

Sister Cities Lawrence Governing Board Meeting July 8, 2020 Minutes

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

Chair Bill Keel opened the meeting at 5:34. Because of the shutdown of City Hall due to the COVID-19 pandemic, the meeting was held virtually.

Meeting Materials Provided:

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

Announcements and Guests

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

Approval of Minutes

- Scholz moved and Albrecht seconded approval of the June 10 minutes as corrected. Approved unanimously.

Review of Financials—Hamilton

- Total accounts are \$85,993.54. Intrust savings are \$14,491.51. Intrust Checking is \$16,202.16. Scholarship is \$24,260.24 and Envista CD is \$31,039.62.
- Received a reimbursement for flights, hostel, and train tickets which represent a partial reimbursement for expenses by Tom Lipp.
- The online platform for payments are working well. Hamilton, Farrar and Moody received training.
- There was one new member and three new memorial gifts in honor of Ruth Keel that went to the scholarship fund.
- The Envista CD did not automatically renew because it was a speciality rate and it is now in a business savings account. Scholz suggested that we put the funds in with our Intrust funds and check with Michelle Fales to determine if there is a better rate than what Envista is now giving. Hamilton will deposit the amount in the expired CD in a savings account at Intrust for the time being.
- Expenses for the Eutin Student Exchange reflect a deficit of \$1,523.38 due to loss in refund of airfare and also payment to the Lipps for the amount of the Berlin train tickets. The amount of the train ticket may still be reimbursed by Deutsche Bahn and ultimately be deposited in the SCL account.
- Albrecht moved and Scholz seconded approval of the financial report. Passed unanimously

COMMITTEE REPORTS

Website Committee—Farrar

- Farrar referenced her distributed written report below.
- Fact sheets for each sister-city are being updated
- Loveland is editing introductory paragraphs
- Timelines for each exchange are being updated working backwards
- Spikes in visits less frequent since the launch of the new webpage
- News on marriages now in the fifth week with Scholzens; next week the Iniades marriage will be featured
- working on security of webpage information

SCL Website Committee Report

June 10, 2020

1. Committee meeting: our June 1 scheduled meeting did not take place (mea culpa). We rescheduled for June 22.
2. Webmaster: I met with last Monday. We discussed small tweaks and additions: the minutes from March and April 2020 need to be posted; 4 sets of minutes from 2019 to post. Several high-quality scenic photos are to be added to the rotating gallery at the bottom of the Iniades page. The photographers are Megan and Aris Tsifopanopoulos from Messolonghi. Megan (Lethbridge) was a KU theater student at the summer institute in 2014. Sterling completed all the changes by Tuesday night.
3. Analytics Report, May 11 to June 9
 - Total visits 169
 - Daily high – 30 visits (on May 11)
 - Low – 0 (5 days)
 - Average – 5.5 visits per day
 - US – 148
 - Greece – 9
 - Germany – 6
 - 6 random countries, 1 each
 - Total page views for this month– 369 (approx. 2.2 pages per visitor)
 - Home - 153
 - Eutin – 42
 - Iniades – 30
 - About – 29
 - Hiratsuka – 21
 - News – 20
 - Member – 11
 - News item, new webpage & logo – 10
 - News item, Covid – 8
 - News item, KLWN interview - 6
4. Bob Moody, Publicity chair, will report about new posts to the News page.
5. Phase 2 –three new Timeline pages. For each year of each sister cities agreement, there will be a few (2-4) pictures of exchanges, delegations, or events, with captions and identification of participants. It might start with 2019 and work backwards, or start with the early years using newsletters and previous website photos. Or maybe a combination of both. In some respects, this is the task of an archivist, which I enjoy. Between my committee members and several of you, we have already dug up lots of stuff while developing pages in Phase 1. We are open to suggestions.

6. A Website Manual - I have started documenting major aspects of managing and maintaining the SCL website and online payment system. The contract with Sterling ensures that we have an expert taking care of the website this first year. The manual prepares us to take care of it ourselves when the contract is up and provides materials for training someone to serve as Webmaster in the future.

Phyllis Farrar, Website Committee Chair

Membership—Miller and Meyers

- With current membership between 43 and 49--the committee is working with Hamilton to determine the exact number--the committee will send each board member the current list and request that they contact 10 additional persons and ask that they join SCL. The committee will develop a message to send out so that we are consistent in our solicitations.
- An updated membership list will be presented to the board at each monthly meeting.

FOI (Friends of Iniades)—Meyers

- Meyers confirmed the postponement of the August exchange visit from Iniades due to the travel restrictions in place. The group from Iniades is able to keep their airline tickets for use at a later time when conditions permit the visit.

FOE (Friends of Eutin)—Albrecht

- Albrecht discussed the likelihood of a longer delay in resuming our student exchange trips due to the Covid-19 situation. However, he will discuss with Tom Lipp and Arne Scholz the feasibility of one of them being the potential chaperone for the Eutin exchange in the coming year.

FOH (Friends of Hiratsuka)—Johnson

The board discussed items submitted by Johnson for its consideration:

- It was decided that the application form for each student exchange should be developed by each Friends group with the chaperone for that particular trip and that there is no need for a uniform application form for all student exchange trips. The board does request that the application form be submitted to the board prior to distribution to students/families for its information.
- Application form for student financial aid is, however, uniform for all student exchange trips.
- For 2021 trips, recruitment of potential participants should begin in October with selection in November and student meetings beginning in January.

New Business

- Farrar suggested that given the cancellation of our student exchange trips in 2020, that we consider virtual exchange opportunities for chaperones and students at least for the future given the uncertainty of actual travel to foreign countries for the foreseeable future.
- Farrar and Scholz also discussed the very feasible idea of virtual visits among the members of the Friends groups such as Friends of Eutin and Freunde von Lawrence. Everyone was encouraged to pursue these ideas.

Next meeting: August, 12 at 5:30 p.m. No decision yet on a virtual or in person meeting.

Meeting adjourned at 6:55 p.m.

Submitted by Diana B. Carlin, Secretary and Bill Keel, Chair