

City of Lawrence

Lawrence Sister Cities Advisory Board

13 January, 2016 Meeting Draft Minutes

MEMBERS PRESENT: Kelly Scholz, Ken Albrecht, Kathleen Hodge, Billy Williams, Michelle Fales, Bill Keel, Bob Schumm, Jennifer Carttar, Hans Carttar, Dennis Christilles, Amy Pope

MEMBERS ABSENT: Jon Josserand, Jon Niccum

STAFF LIAISON PRESENT: Porter Arneill

PUBLIC PRESENT:

Chair Bob Schumm opened the Meeting at City Hall at 5:30 on 13 January 2015.

Meeting Materials Provided:

- Meeting Agenda, 09 December 2015 meeting minutes, 2016 Meeting Schedule, IntelliCorp Flow Sheet, Monthly financial report

Introduction of new board member:

- Mike Dever is introduced to the LSCB

2016 Chaperone Selection - Scholz

- Scholz reported that the LSCB will not be allowed to use the City of Lawrence's Background check system.
- The next option is to investigate services offered by IntelliCorp which is the provider for Sister Cities International.
- Review of the IntelliCorp flow sheet hand out which describes the screening process.
- An account has been set up and the process of completing the security and storage requirements has begun.
- The recommendation is to use the 'Preferred' option and add the 'Civil' search option for a more thorough back ground check. The cost for the search options are \$24.07 and \$8.00 respectively for a total cost of \$32.07. This will be the cost for each search for each candidate.
- Arneill will investigate if the board is covered under bonding by the city. Pope will check with the city regarding options for electronic storage of the back ground check data.
- Unanimous approval for the 'Preferred' and 'Civil' search.
- Unanimous approval that Hans Carttar and Pope will be the initial reviewers of the Back ground check data returned by IntelliCorp.

Financial Report - Fales

- Review of financials report.

- Separate Eutin and Hiratsuka accounts will be closed and funds deposited into the Operating account.
- Money market account: Yearend report will show fees associated with Money market account. Board will review efficacy of account in February after Money Market report is reviewed by Fales.
- Parent of Student on Hiratsuka trip accidentally overpaid paid student fees. Arneill has been given the check numbers in question. He will consult with the city and attempt to locate checks. Board will return them to the parent.
- Unanimous approval to refund fees to parent.
- 2016 proposed budget review tabled to February meeting.

Committees - Scholz

- List of Board committees to be emailed to members.
- Jen Carttar will keep list of member assignments.
- Board members to respond to Jen Carttar as to which committees which they would like to serve.

Eutin Garden - Schumm

- From Martin Vollertsen: The official opening of the garden show is 23 June 2016.
- No official delegation from Lawrence is required.
- We have requested an updated set of plans for the Lawrence garden for review.
- Scholz and Arneill will check with the city to ensure the city's portion of the cost has been sent.
- Per our agreement with the city, private donations of \$1500.00 are required. Checks to be made out to Lawrence Sister Cities.

Friends of Hiratsuka - Heili

- 18 Students are scheduled to attend this year.
- All Chaperone Candidates have been informed of the board's decision. One male chaperone needed to replace Christopher Grolock. Angela Heili's husband, Brian Heili, has agreed to serve as a back-up chaperone if no new male chaperone is found.
- Board members are encouraged to forward names of possible candidates for vetting.

Meeting Minutes

- December 09 2015 minutes approved as corrected.

Meeting was adjourned at 720pm.