

## **Sister Cities Lawrence**

### **Governing Board Meeting**

**September 14, 2022, Minutes**

MEMBERS PRESENT: Ken Albrecht, Bill Keel, Diana Carlin, Amy Meyers, Brad Finkeldei, Sheri Hamilton, Kelly Scholz, Jan Miller

MEMBERS ABSENT: Bob Schumm , James Hilliard

CITY LIAISON: Roger Steinbrock

GUESTS PRESENT: Phyllis Farrar, publicity committee chair; Steve Nowak, Director Watkins Museum, Roger Lawrence Parks and Recreation, Megan Bruey and Stan Hernly

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Chair Bill Keel opened the meeting at 5:35 pm. in the conference room of the Watkins Museum; the meeting was also available virtually with Carlin and Meyers attending virtually.

#### **Meeting Materials Provided:**

- Meeting agenda
- Website committee report
- August draft minutes
- Membership report

#### **Announcements and Guests**

- Keel recognized Phyllis Farrar, chair of the website committee.
- Keel recognized Steve Nowak, director of the Watkins Museum and Roger Steinbrock, Megan Bruey, and Stan Hernly.

#### **Watkins Museum Presentation**

- Steve Nowak presented a series of ideas for displays of Sister Cities gifts and better use of the Friendship Garden.

#### **Approval of Minutes**

- Scholz moved and Miller seconded to approve the July minutes as corrected.

#### **Review of Financials—Hamilton**

- A payment was received to bring a student's payment to a full payment with no financial assistance.
- There is \$77 remaining from the trip fund that will be returned to the fund. All receipts matched expenditure reports.
- Tax return for 2021 was rejected by IRS since the Form 990 needs to be filed electronically. We need to purchase software to file electronically. Discussion was held regarding hiring an accountant to do the taxes.

- Finkeldei suggested that board members should review the 990 before it is sent in the future. Agreed to do it in the future.
- Carlin moved and Meyers seconded approval of the financial report.

## **COMMITTEE REPORTS**

### **Website—Farrar**

- Farrar summarized her written report.
- Only minutes were added to the website in the past month. There are some items pending for the timelines. There are some technical issues with adding and the tech support was notified.
- Less activity in August as usual.
- See attached for full report.

### **Publicity Committee—Carlin**

- Carlin and Scholz have not met yet.

### **Membership Committee— Meyers and Miller**

- There are no new members since the last meeting.

### **Financial Aid Committee—Keel**

- The new financial aid application for 2023 is on the website.
- Keel updated language on the form.

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

- There are no updates from Schumm.
- Dennis Christilles met with the mayor when he was there with the KU students. They are in the middle of an election campaign, and we are unlikely to hear until afterwards.

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

- Albrecht reported that 12 students and a teacher will arrive on Monday. We need one more host family for a male. Possibilities were discussed.
- For the first time there will be students at Seabury.
- The host parents have a Zoom meeting tomorrow to prepare them.
- Tuesday the students will go to the enrollment center to choose classes.
- Tuesday at 5:45 students will go to City Hall and then will walk to the Watkins for a reception.
- Scholz is coordinating items for a gift bag. Albrecht said that the Chamber and the City are providing some items and Albrecht will deliver. Miller will work on something from KU.

### **The FOH (Friends of Hiratsuka)—Hilliard**

- Sept. 11 held a ZOOM meeting with our Hiratsuka Friends group. Final preparation for the October 30<sup>th</sup> anniversary celebration was discussed.

- ZOOM meeting will be hosted by the City Hall and Mayor Courtney Shipley will be participating in the event. Login information will be sent prior to the event.
- Japan is moving towards opening travel opportunities. There appears to be a move toward lifting of Covid protocols and Visa requirements. Still in the “waiting process” before finalizing summer 2023 student exchange. We will be confirming with Hiratsuka with a deadline of October.
- The second sister cities roundtable is currently scheduled. This event is a joint Zoom conference for all Japanese sister city groups in the USA.
- Please join us on **Thursday, September 22, 2022, at 1:00pm Eastern Time (12:00pm Central Time / 10:00am Pacific Time)** for our second Japan Roundtable of the year. We will once again provide the latest information on travel restrictions to Japan and also allow plenty of time for you to network with your peers from around the country. Come meet sister cities friends both new and old and glean some fresh ideas for your sister city program! Zoom meeting info:
  - Topic: SCI Japan Country Roundtable
  - Time: Sep 22, 2022, 01:00 PM Eastern Time (US and Canada)
  - Join Zoom Meeting
  - <https://us02web.zoom.us/j/86451710845>
  - Meeting ID: 864 5171 0845
  - There will be a Zoom meeting with Hiratsuka in October.

#### **New Business**

- Carlin announced that there is a possibility of getting scholarship funding from the Lawrence Breakfast Optimist Club. Applications are due October 1. Agreed to submit. Keel will complete and submit the application.

Meyers moved and Hamilton seconded adjournment. Meeting adjourned at 7:00 p.m.

The next meeting is October

Submitted by

Diana B. Carlin, Secretary



Website Committee Report, September 14, 2022

Phyllis Farrar, Website Committee Chair, reporting

Our website is [www.sistercitieslawrence.org](http://www.sistercitieslawrence.org)

Updates:

Minutes were posted (on Board and Policies page) for May and July Governing Board meetings.

Several attempts to edit the Eutin, Hiratsuka, and Iniades Timelines have failed; there is some sort of conflict between my computer and “Squarespace” editing tools, which I have not found the time to resolve.

Posts pending:

- Article about reception for outgoing mayor in Eutin & 1 picture (link Bill provided)
- Article for Eutin Timeline about this year’s HS exchange with Eutin using two of the three pictures provided by Stephan Klein.

Analytics for 30 days of visitor traffic on the website. The previous 3 months are shown for comparison.

Reporting period	August 2022	July 2022	June 2022	May 2022
(30 days) x 2	Aug.7 – Sept.5	July 4-August 2	June 6 – July 5	May 3-June 1
Total Visits	144	184	167	248
Highest day	12	38	33	45
Lowest day	1	1	0	0
Avg daily visits	4.8	6.1	5.6	8
Total Page Views	317	275	280	398

Page views **during August**, in order of popularity:

Home (65), Hiratsuka (27), News (27), Sister Cities International Award (26) Board and Policies (24), Iniades (20), Eutin (19), Eutin Timeline (18), Iniades Timeline (17), Hiratsuka Timeline (10), Sacred Stone (9), Kelly and Arne (8), Japanese Friendship Garden (6), Exchange by Videoconference (4), The phoenix rises again (4), Timo and Chrissy (4); the rest of our pages had less than 4 views each.

No new memberships have been received via the website since June.