

# City of Lawrence

## Lawrence Sister Cities Advisory Board

### 09 March, 2016 Meeting Minutes

MEMBERS PRESENT: Ken Albrecht, Kathleen Hodge, Billy Williams, Michelle Fales, Bill Keel, Jennifer Carttar, Hans Carttar, Amy Pope,

MEMBERS ABSENT: Bob Schumm, Jon Niccum, Kelly Scholz, Dennis Christilles, Mike Dever

STAFF LIAISON PRESENT: Porter Arneill

PUBLIC PRESENT:

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Co-Chair Ken Albrecht opened the Meeting at City Hall at 5:30 on 09 March 2016.

#### Meeting Materials Provided:

- Meeting Agenda, 10 February 2016 Draft Meeting Minutes, Letter from Martin Vollertsen regarding the new Mayor of Eutin, Carsten Behnk and the Garten Schau, Chaperone Flyer and Application, Monthly financial report, Student Exchange Application

#### Meeting Minutes

- Minutes were reviewed and approved as corrected.

#### Financial Report - Fales

- Review of financials report.
- Friendship Garden deposits chart added to report.
- LSCAB insurance premium paid
- Financial report approved

#### Committees - Carttar

- New Investment Review Committee – To review investments with DCCF.
- Will meet with DCCF representative for recommendations of options.
- Committee will compile return of other Community Funds for comparison.

#### Scholarship Form - Carttar

- New language added to emphasize the Parent and/or Guardian is to fill out the Application.
- Several additional points were raised regarding improvements to the scholarship form and process:
  - Additional emphasis to be made regarding accurately reporting income.
  - Board to coach Trip Coordinators on how to present the trip info to the parents so information coming to the parents is consistent.

- Once a student has been selected for a trip, Board members will present the scholarship info to the Parents or Guardian. The intent is to lessen confusion regarding the process and to allow a clear and concise presentation of the scholarship expectations.

#### **Annual membership solicitation**

- Fales and Josserand to coordinate regarding mailing to include info of coming events.
- Josserand to bring list of contacts for April meeting.

#### **Chaperone Committee - Carttar**

- All requirements set by IntelliCorp regarding storage and office space have been met.
- Board may now conduct background checks on potential Chaperones.
- Carttar proposed sending a 3<sup>rd</sup> Chaperone to Hiratsuka where Board would pay for airfare. The intent is to build a pool of qualified and experienced chaperones for the future.
- Cost of the airfare for the 3<sup>rd</sup> Chaperone (approx. \$1200) will come from the Prudent Reserve.

*Board approved supporting the airfare of the 3<sup>rd</sup> chaperone with a cap of \$1500.*

- H. Carttar will keep track of requirement of the Chaperones to be LSC dues paying members until a long term process is put into place.
- J. Carttar presented a proposed LSC Chaperone flyer. The flyer consists of color photographs, trip information and contact info. J. Carttar presented the flyer and LSC video to a meeting at West Middle School. As a result of this meeting 6 teachers expressed interest in being chaperones and requested additional info.
- A LSC membership application will be sent with the additional info.
- Arneill to review LSC website with city tech support to ensure information found there is consistent with the new requirements.

#### **Hiratsuka Delegation Update - Hodges**

- 7 city home stays needed for our delegation to Hiratsuka.
- 15 – 20 is the maximum we can accommodate in Lawrence.

*Meeting was adjourned at 700pm.*