

# **Sister Cities Lawrence Governing Board Meeting April 8, 2020 Minutes**

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Diana Carlin, Sheri Hamilton, Jan Miller, Amy Meyers, Kelly Scholz, Bob Schumm, Courtney Shipley, Melissa Johnson  
CITY LIAISON: Porter Arneill  
MEMBERS ABSENT: None  
GUESTS PRESENT: Bob Moody Chair of Publicity Committee, Phyllis Farrar Chair of the Website Committee, Hans Carttar, Chair of the Chaperone Committee

---

Chair Bill Keel opened the meeting at 5:38. Because of the shutdown of City Hall due to the COVID-19 pandemic, the meeting was held virtually.

## **Meeting Materials Provided:**

- Meeting agenda
- Draft March minutes
- Financials
- Website committee report

## **Announcements and Guests**

- Keel introduced Website Committee Chair Phyllis Farrar, Publicity Committee Chair Bob Moody, and Chaperone Committee Chair Hans Carttar

## **Approval of Minutes**

- Minutes of the March 18, 2020 meeting will be approved by email after any changes are submitted.
- Albrecht moved and Johnson seconded approval of the February minutes. Passed unanimously

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

- Total accounts are \$82,324.19, Intrust savings are \$14,485.64, Intrust Checking is \$12,785.82, Scholarship is 424,250.40 and Envista CD is \$30, 802.33.
- Hamilton explained that some of the March budget to expenditures had some 2019 numbers rather than 2020 and it is now corrected.
- The major activity under the checking tab reflects the reimbursements. Hamilton kept track of everything that was paid for the trip and that was reimbursed along with membership to expedite reimbursements. Keel and Hamilton agreed to reimburse memberships but it was made clear that if the students participate next year, they will have to be members.
- Hamilton is tracking all memberships since they come to her for deposits. A summary was sent to Meyers and Miller. They will need to work with Farrar on membership information.
- The \$500 was received from Central Rotary. The CD rolled over this month; it was approved in February.
- Retained earnings are only done once a year.
- Michelle Fales does not have taxes completed but should have them completed by the weekend and will be sent to Hamilton and Scholz. Fales will train Hamilton on the Secretary of State filing.
- All reimbursements will have to go through Keel and Scholz in the future.

- Keel gave an update on trip reimbursements.
- Keel reported on cancellation updates for Tom Lipp. They will get the tickets refunded except for 50 Euros per ticket as opposed to the earlier report of 300 Euros. The hostel in Berlin was paid for and Keel spoke to the hostel and it will be refunded to the Lipp's credit card and they will reimburse SCL for any reimbursement they received. The insurance company also said that the insurance will be reimbursed. Most reimbursements will take approximately 8 weeks. Keel is still working on train ticket reimbursements. These were purchased in Germany and are not refundable. However, the railway will issue a voucher that can be used for a future school trip in Eutin. That will eventually be reimbursed to SCL.
- Keel asked if membership fees were for students or for families. Eutin was for family and Hiratsuka was for individual for students only. Keel suggested that we need to be consistent. Hamilton and Keel suggested that it should be a family membership to keep parents engaged. Johnson indicated that many students continue involvement with JetStream. Johnson pointed out that the 2020 form says that individual/family is the same fee of \$35. This will be decided going forward but whatever is decided should be consistent.
- Schumm indicated that historically the board decided that the membership should be a family membership so that parents can stay engaged. Keel said that when the decision is made, we will make sure that this is in writing and obvious to everyone.
- Johnson asked about the membership document and if it is a fillable online. The website will have an online form that needs to be mailed in. Students and families should be directed to the online form or the trip coordinators can distribute paper documents.
- Albrecht asked if thank you notes are regularly sent out for contributions. Central Rotary received several thank you emails. Albrecht suggested that members need to hear from members other than at membership renewal time. Hamilton pointed out that when the website is up there will be an email. Miller said that the membership and website committees are meeting tomorrow and will discuss.
- Scholz moved and Miller seconded approval of the financial report. Passed unanimously.

## **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.

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

- Lipp presented the budget for the Eutin trip and indicated that the budget reflects an increase of three students over last year. Lipp included the \$2000 from Sister Cities and assumed it was annual. He is still waiting for a response regarding GAP support. Albrecht indicated that the budget needs to reflect the request for 9 students rather than 6 and the same is the case for the budget for airfare. \$1024 is an estimated contingency. Lipp is still working on scheduling reserved seats for a trip to Berlin. The hostel stay invoice was submitted to Hamilton.

