

Sister Cities Lawrence

Governing Board Meeting

May 10, 2023, Minutes

MEMBERS PRESENT:	Ken Albrecht, Bill Keel, Diana Carlin, Jan Miller, Sheri Hamilton (virtual), Kathleen Hodge (virtual), Kelly Scholz
MEMBERS ABSENT:	James Hilliard, Lisa Larsen. Bob Schumm
CITY LIAISON:	Stephen Mason
GUESTS PRESENT:	Phyllis Farrar, website committee (virtual)

Chair Bill Keel opened the meeting at 5:34 pm in the conference room of the Watkins Museum.

Meeting Materials Provided:

- Meeting agenda
- Website committee report
- Treasurer's report
- April draft minutes
- Publicity report

Announcements and Guests

- Keel announced that long-time member Betty Barron passed away last week. Carlin will send a sympathy card on behalf of the board.
- Porter Arneil is our contact for funding requests and Stephen Mason remains our city liaison.
- Lisa Larsen will send a letter to the new mayor of Hiratsuka; Mason will confirm.
- Fred Atchison of Central Rotary will renew the scholarship and Keel will speak to them in return. We need to designate three recipients from the 2023 Central, 2022 Central, and 2023 Optimist gifts. Scholz suggested that two students from Eutin and one from Hiratsuka be selected. Chaperones will designate, and the students will present to the clubs after returning. Approved.

Approval of Minutes

- Miller moved and Albrecht seconded approval of the minutes as submitted. Approved unanimously.

Review of Financials—Hamilton

- Hamilton submitted financials for March and April along with reports for the two trips.
- Payments are slow to come in with only a few fully paid. The online portal is working well.
- The debit card was renewed through InTrust for the Eutin trip and there will be one for Hiratsuka.
- Hamilton suggested that we apply for a credit card and that each sponsor would have a Sister Cities card with their name; the card would be destroyed and the name cancelled after the trip.

Keel moved and Albrecht seconded that Hamilton proceed with the credit card application for 2024. Passed unanimously.

- We received a thank you note from one of the scholarship recipient and a note from the Optimist Club complimenting the club on its work and inviting any members to attend a meeting.
- New checks were purchased.
- An updated W-9 was filed. A new 990 was filed by Michelle Fales who will be reimbursed \$100 for software. The Secretary of State's report was filed also.

COMMITTEE REPORTS

Website—Farrar

- Farrar presented highlights of her written report. There were no new postings until yesterday which included a news article about US-Japanese culture and the tea ceremony. There are two Osher courses of interest to members—Japanese gardens and history of German-American relations.
- COVID policy was removed per the board's instructions from the last meeting.

Membership Committee—Farrar

- Farrar has not cross-checked the list of Eutin families with new members. There are three new members. All Hiratsuka families have joined.
- Total membership to date is 33 which includes 28 families and 5 individuals.
- New and renewing members have received a standard letter. Keel has reviewed the letter.

Public Relations Committee-Miller

- Miller is still looking for an alum to interview for where they are now.
- There was a couple taking wedding photos in the Japanese Garden and Miller will try to locate them to see if we could use a photo.

Scholarship Fundraiser—Carlin

- The fundraiser will be in November.

Financial Aid Committee—Keel

- Keel reported that there are no additional requests at this time.

Chaperone Committee—Hodge and Albrecht

- Albrecht, Hodge, Hilliard, and Schumm met and recommend that an annual background check will be conducted on all chaperones regardless of vetting by a school district starting in 2024 after being interviewed by the chaperone committee. Albrecht moved and Keel seconded. Passed unanimously.

FOI (Friends of Iniades)—No report.

FOE (Friends of Eutin)—Albrecht

- Albrecht reported that six students and chaperone Steven Arbeau depart on May 30.
- Transportation passes should be purchased that are good for one month for 49 Euros each.
- The Kelly and Arne Scholz will be in Eutin in June also and will take greetings to Sister Cities Eutin Friends. Scholz will check on Rotary activity in Eutin.

FOH (Friends of Hiratsuka)—No report

New Business

Scholz moved and Hamilton seconded adjournment until. The meeting adjourned at 6:34 p.m.

The next meeting is June 14, 2023, at 5:30 pm at the Watkins Museum Community Room.

Submitted by

Diana B. Carlin, Secretary