

# City of Lawrence

## Lawrence Sister Cities Advisory Board

### August 14, 2013 minutes

MEMBERS PRESENT: Jon Josserand, Ken Albrecht, Michael Kennedy, Jon Niccum, Kelly Herndon, Curtis Barnhill, Kathleen Hodge, Stacey VanHouten, Billy Williams, lone Unruh, Dennis Christilles

MEMBERS ABSENT:

STAFF LIAISON PRESENT: Cynthia Wagner

PUBLIC PRESENT:

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Chair Josserand opened the regular monthly meeting in the city commission chambers at City Hall at 5:30 on August 14, 2013.

#### Current News- Josserand

- Brad Allen and Mark Daly have withdrawn from the board. There are now a total of three vacancies.
- Discussed the request by the family of a student who was to go on the 2013 trip to Hiratsuka for a replacement ticket for the trip next year. The student wasn't able to go on the trip this summer due to a broken bone. An anonymous donor has stepped forward to compensate the family. Discussion ensued regarding whether or not trip insurance should be required or offered as an option as it has been. Jon Josserand and Kathleen Hodge will explore options.
- The September meeting scheduled for Wednesday the 11<sup>th</sup> will be moved to Tuesday, September 17 at 6:00 to 7:00 PM at the Max Kade Center at KU. At 7:00 PM the board will stay and attend the Friends of Eutin meeting.
- A nomination committee has been formed. Kathleen Hodge, Billy Williams, and Stacey VanHouten will represent for this committee.

#### Treasurers Report- Herndon

- See attachment (included with these minutes)
- Discussion ensued about transferring some account balance money back into the scholarship account. The need to continue the scholarship fundraiser was also discussed in order to keep the account strong. Trip fundraisers were also discussed.

#### Eutin Report- Albrecht

- The official welcome for the Eutin student delegation will be on Tuesday, September 10 at 6:35 at the beginning of the Lawrence City Commission meeting. Following the official welcoming, the students will walk over to the Union Pacific Train Depot/Lawrence Visitors Center for a welcome reception at approximately 7:00 PM. All are welcome.

## Other Business- Unruh

- Unruh spoke to the need for more board participation at friend group activities. She also asked about the idea of all three groups meeting at the same time to make attending easier. She also made a motion to formally send a thank you card/letter to Natalie Aaron for her work with the Lawrence students that travelled to Eutin. The motion was seconded by Albrecht and unanimously passed. Unruh will write it and get it sent to Natalie Aaron.
- Hodge suggested attending friend group activities in lieu of some board meetings. Herndon suggested a possible sign-up sheet to disperse in order to spread out the amount of time spent with all of the various activities.
- Albrecht and Hodge suggested more informal gatherings with the friend groups

The meeting adjourned at 6:50

Attachment: Expenses and Receipts – Jan-July 2013

## Sister Cities - 2013 Check Register

Through 7/31/2013

Date Cleared	Check #	Purpose	Amount	Debit	Credit
<b>Checking - General - ***5132</b>					
2/1/2013	1218	Proprint - general printing, and printing/mailing 2013 membership solicits	\$573.04	\$573.04	
3/4/2013	1219	Reimb- Jon Josserand postage, printing, & for renewals, 2012 Giftworks upgrade	\$589.50	\$589.50	
2/1/2013	1220	US Postmaster	\$86.00	\$86.00	
2/1/2013	1221	Amanda Warren Design (replacement chk)	\$100.00	\$100.00	
3/14/2013		Deposit	\$125.00		\$125.00
3/25/2013		Deposit	\$50.00		\$50.00
4/23/2013	#1222	Reim- K. Hodge - Eutin family thank you event expenses	\$98.86	\$98.86	
4/23/2013	#1223	Sister Cities International - 2013 Dues	\$680.00	\$680.00	
5/3/2013		Deposit - Iniades gift (KU-500, FTI, Schumm, Albrecht-\$100)	\$800.00		\$800.00
5/3/2013		Deposit - City of Lawrence, 1st half 2013	\$3,750.00		\$3,750.00
5/20/2013	1224	Iniades visit - Buffalo Bobs May 13	\$173.48	\$173.48	
6/3/2013	1225	Iniades visit- May 13 dinner at Oread Saturday	\$211.34	\$211.34	

6/3/2013	1226	Iniades visit - sandwiches for legislators & guests Topeka - Auntie Em's	\$107.73	\$107.73
5/23/2013	1227	Iniades visit - Hotel Eldridge May 21	\$862.11	\$862.11
	1229	Iniades visit - pre-dinner at Oread May 13 (check not received)	\$222.92	\$222.92
6/5/2013	1230	Iniades visit - picnic @ Christilles	\$211.12	\$211.12
7/15/2013	1231	Hiratsuka trip - Reimb Hilliard for 2013	\$962.70	
8/8/2013		Return of Advance Balances - Eutin 2013 - from Natalie	\$2,427.94	\$2,427.94

**Intrust Savings - General \*\*\*\*3026**

1/7/2013		Deposit	\$1,400.00	\$1,400.00
1/14/2013		Deposit	\$200.00	\$200.00
1/18/2013		Deposit	\$500.00	\$500.00
1/29/2013		Deposit	\$125.00	\$125.00
1/29/2013		City of Lawrence 1st & 2nd half 2012	\$7,500.00	\$7,500.00
1/31/2013	EFT	misc charges	\$4.60	\$4.60
2/25/2013		Deposit	\$410.00	\$410.00
3/7/2013		Deposit	\$160.00	\$160.00
4/1/2013	512	Gift to Iniades elementary school	\$1,370.00	\$1,370.00
4/2/2013		Deposit	\$375.00	\$375.00
4/2/2013		Deposit	\$570.00	\$570.00
5/3/2013		Membership deposit	\$25.00	\$25.00
5/28/2013	EFT	Transfer to Eutin Trip Account -6542	\$7,000.00	\$7,000.00

**Intrust Eutin Trip Account- \*\*\*6542**

3/14/2013		2013 Trip batch deposits	\$9,300.00	\$9,300.00
3/25/2013		Trip deposit -Miller	\$500.00	\$500.00
3/26/2013	#1007	Objectix Inc - airfares (plus 3K from city acct) for 2013 Eutin group	\$9,512.00	\$9,512.00
	#1008	Gift Certicate for Torben Mothes	\$100.00	\$100.00
5/3/2013		Trip Deposits (GAPP-710&490; Grinage-\$1K; Esparza-\$500; Longabach-\$500	\$3,200.00	\$3,200.00
5/24/2013	#1009	Ryan Sowers - Intern honorarium - part A	\$200.00	\$200.00
5/28/2013		Transfer from 3026	\$7,000.00	\$7,000.00
5/28/2013	#1014	Advance to Natalie Aaron - stipend and expenses advance for 2013 Eutin Trip	\$7,000.00	\$7,000.00
5/29/2013	#1013	Kylie Trunnell - Intern honorarium - part A	\$200.00	\$200.00
5/30/2013		Trip Deposits (Grinage-200&500;Esparza-150&350;Miller-\$500)	\$1,700.00	\$1,700.00

**Intrust Hiratsuka Trip Account - \*\*\*8577**

3/14/2013	2013 Trip Deposit (\$2K Herrod, \$1.3K Bellemere, \$1.5K Lynch)	\$4,800.00	\$4,800.00
5/30/2013	2013 - Transfer of remainder of 2013 city clearing account to Hiratsuka trip account (zeros out city acct 2013 transfers)	\$180.00	\$180.00