### **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 referred to the notes she sent prior to the meeting.
- Based on the conversation about membership forms, there may be two forms in circulation. The membership co-chairs and treasurer are meeting with Farrar tomorrow to cross check that the paper membership form and online form are the same. The critical point is that membership types are in the bylaws and the form has to be consistent. Johnson explained that she had an older form because we had not approved the new form yet.
- Two additions were made to the committee: Aiden Loveland Koster and Dennis Christilles. They met on April 6 and laid out tasks. Most of the work will be done on the city pages with the bulk of the work due in 6 weeks. Farrar will try to add two more people. Meyers suggested two high school seniors who have been involved in more than one trip.
- The website contract with Sterling Moody is signed and executed. Farrar thanked members who assisted with finding materials and photos for the website.
- We still need 2019 Hiratsuka photos, meeting photos, 30<sup>th</sup> Eutin in Lawrence, and trivia.
- Farrar drafted a photo policy and will send it to everyone.
- The website is on its second trial contract and it is up for another renewal on April 18. It is possible to have the basic website up by then that could go live. If agreed, then the year fees will be paid on the 18<sup>th</sup> and it will go live. Sistercitieslawrence.org will enable us to log into the trial site. There is a sign in page Eisenhower56 password. The early construction is focusing on content and layout. If there are strong opinions about content and layout, send immediately. Send everything by the 15<sup>th</sup>. The Home page is almost complete, the news page is ready, the COVID virus news release is up, the About page is almost complete. Farrar asked if it is all right to have our contact information published on the web. Keel indicated that as a public board we have usually had our information available. Membership and payment page requires the most work. Of the three sister cities, the Eutin page has the basics but the other two will be ready to go when they have as much content as Eutin. Christilles is working on Iniades. If the three cities are equal and the membership page is ready by the 18<sup>th</sup>, we can open the website. That is phase one. The second phase is to replace some of the older photos with more recent photos as they are gathered. Put the archival photos on the sister cities pages and have that done by the middle of May. Currently she plans to post email addresses and that is what will be published unless someone indicates otherwise. Phone numbers will not be posted.
- Albrecht gave a big shout out to Farrar and the committee for making this happen.

- We need to remind Porter put a redirect on the city sister cities website. Once the site goes live, we need to visit it several times a day to put it on first in a search.

### **Publicity Committee**

- Moody complimented Farrar for locating logo designers. There was a great deal of agreement on the log; concept 3 received the most votes as the first choice and was listed as a second or third for everyone. It is recommended that it be revised according to the comments. Revisions were sent to the board. The second example of revisions is the best according to Sterling Moody because it can be both vertical and horizontal.
- Albrecht moved that concept 2 of the revised original concept 2 be accepted. Schumm seconded. Passed unanimously.

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

- Schumm updated on the Iniades delegation visit. The tickets were exchanged for a later date which is August 8-18, 2020. School won't be started yet but there will be a full schedule.
- There will be an Iniades Friends meeting in early June.
- Meyers emailed to host families over the weekend.
- Schumm and others are working on material for the website.
- There will be a Zoom meeting for the committee tomorrow.
- Meyers reported that most of the families will be able to host. Families of seniors won't be able to host.
- Schumm indicated that they are still planning to take an adult group to Iniades in summer 2021.

### **FOE**

- Albrecht indicated that he had nothing to report beyond what was discussed about reimbursements.
- Albrecht inquired as to who will chaperone the students in 2021. Scholz said that we need to check with Arne Scholz and we also need to find out what Eutin is going to do since they are also skipping a year.

### **FOH**

- Scholz reported for Johnson that Johnson sent a message about cancellations and proposed dates for rescheduling but has not heard back.

### **New Business**

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

Schumm moved and Hamilton seconded adjournment. The meeting adjourned at 7:12 pm.

### **For Future Action:**

- Board members should review the website and send suggestions and materials by April 15.
- Moody will be notified after the membership meeting tomorrow as to when the email is likely to go out in May announcing the new website.

**Next meeting:** May 13, 2020 at 5:30 p.m.

Submitted by Diana B. Carlin, Secretary