



2014 May Board of Directors Meeting

Time: 6:30 p.m. – 8:00 p.m., Monday, May 5, 2014

Location: 595 South Kimball Avenue, Southlake

Attendants- Jeff Wang, Katherine Wang, Kiko Ekstrom, Dee Ekstrom, Emily Galpin, Dia Tam

1. Call to order- 7:07pm by Jeff Wang
2. Approval of last board meeting minutes from April (4/2/2014)
 - Motion: Kiko Ekstrom
 - Second: Emily Galpin
 - Ayes: All
 - Nays: None
3. President's report
 - Jeff reported on his & Emily's meeting regarding community service hours with Trish ^{fallaw} Burrough, wife of President of School Board and chair of Community Service Board.
 - Results were that host families/student ambassadors would get 5 hours/per day.
 - Designate one person to sign off on community service hours and they should be submitted as a group.
 - Community Service Board would like for the community service hours to be more diversified.
4. Treasurer's report
 - Flora not present.
5. Committee reports and updates
 - a. Student trip to Tome (June 9-16)
 - b. Upcoming plans with Tome, Japan (2014-15)
6. Discussion and Action items
 - a. Membership, committee & leadership development
 - b. Publicity, SSC Website and social media
 - c. Upcoming events: 2014 Summer Kick-Off (May 31, 10am-1pm)
 - d. Acceptance of resignation of Secretary Dia Tam
 - Motion: Emily Galpin
 - Second: Dee Ekstrom
 - Aye: 4
 - Nay: 0
 - e. Acceptance of resignation of board member Yasmin Cunningham
 - Motion: Emily Galpin
 - Second: Kiko Ekstrom
 - Aye: 4
 - Nay: 0
7. Open Forum
 - a. No General Meeting Thursday, May 8th
8. Adjournment called by Jeff Wang at 9:07pm

Next BOD Meeting: June 5, 2014

2014 August Board of Directors Meeting/Retreat

Date/Time: Wednesday, August 27, 2014, 6:30 p.m. – 9:00 p.m.

Location: ~~595 South Kimball Avenue~~ 4B, Southlake

1400 main st

Attendants – Jeff Wang, Katherine Wang, Kiko Ekstrom, Dee Ekstrom, Emily Galpin, Barbara Walker, Flora Alviz, Melanie Torres

1. Call to order – 6:47 p.m. by Jeff Wang
2. Approval of last board meeting minutes from May (5/5/2014)
 - Motion: Emily Galpin
 - Second: Barbara Walker
 - Ayes: All
 - Nays: None
3. Presidents Report
4. Treasurer's report
 - Flora reported on the current finances detailing the membership dues from the City of Southlake's contribution.
5. Appointment of the new Board Member and interim Secretary - Melanie Torres
 - Motion: Emily Galpin
 - Second: Barbara Walker
 - Aye: all
 - Nays: None
 -
6. Student Homestay Program update (Tome Wuzhong)
 - i. Tome
 1. Southlake City official Trip to Tome June 6-9 2015 to include City officials and one (1) elected official.
 2. Students will travel to Tome June 8-15 2015.
 3. Adult Trip to Tome September 13-19 2015.
 - ii. Wuzhong
 1. Due to the strict criteria of the Wuzhong school and the college exams, there were not enough students to participate in the upcoming 2014~~5~~ visit to Southlake. As a result, the program has been suspended for one (1) year. Jeff is working to see if more than one (1) Foreign Language School in the surrounding area would like to participate with our exchange program.

2. Carroll would like to send more than six (6) students for the upcoming March 5 – March 14, 2015 trip. Currently, Ms. Lee is working to identify additional students who may be interested.

7. Discussion and Action items

- a. Adoption of the Southlake Sister Cities new logo
 - Motion: Emily
 - Second: Barbara
 - Ayes – All
 - Nays – None
- b. SSC new website - The file will be sent to the Board Members for feedback.
 - i. New ideas for the website
 1. Photos from recent trips dating back to 1991
 2. Upload video clips and testimonials from students
 3. Possibly go through the Community Service Program at Carroll to assist with the website changes
- c. SSC bylaws amendment – Reviewed the existing bylaws and discussed possible changes
 - i. Discussed lowering the membership dues and possibly adding an administrative fee for students traveling instead of the membership fee.
- d. End of the Year Dinner party, community outreach and sponsorship
 - i. Restaurants considered were Asian Top in Southlake and Pearl in Grapevine.
 - ii. Several scholarships are under consideration in the hopes of reaching students from middle school to high school.

