

Sister Cities Lawrence

Governing Board Meeting

September 13, 2023, Minutes

MEMBERS PRESENT:	Ken Albrecht, Bill Keel, Kelly Scholz, Jan Miller, James Hilliard (virtually), Sheri Hamilton, Diana Carlin (virtually), Kathleen Hodge (virtually)
MEMBERS ABSENT:	Bob Schumm, Lisa Larsen
CITY LIAISON:	Stephen Mason (absent)
GUESTS PRESENT:	Phyllis Farrar, website committee (virtual), Sara Lechtenberg-Kasten, Frank Baron, Steve Nowak

Chair Bill Keel opened the meeting at 5:37 pm in the conference room of the Watkins Museum.

Meeting Materials Provided:

- Meeting agenda
- Website committee report
- Treasurer's report
- July draft minutes
- Publicity report
- Zeffy and Stripe Comparison report
- Hiratsuka report

Announcements and Guests

- Keel introduced guest Steve Nowak who gave an update on the cataloguing project of Sister Cities collections and presented the question as to where everything will be stored. The students found the information very interesting. There are plans for the students to develop an exhibit. Nowak also updated on renovation plans. The notebook from the class will be delivered to the secretary (Carlin). Keel suggested that we have a meeting in early January of everyone who has artifacts and announce it prior. There is potential for other internship projects.
- Sara Lechtenberg-Kasten and Frank Baron were also present as guests.

Approval of Minutes

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

Review of Financials—Hamilton

- Hamilton reviewed the accounts: Intrust checking--\$18,949.13, Intrust Savings--\$46,092.29, Intrust Scholarship--\$30,052.30, Trip-Fund--\$1869.62. Total is \$96,963.34
- There have been no new members since July.

- \$480 have been given to scholarships.
- We have \$450 in credit card fees and Stripe fees. The major cost is from booking trips.
- There is a travel fund that has \$1869.62. That account will be closed since we can now use credit cards for trip expenses.
- We need to be sure when chaperones step down that we get credit cards back. Hilliard suggested that we close the card for the 2022 Hiratsuka chaperone since we will have a new lead chaperone in 2024.
- Hamilton does not plan to stand for another term as treasurer starting in 2024 and suggested that we begin the search for a successor. She will assist in training. Keel suggested that we announce it on the website now. Carlin will send an announcement to the membership. Scholz noted that if we do identify someone we cannot technically train them until after elections in December. Farrar asked who will word the announcement about the treasurer position and then submit it to the executive committee. Carlin agreed to write the announcement. Farrar will need it in the next week.
- Hilliard asked if we should consider providing a stipend for the treasurer given how much time is involved. Hamilton agreed we should consider it.
- The July/August financial report was received with the thanks of the board.

COMMITTEE REPORTS

Website/Online payments—Farrar

- Farrar briefly presented highlights of her written report for the website.
- Zeffy: Farrar sent an update this afternoon comparing Zeffy to Stripe for online payments. Stripe is the main service to handle online payments. Zeffy uses Stripe processing and security but Zeffy takes care of some of the configurations that had to be set up by Farrar and Hamilton. Zeffy makes it simpler for nonprofits to handle money; it is a nonprofit but is not a 501(c)(3); it is supported by donations from those who use it. What would change is that there is more support to use Stripe's "bells and whistles." We have to give some of the same information such as FEIN and account number to Zeffy, but we don't have to have a personal SSN on the account as we do with Stripe. Zeffy does not allow daily reporting as Stripe does. Scholz noted that deposits would be made weekly or monthly. Sources of deposits are indicated in the Zeffy report. Zeffy splits out types of donations versus memberships. Currently Stripe does not designate. There is also fundraising guidance. Farrar believes that the system would work well and that the help desk at Zeffy is better. Carlin asked if we would continue to pay Stripe fees. The answer is **no** and Zeffy covers by asking for a voluntary donation from those who donate or make payments and that is how Zeffy is funded.
- Scholz moved adoption of Zeffy for online payments and that Farrar begin setting up the account for SCL in time for the new treasurer; Albrecht seconded. Passed unanimously.

Membership Committee—no report

Public Relations Committee-Miller

- Miller reported that she is in communication with a journalist at the *Journal-World*, **Austin Hornbostel**, and there is interest in an article. He wants suggestions for interviewees. Miller suggested Hilliard, Albrecht and Keel.

Financial Aid Committee—no report

Fundraising Committee-Carlin

- Carlin suggested that we have the fundraiser on Sunday, November 5. She will check with the City on availability of Carnegie Building. If that date does not work, we will discuss via email aiming at a date in spring 2024.

Chaperone Committee—no report

FOI – no report; no change in status

FOH (Friends of Hiratsuka)—Hilliard

- Hilliard provided a report. If there are questions, let him know.
- Plans are underway to recruit students for 2024.

FOE (Friends of Eutin)—Albrecht

- Albrecht reported that the German students arrive on September 22. There are 12 students and one teacher. It will be all female students in the delegation for the first time. They depart on October 12.
- There are host families for all of the students, however 9 students are being hosted by families without an equivalent Lawrence student who went to Eutin. It was moved by Albrecht, seconded by Scholz and approved to provide host families a \$200 stipend for each of the 9 students without a Lawrence partner.
- The city hall introduction of the Eutin guests and following reception at Watkins Museum will be October 3rd or 10th.
- Scholz reported that the principals and counselors and enrollment center are aware of the visit. The Board needs to send a letter to the principals of the two high schools since there are new individuals in these positions. This should be standard practice every year for all of the visits. Miller volunteered to assist in contacting the administrators and counselors. Hilliard agreed that this type of communication is important since there are new policies in place regarding solicitation for non-school district programs and we have had little connection with the schools. New administrators are adhering to the policies. Hamilton noted that our trips are in competition with excursions sponsored by the school district. If there is a policy that we cannot recruit in the schools, then we need to discuss it and how to recruit. Keel will send letters to the principals of the two public high schools outlining our student exchanges since 1990.
- In 2024 we will have a delegation go to Eutin in the first two weeks of June for the 35th. The students will not go before June 3rd. Frank Baron spoke about the trip and a plan that includes two pianists who have performed in Lawrence. They would perform in Eutin and several cities in Germany in connection with the 35th and possibly include two opera singers. Scholz asked what Baron needs from the board and he responded that he wants us to include the musicians as part

of the anniversary delegation. Albrecht indicated that this could be our gift to Eutin. The board supports exploring this possibility.

New Business—Potential New Sister City in Chile

- Sara Lechtenberg-Kasten presented a video after adjournment from Tocopilla, Chile, and will provide a longer update on her efforts to establish a relationship between Lawrence and Tocopilla. Mention was made of contacting St. John the Evangelist parish and the Spanish teacher at the parish school, Claudia Olea, a native of Santiago, Chile.

The meeting adjourned at 7:15 p.m.

The next meeting is October 11, 2023, at 5:30 pm at the Watkins Museum Community Room.

Submitted by

Diana B. Carlin, Secretary