

City of Lawrence

Lawrence Sister Cities Advisory Board

March 14, 2018 minutes

MEMBERS PRESENT:	Bill Keel, Kelly Scholz, Michelle Fales, Diana Carlin, Kathleen Hodge
MEMBERS ABSENT:	Mike Dever, Bob Schumm, Melissa Johnson, Jon Niccum
STAFF LIAISON PRESENT:	Porter Arneill
PUBLIC PRESENT:	None

Chair Bill Keel opened the regular monthly meeting at the City Hall at 5:41 PM.

Meeting Materials Provided:

- Meeting agenda
- February 14, 2018 draft minutes
- Financials through February 2018
- Sister Cities International Resources
- Draft memorandum for funding request from the city
- Summary of meeting with city officials on March 6 regarding status as advisory board.

Introduction of guests and announcements

- No guests

Approval of Minutes

- Minutes of February 14 were approved.

Ongoing Discussion on the Board's Future

- Reviewed the video from the March 6 City Commission meeting where Mayor Boley suggested that with their 501 c 3 status, the Advisory Board may be positioned to become a governing board. Operations are inconsistent with advisory board status. Want to retain connection with city. Commission wants to hear from the Board about their considerations and recommendations.
- Discussed the meeting that Keel, Scholz, and Carlin had with Mayor Stuart Boley, Vice-Mayor Lisa Larsen, and Assistant City Manager Dianne Stoddard as well as Arneill where a recommendation to reorganize from a city appointed advisory board to a civic organization with a governing board was made. Keel explained that the suggestion would require a name change but the current 501(c) (3) will continue. It will require a set of by-laws and a new structure that would not require complete mayoral appointments of members except perhaps the chair. Or, a member of the city commission could possibly sit on a governing board. To be in compliance with status as an advisory board, we would need to have an outside auditor review our books at our cost annually which is an added expense.
- Difference between advisory board and governing board is finances and appointments. Still have city status.
- Mayor suggested appointing the chair or a member of the board or possibly the mayor serving on the board.

- Audit is a concern as it is required from advisory boards and can cost upwards of \$3500.
- City Commission wants the Board to develop a plan for the future and will review this again in June as part of the Strategic Planning process.
- Discussed ways to develop a set of by-laws and transition plan. Keel will send sample by-laws from other sister cities.
- Board size (Bill suggested that 13 is a good number)
- SCl has templates and resources for writing bylaws.
- Bill suggested forming a committee.
- Michelle suggested a “work study” session with the Board.
- Bill offered that the Board can request support from friends and members groups to begin the process of collecting templates and writing bylaws, agreement, etc.
- 501 c 3 needs to change from Lawrence Sister Cities Advisory Board to Lawrence Sister Cities. Then file amended articles of incorporation. Then file with Secretary of State.
- Assign tasks and assemble a packet of changes for review and approval by the Board for recommendation to the City Commission.
- Michelle moved to schedule a working day to begin the process.
- Kathleen suggested three possible dates and invite participants to help. Probably need a half day for the process. Saturday or Sunday would be best. Send out and select the most popular days.
- Michelle offered April 7, April 14, April 28 as possible days; 9 to 1 with lunch. Email to the Board, Ken Albrecht, James, Bob Moody and possibly others.

Review of Financials - Fales

- Update on financials were presented.
- Keel presented the template for a financial report on 2017 funds to submit to the city by April 16.
- Fales provided an outline of expenditures for the \$8000.
- Arneill will provide a draft of the 2019 request.
- Report was approved.

Committee Reports

Audit Committee Report – Scholz

- Provided written report assembled by Kelly and Mike
- Carlin will check on uncashed refund check for Hiratsuka student

Scholarship Committee Report – Keel

- Discussed the Rotary scholarship and how that student will be designated and the student and parents need to attend a Rotary meeting. Scholz has a recommendation, Megan Durner in the Eutin exchange, and will let Rotary know when it is finalized.

Committees and Committee members—Keel

- Members need to indicate committee preferences. Keel will send out an e-mail reminder to other members to indicate choices.

FoH (Friends of Hiratsuka)

- No report
- Scholz reported on her attendance at Saturday school.

FoE (Friends of Eutin)--Scholz

- The German Consul General in Chicago requested photos and narratives of activities from the past two years. Keel and Scholz are working on it.

Fol (Friends of Iniades)—Hodge

- Kathleen shared that she got an email from Dennis who shared that they are hoping to get a HS student group together to go to Greece in 2019. Looking for chaperones. Chaperone committee will have to reach out to begin the process of finding a chaperone. Kathleen mentioned a Greek-speaking teacher from Bishop Seabury.

New Business

- Andree Brisson, in Hays, KS, is the new Kansas representative to Sister Cities International and is sending useful information.
- Schumm has the second P.O. Box key and will get it to Keel.

Next meeting April 11, 2018 at 5:30 P.M.

- Fales moved and Scholz seconded. Meeting was adjourned at 6:59 p.m.