arrives on June 6 and returns on the 12<sup>th</sup>.
- Scholz is finalizing collection of everyone's travel schedule.
- Scholz is working with the artist for the gift. The quote is \$600 and it will be framed in Eutin at approximately \$150. When the design is available, it will be shared.
- Scholz suggested that there was no need for another meeting.
- Albrecht discussed the return visit and possible venue for the banquet.
- Scholz will inquire as to progress on the list of German delegation members.

### **FoE (Friends of Eutin)--Scholz**

- Scholz has one student who does not have his passport yet but they are working on it.
- There is one student who has not made a down payment yet, but it is expected that the student will be going.
- Students are meeting at the Scholz residence next week to learn how to eat pizza with knife and fork.
- The Eutin principal will be here for two of the weeks with the Eutin students.
- Six students are going to Eutin.

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

- The next delegation meeting is April 20th.
- Passport and final payments are being collected and are due May 1. The travel agency needs to be paid shortly after the deadline.
- Nineteen students are going to Hiratsuka
- The Friends of Lawrence have appointed the new incoming coordinator. Her name is Nanae and Johnson will be in touch with her soon.
- The flight information has changed; the dates are the same but the delegates will arrive back to the states earlier to avoid a 4 hour layover. We will not be charged additional fees.

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

- As noted under financials, one student and an adult dropped out. There are now eight students.

- There is a concern that with only one adult if anyone has a problem that takes the chaperone away from the group, who will be in charge. It was noted that the Schumms will be there part of the time and Dennis Christilles from KU will also be there.
- Since a new vendor was found for the airline tickets, the deposits from the original vendor were refunded.
- There is a friends meeting next week to bring everyone up to date. The specifics have not been scheduled.
- Schumm indicated being the first time, some of the numbers are not finalized. Any shortfall for the trip will be covered by the Iniades Friends fund. It is doubtful that there will be a shortfall, but in case there is, the chaperone does not need to be concerned. Scholz indicated that there are sufficient funds in the Friends fund. There is no Iniades trip reserve fund and Scholz suggested that some of the Friends funds could be used to start a reserve fund. The other programs have reserve funds aside from Friends funds. Scholz suggested that a cap be placed of \$2500 with \$1000-1500 from the Friends fund. The board is currently getting \$2000 from the Board for the trip.
- Scholz requested that Amy Myers submit a budget for the trip.

#### **New Business**

- Scholz suggested that the board might want to have a credit card that the treasurer and one other person has authority to use so that trip coordinators do not have to put purchases on their personal cards. Fales indicated that we will need board members to be guarantors. Scholz asked Fales to check with InTrust on what is available and what is required. If InTrust can't do it, Fales will check with Envista.
- Albrecht raised a question regarding holding the June meeting since five members will be returning from Eutin on June 12.

Scholz Moved and Schumm seconded. The meeting adjourned at 6:38 pm.

**Next meeting:** May 8, 2019 at 5:30 p.m. at City Hall.