

City of Lawrence

Lawrence Sister Cities Advisory Board

July 12, 2017 minutes

MEMBERS PRESENT: Ken Albrecht, Kathleen Hodge, Kelly Scholz, Billy Williams, Jon Niccum, Michelle Fales, Jennifer Carttar, Hans Carttar, Mike Dever, Edward Huneke, Melissa Johnson

MEMBERS ABSENT: Dennis Christilles, Bob Schumm, Diana Carlin

STAFF LIAISON PRESENT: Porter Arneill

PUBLIC PRESENT: None

Vice Chair Ken Albrecht opened the regular monthly meeting at the City Hall at 5:30 PM.

Meeting Materials Provided:

- Meeting agenda
- Financials through June 2017

Remembrance of Jon Josserand

- Longtime board member Jon Josserand passed away in May 2017. Ken Albrecht briefed the board on the remembrance service held for Jon.

Approval of Minutes

- May 2017 draft meeting minutes will be reviewed during the August 2017 meeting.

Review of Financials - Fales

- Credit Card charges are higher than previously budgeted. Fales recommended the board consider increasing the Credit Card budget for 2018.
- There are a few outstanding checks expected from the Hiratsuka Trip Coordinator to be expected in the coming month.
- donations have been made in the name of Jon. Board to discuss a 'Jon Josserand Memorial Fund' at a future date.
- Reminder that Board members need to pay their membership dues.

Crowd Source Funding - Niccum

- Nothing new to report.

Committees

- Need marketing/PR/Crowd Sourcing description from Niccum
- Board members to email Committee assignments to Jennifer Carttar

FoH (Friends of Hiratsuka)

- Flash Drive with FoH Trip Coordinator info received from Angela Heili. Melissa Johnson retain the info until a new President and Trip Coordinator are found. Heili will remain as Incoming Coordinator through August 2017.
- Scholz and Hans Carttar will assist Melissa in reviewing the info and creating a timeline for the trips.
- Friends group and board need to coordinate and create a description of the duties of the Friends Group President and the Trip Coordinator.
- Question posed by Board - Would monetary compensation be appropriate for the Trip Coordinator or should the Board cover the travel expenses for the Trip Coordinator?
- Hodge will recreate the list of group members.
- Hans Carttar will report on the Chaperone situation during the August Board meeting.

FoE (Friends of Eutin) – Albrecht

- Eutin trip to return to Lawrence on 13/14 July.
- Students from Eutin to arrive in Lawrence in September/October time frame.
- Five host families needed for arriving female students.
- Martin Vollertsen will also be in Lawrence during this same time period.
- Fales - Eutin Intern arriving on 13 July and will be involved in touring medical facilities in the region.

FoI (Friends of Iniadies)

- Christilles in with the KU theater group in Greece.

Additional Items

- Board to reach out to Jon Josserand's family regarding stopping any recurring software payments on his Credit Cards. In addition, we need his past statements to reconcile any outstanding reimbursement owed to JJ. Board to consider donating any additional reimbursement money to his family.
- It would be good to get any available membership info from JJ's files. The board understands that this info is likely lost but it would be worth asking the family.

Meeting was adjourned at 7pm.