



January 2020 Board of Directors Meeting Minutes

Date/Time: January 9, 2020, Thursday, 6:30 PM – 7:55 PM

Location: Southlake Town Hall, Room 4A

Attendees: Katy Hintze, Barbara Walker, Vicky Scriber, Fendy Chan, Sally Kidwell, Caroline Inouye, Melanie Torres, Heather Patton, Kevin Ponzo

REGULAR BUSINESS

1. Call to order: 6:38 PM by Katy Hintze
2. Approval of December 2019 Board Meeting Minutes
 - Motion to Approve: Barbara
 - Second: Melanie
 - Ayes: 5; Nays: 0
 - a. Voted to approved Heather Patton as incoming Secretary: Ayes: 5; Nays: 0
3. Submit volunteer hours for December 2019 to Melanie (Melanie added to year-end report)
 - a. Additional item discussed was updating photos to website. Barbara suggested working with I5 Web Consulting, company who updated website years ago, if any help was needed with changing code to update photos. Shutterfly isn't accessible and other issues have come up recently such as the need to improve SSC results in Google search engine. Vicky had lots of great suggestions, as she works on websites for the city every day and offered to help. Katy suggested a separate meeting to discuss the website issues. Caroline and Sally offered to be involved as well.
4. Membership Update
 - a. Mug update (Kevin): Mugs have arrived and turned out great. Kevin distributed one to each board member in attendance. Kevin said the cost came in around \$8/mug. There weren't quite enough mugs in 2019, so he ordered 90 for 2020, which came in overbudget but will be covered by membership revenue. Barbara took two additional mugs so she could give one to the City Secretary and one for Mayor Hill.
5. Treasurer's Report
 - a. Reviewed monthly budget and 2019 year-end actual total (~\$11,160, not yet final). Fendy prepared comparison of 2019 actual to 2020 estimated budget for China visit. Because SSC came in under-budget this year, Fendy suggested SSC consider a gift for principals and teachers who helped with the Chinese exchange group in November, especially since it was done last minute. Or add budget for gifts for them for 2020 trips. Sally suggested one idea as a thank you to EIS/DMS

would be to help with trash clean up around outside of school in flower beds –
Katy to discuss at next youth board meeting.

- b. Fiscal year change – tabled until next month
6. Calendar for 2020: Katy handed out printed copies of the 2020 calendar at December's meeting. She asked the board to consider combining the 1Q 2020 all-member event with Celebrate Southlake in March. Barbara made a motion to change the calendar to combine these events and Katy seconded it. There was additional discussion about Celebrate Southlake and SSC's involvement. We will have booths/tables similar to last year. Katy will check into having Japanese drummers, orchestra. Fendy's dance group may also participate.

UPCOMING EVENTS

7. Student Trips
 - a. China – first group meeting planned for 1/18/2020; 6 girls and 4 boys to participate
 - b. Japan – first group meeting planned for 1/12/2020; 11 students total to participate; the trip dates may change by one day as it will cut the cost of airfare by ~\$400. Katy will ask students/parents at planning meeting if date change is acceptable to everyone's schedule.
 - c. T-Shirt Inventory – Katy will need more inventory prior to China/Japan trips as inventory is running low
8. Lunar New Year
 - a. Ann doing Storytime at Southlake Library on 1/28/2020 at 11:00 AM; Youth Board will stuff 75 bags for children who attend event; Sally and Caroline will also be at library to help with decorations. Barbara suggested adding brochures to the goodie bags for parents to learn more about SSC.
 - b. Lantern Build & Lantern Walk planned at Town Square for 2/8/2020. Youth Board will help set-up and assist kids in building lanterns. Carroll band members will help with dragon at Lantern Walk. Barbara suggested having plenty of brochures on hand at this event too.
 - c. A-CAST Chinese New Year & Banquet is 1/25/2020; Board members were offered tickets to attend
9. Scholarship Update: Barbara confirmed there will be two \$500 scholarships for high school seniors; this will be handled in mid- to late-April and announced in May.
10. YAAS: Summer handling this SCI art competition and coordinating to have these shown at local art gallery; more details at next meeting
11. JILA: Barbara said there are no details other than dates available yet for the 2020 summer program. SSC will offer 4 full scholarships for the camp this year. Barbara explained that this year applications should go directly to FW and the first four SSC member-students to submit to FW will receive scholarships.
12. Additional events – Vicky mentioned that this weekend is member appreciation at The Marq

RECAP OF PAST EVENTS

13. End of Year Party – n/a

OTHER BUSINESS

14. Quarterly Newsletter – Katy shared an advance printed copy of next newsletter and passed this around for edits
15. Youth Board – Next meeting will be held at Heather Patton’s house on 1/11/2020.
16. ADJOURN 7:55 PM

ACTIVITIES & ASSIGNMENTS

February

- 2/1 2:00 PM Youth Board Meeting
 - 2/6 6:30 PM Adult Board Meeting
 - 2/8 Lantern Making Workshop and Lantern Walk
 - 2/20 YAAS artwork due to SSC adult board
 - Start advertising JILA scholarships
 - Start working on tax returns due by 4/15 (Fendy)
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March

- 3/5 6:30 PM Adult Board Meeting
 - 3/6 Southlake students depart to China (airport send-off)
 - 3/14 Southlake students return from China (airport greeting)
 - 3/20 & 3/21 Celebrate Southlake & All-Member Quarterly Meeting/Event
 - 3/28 10:00 AM 1Q 2020 Street Cleanup
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April (dates below taken from Master SSC calendar)

- 4/2 5:45-7:00 PM Adult Board Meeting
- 4/2 7:00-8:30 PM All Member Meeting – delete?
- 4/3 YAAS artwork due to SCI
- 4/8 Applications for FWSC JILA scholarship due to SSC Board for Review
- 4/10 Deadline to submit applications for HS scholarships (says 4/5 on website)
- 4/14 Japan pre-trip meeting TBD
- 4/17 Deadline to submit applications to JILA to FWSC

Next SSC Adult Board Meeting March 5, 2020, Room 4A

Quarterly Keep Southlake Beautiful trash pickup (3/28, 6/6, 9/12, 11/14) – need to update website