

February 10, 2016  
LSCAB Minutes

Present: Bob Schumm, Kelly Scholz, Amy Pope, Ken Albrecht, Kathleen Hodge, Michelle Fales, Bill Keel, Jennifer Carttar, Hans Carttar, Dennis Christilles, Jon Josserand, Jon Niccum, Michael Dever

Absent: Billy Williams

Guests: Angela Heili, Friends of Hiratsuka

Chair Bob Schumm opened the Meeting at City Hall at 5:30 on 10 February 2016.

**Meeting Materials Provided:**

Meeting Agenda, 13 January 2016 meeting minutes, Monthly financial report, Lawrence Sister Cities Trip Chaperone Guidelines, Email RE Kanagawa Visit, Standing Committees 2016 - Draft

- January 13, 2016 Meeting Minutes approved unanimously.

**LSCAB Financials:**

- Michelle explained that this will be the last month with 8 tabs/5 accounts in the financial report; we'll get down to 3 accounts in March – Savings, Checking, and Douglas County Community Foundation.
- The operating balance as of January 31, 2016 is \$44,599.21.
- Action: Motion by Keel to allow treasurer to keep \$10,000 in the checking account. 2<sup>nd</sup> by H. Carttar. Approved unanimously.
- Michelle met with Chip Blaser from the Douglas County Community Foundation. The average return on investments is 13% total overall.
- Options on investments going forward
  - Stay in Money Market with \$500 annual fees;
  - Determine how we invest it;
  - Don't use as investments, just keep in checking;
  - Chip offered to come to next month's meeting
- Suggestion to establish an investment Committee
  - Michelle, JJ and Jennifer Carttar
- There's a \$2,500 donation from Frank Baron earmarked for whatever he chooses. Keel suggested that it be assigned to the Eutin Friendship Garden. (Tabled to that item on the agenda.)
- LSCAB accounts are now completely separate from the city (Michelle reimbursed the city for the \$1000 from the closed account in January).
- See treasurer's report for account details.

**Chaperone Guidelines and Selection Update**

- Hans reported that the background check process is taking much longer than anyone expected.
- Intellicorp is the agency recommended by National. They are clearly very reputable and who we're using. They require liability insurance, physical office space that can be secured for document storage.
- Porter has gained permission to use his office and lockable file cabinet.

- Intellicorp will send a rep to audit the office and building to assure compliance for their level of security.
- Liability insurance has been explored through two companies
  - CEK – Kelly – no response yet
  - Prairieland – Jamie Lowe with Prairieland recommends \$1 million in coverage with D&O coverage and employment practices
  - This will be \$744 annually for the \$1M policy.
  - NOTE: Liability insurance covers board members and chaperones but not students.
- Action: Motion by Niccum to purchase \$1M liability insurance with Prairieland for \$744 for 2016. 2<sup>nd</sup> by H. Carttar. Approved unanimously.
- It's illegal to turn down someone based on their background check. Background check applicants have a 10 day window to contest results and/or explain an issue that may be flagging as trouble on their background check. If contested, it likely would take 4 to 6 weeks to resolve.
- Due to the time involved with the background check process and the urgency mounting to prepare for this year's trip, Bob Schumm recommended a discussion about skipping background checks for this summer's trips simply by having past/experienced chaperones lead the groups.
- All agreed that this was acceptable for 2016 only.
- Hiratsuka chaperones will be changed. Angela and Brian Heili will replace Ginny Ellis and Lisa Smith.
- Amy pope volunteered to craft a job description for lead and co-chaperones.
- Need better marketing to garner more interested candidates for chaperone positions.
- Will start from scratch in 2017 with Chaperone Guidelines and policies including background checks, etc.

### **Hiratsuka 25<sup>th</sup> Anniversary Delegation**

- Kathleen Hodge reported that she's been communicating with Yoshimi Tomita and they're in the process of putting together their delegation for the Lawrence visit this fall.
- At this point they have 7 participants:
  - Mayor Katsuhiro Ochiai
  - Mr. Tomita
  - Chair of City Assembly
  - President of HIEA
  - President of Chamber of Commerce and Industry
- 2 city clerks as interpreters
- They are looking at the first or second week of October
- We should be thinking of sights to show them around Lawrence.
- Initial ideas:
  - Circle S Ranch
  - City Commission Meeting – Tuesday nights
  - Kaw Valley Farm Tour - October 02, 2016
  - Free State East Side Brewery Tour - October 08, 2016
  - Late Night at the Phog – October 7, 15?
  - Spencer Museum Reopening (TBD)
- Kathleen is organizing this 4 day visit
- She needs to correspond with the City Commission
- Hiratsuka Delegation Committee: Kathleen Hodge, Kelly Scholz, Michelle Fales, JJ

- Kathleen advised Angela Heili that Hiratsuka kids trio families might consider hosting delegates on their visit.

#### **Visit from Kanagawa University**

- Megan Gilliland informed Porter about a short-term program for students from Kanagawa University during the month of February which includes a visit with the Mayor and tour of City Hall starting at 3:00 p.m. on 2/24. Anyone from the Advisory Board is invited to join; 4<sup>th</sup> floor of City Hall.

#### **Eutin - Lawrence Friendship Garden**

- The Garden show opens on June 23, 2016.
- Kelly has requested and is waiting for updated plans on the garden to help solicit funds.
- City has donated \$2500; LSCAB has raised \$500 but committed to \$1500.
- Regarding Frank Baron, from page 1 under Financials: Fales will email Frank baron to seek clarity on how he wants his \$2500 donation applied. A check will be wired to the garden committee.
- Kelly will provide routing information to Porter so the city can wire the donation to Eutin.

#### **Scholarship Form**

- The updated form didn't get printed so this is tabled until March.

#### **2016 Committees**

- Reviewed the spreadsheet
- Friends and Sister City group to send monthly report to Michelle Fales in regard to the Newsletter—this will be discussed further at the next meeting.
- Kelly suggests we need an active scholarship committee.

#### **Reports**

- Iniades meeting at Dennis Christille's house 2/21