

City of Lawrence

Lawrence Sister Cities Advisory Board

January 10, 2018 minutes

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

Chair Bill Keel opened the regular monthly meeting at the City Hall at 5:30 PM.

Meeting Materials Provided:

- Meeting agenda
- Financials through December 2017
- 2018 Budget Proposal
- 2017 Committees

Introduction of guests

- None

Approval of Minutes

- Tabled to February

Review of Financials - Fales

- Updated on financials.
- Mentioned need for an audit, ideally before next meeting.
- Assembled a small board committee to do the audit. Will schedule.
- J. Niccum moved to approve and M. Dever seconded - approved

Draft Budget 2018

- Kelly and Ken put the draft together.
- Changes indicated in the budget draft.
- Michelle mentioned the overdue 2017 invoice for Sister Cities International that Porter received via email. Since it wasn't paid in 2017, possible that it will be paid twice in 2018. Michelle will contact Sister Cities International to update contact information and learn more about the invoicing.
- Go Daddy invoice for \$120 for a domain is curious, not sure what it's for. Concern that it's billing for an unused domain – perhaps on Jossierand credit card. Membership committee can investigate.
- M. Fales moved to accept budget with modifications and M. Johnson seconded - approved

Committee Reports

- Scholarship Committee – Bill shared a written report
Melissa, Kelly and Bill met last Saturday and reviewed applications. Reviewed policies and determined eligible scholarship amounts. Also reviewed applications to determine financial need. Total recommendation of \$6,950.00 but only \$5,940 available at the 25% amount allowed. Michelle reviewed the current accounts report. There is money. As treasurer, rather take a surplus to fulfill the needs rather than let money just sit there. Move it to scholarship then refund as possible. Kelly pointed out that to meet the 25% in scholarship, need to put 4 times in. Prefer to take \$1,010 out of current general operating to cover deficit.
- M. Dever moved to accept the financial proposal and M. Fales seconded - approved
- M. Fales moved to accept scholarship committee recommendation and J. Niccum seconded - approved.

Committee Membership

- Scholarship committee is in place with Diana chairing
- May need to add people to chaperone committee with Hans and Jennifer and Billy off the board.
- Audit committee is a once a year task but also may be needed for other circumstances.
- Need a recruiting committee for membership.
- Also need to improve PR and public face. (Michelle mentioned the Constant Contact account she has which is prime member communications portal. Hard to get quality content for newsletter. Jon Niccum mentioned the need for an incentive for students to provide content – perhaps scholarship money?)
With three members gone, maybe need to identify what standing committees are needed.
Bill asked Jon to chair an ad hoc committee to review committees. Jon accepted and Michelle and Kelly volunteered to help. (Maybe Bob.)

FoH (Friends of Hiratsuka)

- Melissa reported that there have been meetings. People are excited.
- Michelle spoke about a Junior High program that will offer opportunities to celebrate Sister cities and promote the program

FoE (Friends of Eutin)

- Kelly gave the translated letter form Eutin form Martin to Porter for the City's file.
- Transition in Eutin with Martin handing over responsibilities in May.
- Student selection has occurred - 14 students. Eutin schools are thrilled to send one more student each.

FoI (Friends of Iniadies)

- Edward sent information about an upcoming Friends of Iniadies meeting at Dennis Christilles' house the end of January.

New Business

- The three past members and Ken Albrecht received a letter of thanks from Mayor Soden.
- Noted that the advisory board currently serves as a hybrid – both advisory board and non-profit.
- Nomination for Vice Chair to be voted upon at the next meeting.

M. Fales moved and J. Niccum seconded - Meeting was adjourned at 6:50 pm.