

# City of Lawrence

## Lawrence Sister Cities Advisory Board

### 09 November, 2016 Meeting Minutes

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

MEMBERS ABSENT: Jon Niccum, Dennis Christilles, Amy Pope

STAFF LIAISON PRESENT: Diane Stoddard

PUBIC PRESENT: None

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Chair Bob Schumm opened the Meeting at City Hall at 5:30 on 09 November 2016.

#### Meeting Materials Provided:

- Meeting Agenda, 14 September 2016 Draft Meeting Minutes, Monthly Financial Report, 2017 Draft Budget

#### Announcements

- Porter Arneill's wife and daughter were involved in a traffic/pedestrian accident. Board will send a note/gift to the Arneill family.

#### Draft Meeting Minutes

- 14 September 2016 Minutes were reviewed and approved as corrected.

#### Financial Report - Fales

- Scholz is assembling a report of the budgets. She requested members submit any outstanding receipts or checks.
- Fales and Scholz made a recommendation that a portion of the cost of dinner provided in Eutin be refunded.
- The Tax returns have been filed.
- Meeting with Chip of DCCF will be set in January to review investments.
- Membership committee will search for a new/better/cheaper mailing software.
- Fales will create a flier highlighting activities with pictures to go with mailings.
- Board to review the introduction of an electronic pay option to go along with the mailings. Something similar to PayPal which deposits any incoming funds directly to the pertinent account.

- Retained Earnings review:
  - Trip reserves are fully funded.
  - Funding caps have been established for the following categories:
    - Friend group accounts = \$2,500 each
    - 5 Anniversary funds = \$7,000 each
    - Eutin Trip Account = \$3,000
    - Hiratsuka Trip Account = \$5,000
- There will be an end of year 2016 review and consolidation of funds. All funds over and above those listed above will be placed in the Scholarship Fund.
- Audit and Money Market discussion will be added to the December 2016 meeting schedule.
- Budget to be reviewed for approval at December 2016 meeting.

#### **Hiratsuka Delegation - Hodge**

- Hodge acknowledged and gave her thanks to the Hiratsuka 5 year Anniversary committee for their hard work making the event a success.
- Financials for the event are in progress.
- There were 120+ attendees at the Circle S ranch dinner including several City officials.
- Graham Kreicker – Graham plans to attend the 2017 Hiratsuka with his grandson. Board to discuss waiver allowing Graham to take his grandson on additional trips away from the group while in Hiratsuka.

#### **Friends of Eutin - Albrecht**

- Board will discuss at Decembers meeting the option of opening the Eutin trip to students who are not enrolled in a German program

*Meeting was adjourned at 7:00 pm.*