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

PUBLIC PRESENT: None

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

Meeting Materials Provided:


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 December’s 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.