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## **February 2020 Board of Directors Meeting Minutes**

Date/Time: February 6, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Southlake Town Hall, Room 4A

Attendees: Katy Hintze, Barbara Walker, Ann LeBlanc, Fendy Chan, Caroline Inouye, Diron Hill, Melanie Torres, Heather Patton

### **REGULAR BUSINESS**

1. Call to order: 6:37 PM by Katy Hintze
2. Approval of January 2020 Board Meeting Minutes  
Motion to Approve: Barbara  
Second: Diron  
Ayes: 7; Nays: 0
3. Submit volunteer hours for January 2020  
Katy: 17 (Lunar New Year bags, Annual Report, China Trip Prep, Japan Meeting)  
Barbara: 2 (mugs, cards, communication with FWSC, rewrite scholarship app)  
Melanie: 4 (secretary duties, mtg with H. Patton re review of secretary tasks)  
Ann: 30 (China trip prep, meeting, Lunar New Year event with library, lantern prep, PVSA)  
Caroline: 12 (China & Japan trip prep, Lunar New Year library, membership)  
Diron: 2 (Japan trip prep)  
Heather: 9 (mtg with Melanie, host youth board mtg, Jan minutes, Lunar New Year library)  
Fendy: 10 (2020 budget, treasurer duties, library event)  
Kevin: *TBD*
4. Membership Update
  - a. Regular membership report from Kevin tabled until next month
  - b. Caroline to discuss with Kevin follow up options for connecting with members who didn't renew their membership
  - c. New topic raised related to membership levels (free, student, family) and potentially eliminating or raising fees (as program has grown to include other events and giveaways such as mugs). Discussion will be added to future board meeting.
5. Treasurer's Report
  - a. Fendy presented 2020 budget for approval; primary changes included:
    - i. Increase estimated receipts for membership fees from \$2500 to \$2750
    - ii. Remove candy dish from marketing expenses; \$250 will be moved to Office Supplies line (\$200 for board t-shirts) and Community Events (\$50 for library reading program prize)
    - iii. Remove line items for Training Conference and PayPal Fee Loss

Motion to Approve 2020 budget: Katy

Second: Diron

Ayes: 8; Nays: 0

b. Additional budget-related items raised:

- i. Caroline suggested adding \$15 fee payable by exchange students to cover cost of ambassador t-shirt.
- ii. Diron suggested board members order golf shirts (and possibly pay for these individually rather than from budget). Katy to follow up with Phyllis and report back.)
- iii. Katy estimates she will need \$650 for new t-shirt order.
- iv. Ann discussed PVSA packets are now \$12/recipient; SSC has 15 recipients for 2019 (11 in 2018); must be current SSC member to receive award

## UPCOMING EVENTS

6. Student Trips

- a. Japan – 1<sup>st</sup> group meeting held in January; 2<sup>nd</sup> mtg TBD in Feb
- b. China – trip cancelled entirely, no opportunity to reschedule for this year

7. Lunar New Year

- a. Lantern Build & Lantern Walk @ Town Square 2/8/2020. Volunteers to arrive 1pm; workshop from 2-4; walk at 6:30; Leftover gift bags from library storytime event will be handed out to kids

8. Scholarship Update:

- a. Barbara updated requirements for scholarship to include second essay related to cultural differences. Application now available on website and at CSHS. Barbara will give first reading of applications; Katy to do second reading. Barbara is scheduled to present award in May.
- b. Diron suggested adding interview component for future years.

9. YAAS: ~40 pieces of art will be shown on 2/24/2020; studio located near Dragon Stadium; cash awards for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place; winning artwork will be sent to international show in D.C.

10. JILA: Barbara still awaiting more details from FWSC; will require active SSC membership to receive scholarship. Barbara will create form to complete and Katy will send out to membership only. Will have a second date when scholarships become available to non-members, if all slots aren't full with members

11. Celebrate Southlake – planning meeting scheduled for 2/9/2020 at The Marq.

12. Clean up DMS/EIS 2/22/2020 – youth board to meet afterwards

13. Southlake Library Summer Reading Program support: SSC to provide prize. Youth Board will take this over, perhaps with gift basket from Daiso.

Motion to Approve \$50 added to budget for prize: Barbara  
2<sup>nd</sup>: Diron

## RECAP OF PAST EVENTS

14. CNY Library Reading: library didn't have the turnout as expected, approx. 20 children attended

## OTHER BUSINESS

15. Youth Board: Andrew will start attending Adult Board Meetings
16. Additional volunteer opportunities: SL Library Summer Reading (June, donate something), Soles4Souls (Earth Day 4/22), Feed Our Kids (July), Grandparents Day/Respect for the Aged (9/21) in months where we are light (April, June, July, September) – Katy to put out idea to youth for what more they could be doing monthly
17. Fusion School meeting: Fusion school expressed interest in working with SSC for future trips or activities
18. Speaker for August 3Q All-Member Meeting: TCU professor could possibly speak re China (may have speaking fee); Ukraine – speaker from Fusion School
19. Open Forum:
  - a. Ann making updated to Facebook page, but needs admin access/approval from all admins
  - b. Post office box keys with Fendy and Barbara

## ACTIVITIES & ASSIGNMENTS

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### February

- 2/8 Lantern Making Workshop and Lantern Walk
  - 2/9 Celebrate Southlake meeting
  - 2/24 YAAS artwork show/judging
- Provide travelers' information to Tome/City of Southlake for chaperone travel  
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
- 3/21 Celebrate Southlake (will serve as All-Member Quarterly Meeting/Event)
- 3/28 10:00 AM Q1 Street Cleanup
- 3/28 Youth Board meeting after street cleanup

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### April

- 4/2 Adult Board Meeting
- Applications for FWSC JILA scholarship due to SSC Board for Review  
4/5 Deadline to submit applications for CSHS scholarships  
4/11 Youth Board meeting
- Additional volunteer activity for Youth Board?
- Next SSC Adult Board Meeting April 2, 2020, Room 4A**  
Quarterly Keep Southlake Beautiful trash pickup (2/22, 3/28, 6/6, 9/12, 11/14)

Meeting Adjourned: 8:18 PM