

# City of Lawrence

## Lawrence Sister Cities Advisory Board

### February 12, 2014 DRAFT minutes

MEMBERS PRESENT:	Jon Josserand, Ken Albrecht, Kathleen Hodge, Kelly Herndon, Billy Williams, Jon Niccum, Curtis Barnhill, Dennis Christilles, Tim Bateman, Lone Unruh
MEMBERS ABSENT:	Michael Kennedy, Carrie Lindsey
STAFF LIAISON PRESENT:	Cynthia Wagner
PUBLIC PRESENT:	James Hilliard

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Chair Kelly Herndon opened the regular monthly meeting at the City Hall at 5:30 on February 12, 2014.

#### Meeting Materials Provided:

- Meeting agenda
- 2014 Meeting Schedule
- List of Standing Committees
- FOH report
- FOE report
- Lawrence Sister Cities Advisory Board – Draft Budget 2014
- Lawrence Sister Cities accounting Overview
- 5<sup>th</sup> Anniversary proposal – Iniades Greece

#### Review of Meeting Minutes from January 8, 2014

- A request to approve January 8 minutes was made, and passed unanimously. Copy of Minutes will be sent to Cynthia Wagner.

#### Review of Accounting Overview– Josserand

- Josserand presented a detailed review of the Accounting Overview packet and Income and Expenditures.
- Josserand presented review of previous accounting system and costs.
- Current representative of DCCF will attend the April board meeting to answer questions regarding accounting and investments.
- Question – What is the Prudent Reserve Fund? – Money set aside to offset unanticipated increases in trip costs once the trip cost has been set.
- Question – Why is gift from Mr. Oswald not shown in budget? – Gift on deposit with DCCF is intended specifically for use regarding the Eutin Arts and Music related exchanges and not intended for general use.

- Motion to move 10k from the General Sister City Banking accounts to the financial Aid fund – Unanimously Approved.
- Motion to approve Draft 2014 Budget made and unanimously approved.
- Herndon and Josserand commended for their effort working on the budget.

#### **Review of Standing Committees – Herndon**

- Request that Board members review committee list and respond with their preferred committee assignments before March board meeting.

#### **Sister City Film Material - Niccum**

- Niccum met with Kevin Dobson of Channel 6 news to exchanged film material
- Draft version of film to be assembled by the end of February and ready for review.
- 30 spot for use on Channel 6
- 2 minute (or less) film for use with current and prospective Sister Cities.
- Eutin, Hiratsuka and Iniades are all covered in the production.

#### **FoE (Friends of Eutin) – Albrecht**

- There is a lack of student interest from both Lawrence high schools for the student exchange in 2014.
- Parent meeting with Herndon, Josserand and Albrecht – only two students in attendance.
- Students expressed interest in the trip for 2015.
- The Lawrence German teachers requested that attendance on the Eutin trip remain restricted to German Language students. Sister City Board to review request.
- All parties to focus on finding host families for students from Eutin ASAP.

#### **FoH (Friends of Hiratsuka) – James Hilliard**

- Hilliard provided a detailed review of the FOH report
- Board members asked to attend the February 15 meeting.
- Proposed dates were deemed too close to February 15<sup>th</sup> date. March 26<sup>th</sup> proposed as a tentative date for next meeting.

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

- Report of 5 year anniversary proposal.
- Board to discuss proposal during March 12 meeting.
- Board to discuss future student and city delegation exchanges from Iniades during March 12 meeting.

*Meeting was adjourned at 7pm.*