

# City of Lawrence

## Lawrence Sister Cities Advisory Board

### September 13, 2017 minutes

MEMBERS PRESENT: Ken Albrecht, Kathleen Hodge, Jennifer Carttar, Melissa Johnson, Bob Schumm, Diana Carlin, Edward Huneke, Michelle Fales, Kelly Scholz, Bill Keel

MEMBERS ABSENT: Jon Niccum, Mike Dever, Billy Williams, Hans Carttar

STAFF LIAISON PRESENT: Porter Arneill

PUBLIC PRESENT: James Hilliard

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Chair Bob Schumm opened the regular monthly meeting at the City Hall at 5:30 PM.

#### Meeting Materials Provided:

- Meeting agenda
- August meeting minutes
- Financials through August 2017
- Schumm draft letter to City Commission regarding boards and commissions consolidation

#### Introduction of guests

- James Hilliard, past board member and FOH participant.

#### Approval of Minutes

- Diana moved to approve the corrected minutes. Kathleen seconded. Approved unanimously.
- May and June 2017 draft meeting minutes were lost in computer issue. Porter will see if he can glean info from notes and provide in October.

#### Review of Financials - Fales

- Financials were presented. Michelle reminded everyone about their member dues and calculated that, with outstanding pledges, the JJ Memorial Fund would be up to \$1,025.

#### City Commission – Boards and Commissions – Schumm Letter

- Bob provided background information and presented a draft letter to the board as a starting point.
- Board members reviewed the letter.
- Bob pointed out that the board has 501c3 status so they can accept tax-deductible donations.
- Michelle spoke about finances and that as a separate 501c3, the board handles their own audits and upholds best practices.
- Bob also reference the meeting he had with Diane Stoddard and Porter and that it was confirmed at that meeting that there'd be no changes to the staff liaison and budget allocation.

- The draft letter outlines overall understanding and concerns about the proposed separation from the city. Ultimately, the SCAB agreed that they are opposed to separating.
- Porter clarified that the item on the September 19 City Commission meeting docket is related to the updated overall board and commission policies and not the Sister Cities proposal.
- Primary concerns are related to how this would possibly impact current agreements and relations with Sister Cities (example of the political and cultural expectations of Japanese mores and long-standing relationship with Eutin).
- A question was raised about reviewing the agreements to determine if there was anything written that might have impact on this.
- There was discussion about the letter and related circumstances. A few minor changes were suggested and will be made.
- **ACTION:** Keel moved/Fales second: Bob will edit and send the updated letter to Porter to send to the City Commissioners. Porter will also attach the three sister city agreements. **Approved unanimously.**

### Hiratsuka Leadership Update

- Hans and Jennifer presented. FOH is in need of a new president. James Hilliard has volunteered to return. They met with James and Kathy and are moving forward to make chaperones a 2-year agreement with overlap so the next chaperones are in training. FOH will take the lead on chaperones as the folks on the ground.
- Also engaged with parents and future volunteer candidates.
- Think that the president of the Friends board was on the LSCAB board in the past.
- Spoke about the Saturday School and past disconnect. Need to attend annual friends meeting.
- Kelly suggested that a notice should be sent to everyone on this meeting.
- There was a question about membership emails. Michelle explained that the whole database is in Constant contact. Not sure if they can be separated out. Currently about 482 people. Constant contact is free to sister Cities since Michelle pays for it for other uses.
- Kelly will get a date, venue and time to notify the membership.
- Bill pointed out that the bylaws say the presidents of friend's groups don't have to sit on the board.
- Since the mayor appoints, it can be a challenge unless it's an ex-officio position.
- Kelly will set up friends meeting and agenda.
- Jennifer – Saturday School starts in November. Want to make sure people are invited. Let's be proactive to reduce any sense of disconnect.
- Michelle mentioned the handbook she got from Jennifer. She'll make 25 copies for students and board members.
- James could be available to serve on the board but the board is currently full.

### Hiratsuka Lead Chaperone Nomination

- Melissa recused herself and left the meeting.
- Jennifer spoke about Melissa's experience in the Marine Corps and as a teacher. She is beloved by her students.
- She interviewed her and is confident in her skills.
- Jennifer nominated Melissa as head chaperone in 2018 and Kelly seconded. Approved unanimously.
- Also want to determine who the next lead chaperone will be. FOH will interview to determine.
- Hiratsuka has a FoL group and one member joins the trip which helps keep enthusiasm high.
- Kathleen asked, if we know of someone who would be a good chaperone, what do we do? 1. Have them get involved/volunteer; 2. They should connect with James and then 3. Apply.

### **FoH (Friends of Hiratsuka)**

- Garden update: Jennifer reported concerns and learned that parks and Recreation took quick action and made improvements.
- Kelly shared the email from Porter about the P&R site visit and their commitments to make general and some capital improvements.
- Kathleen reminded the group that after the garden was built, there were Japanese women who took care of things. They're gone now.
- Porter mentioned Crystal's (P&R) email about the national Japanese Garden Association. {The North America Japanese Garden Assoc. is a nonprofit group with annual events. The city of Lawrence Friendship Garden has been listed on their website since mid 2000's: <http://www.najga.org/gardens>}
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### **FoE (Friends of Eutin) – Albrecht**

- Students arrive on September 24 and leave October 17. Will attend the City Commission meeting on October 3. Porter will book the depot for the pizza welcome party.
- Albrecht will have an Oktoberfest/BBQ dinner for FoE and Martin at his home October 5 at 6:00 p.m.. Ken said that he sent invitations to City Commissioners and city staff including Diane Stoddard and Tom Markus.
- There will be all sorts of activities honoring Martin and Marion Vollertsen. Up to 70 attendees, comping VIPs. Asking \$10 per person to offset costs.
- Have submitted a proclamation request to Mayor and key to the City for Martin which will be presented at the event.
- FoH will pay for the food.

### **FoI (Friends of Iniades)**

- Dennis returned from Greece in August. He spoke with their mayor and there is some interest in bringing students to Lawrence in 2018.
- There'll be a meeting on Weds., Sept. 27 from 5:30 to 7:00 at Dennis's house.

### **Additional Items**

- Scholarship has \$4,000 available for this year's allocation per policy. Typical need is \$7,000.
- Diana talked about fundraising ideas. (She checked but we can't use the Spencer) She mentioned the International Education week on campus in mid-November and the idea of an International Trivia Event both as a fundraiser and opportunity to promote international exchange. These events are a great way to make money and don't require much up-front cost; especially if you can get snacks and prizes donated. Charge per team.
- Bob – A \$5,000 event would be good.
- Diana – Minimum 5 per team/table at \$50?
- Michelle said they spent \$150 at a Corpus Christi trivia event
- Diana will look at numbers
- UDK contacted Kathleen for an article by Katie Bernard which should appear next week.

*Keel/Fales moved/seconded to adjourn. Meeting was adjourned at 7pm.*

*Porter Arneill, staff liaison*