8. Open Forum

9. Adjournment called by Jeff Wang at 10:06 p.m.

2014 September Board of Directors Meeting

Date/Time: Tuesday, September 16, 2014, 7:00 p.m. – 9:00 p.m.
Location: 1400 Main Street, 4A (Tome Room) Southlake

Attendants – Jeff Wang, Katherine Wang, Dee Ekstrom, Emily Galpin, Barbara Walker, Flora Alviz, Melanie Torres

1. Call to order – 7:23 p.m. by Jeff Wang
2. Approval of last board meeting minutes from August 27, 2014
 - Motion: Emily Galpin
 - Second: Dee Ekstrom
 - Ayes: 3,
 - Abstained 3
 - Nays: None
3. Presidents Report

Drafting the Invitation Letter inviting six (6) government/business leaders from China to Southlake in Nov/Dec 2014. Once they have received and processed the letter, the invitees can apply for a Visa from the American Embassy.
4. Treasurer's report
 - Flora reported on the current finances and reviewed the checking account balance and expenses through August 2014. No changes in the savings account.
 - Motion: Barbara Walker
 - Second: Dee Ekstrom
 - Ayes: All
 - Nays: None
5. Committee Report
6. Discussion and Action items
 - a. Completed poster for Promotion of "Connecting with China" and will work with advertising in Southlake library, Facebook, Southlake News, EBlast and SSC web page.

b. Restructured SSC Membership Dues to \$10.00 for Students and \$20.00 for Families. Effective January 1, 2015

- Motion: Barbara Walker
- Second: Melanie Torres
- Ayes 5
- Nay: None
-

- c. Upcoming Events: End of Year party and 2015 Chinese New Year - December 4, 2014
- d. SSC New website is still underway
- e. Reviewed the SSC Bylaws
-

7. Open Forum

- a. Considering a fixed day (1st Thursday) of the month for SSC meetings

8. Adjournment called by Jeff Wang at 9:39 p.m.

2014 SSC October Board of Directors Meeting

Date/Time: Thursday, October 9, 2014, 7:00 p.m. – 9:00 p.m.

Location: 1400 Main Street, 4A (Tome Room) Southlake

Attendants – Jeff Wang, Katherine Wang, Kiko Ekstrom, Barbara Walker, Melanie Torres

1. Call to order – 7:03 p.m. by Jeff Wang
2. Approval of last board meeting minutes from September 16, 2014

- Motion: Barbara Walker
- Second: Melanie Torres
- Ayes: 3,
- Abstained 1
- Nays: None

3. Presidents Report

Jeff has been working on getting information on the Southlake Sister Cities (SSC) out to the public. Jeff spoke with the Southlake Youth Action Committee and explained more about SSC. In the future we are considering asking youths to promote the SSC since their targeted audience is youth. Jeff has announced the upcoming *Connecting with China* seminar.

4. Committee Report

SSC has a total of 1250 community service hours through September 2014.

Kiko continues to work on the adult trip to Japan. The trip will begin September 16, 2015 and include the Japanese holidays (Respect for the Aged Day and the Bridge Public holiday) and festival. Details TBD.

The 2015 Tome – Southlake Trip is scheduled for March 19, 2015. The female students have all been placed with host families; however, a few males still need to be placed. This year's trip conflicted with the Southlake Carroll Band Spring Trip. To date, no submissions have been received for the 2015 Southlake – Tome trip.

Jeff visited with Ms. Lee, Chinese language teacher at Carroll High School about chaperoning the trip to China along with the City official. We are considering asking Southlake officials to fund Ms. Lee as a

Send Result Report



MFP

CS 4550ci

Firmware Version 2LC_2F00.002.035 2011.08.23

10/31/2014 08:27
[2LC_1000.005.003] [2K9_1100.002.001] [2LC_7000.002.034]

Job No.: 038351

Total Time: -°--'--"

Page: 001

Complete

Document: **doc03835120141031082707**

No.	Date and Time	Destination	Times	Type	Result	Resolution/ECM
001	10/31/14 08:27	Robin Vaughan	-°--'--"	E-mail	OK	300x300/-

chaperone given the expense of the trip and that China does not host the city staffer or chaperone. The student trip to China is still to be determined.

Kiko has agreed to head the Nominating Committee for the November election.

5. Discussion and Action items

a. Agenda for *Connecting with China Program*- Jeff will open with a brief General Membership meeting before continuing with the program. Mayor Terrell will introduce Dr. Currier. We will have a drawing for two (2) door prizes, a Pei Wei gift card and a book recommended by Dr. Currier at the end of the program.

b. The end of the year party has been scheduled for 6:30 pm December 4, 2014 at Asian Top. \$11.00 per person. The Chinese New Year Party will be held in combination with the Carroll High School and Ms. Lee's Chinese language class and Talent Show in the cafeteria. Date TBD.

c. The new SSC website is pending.

d. The SSC bylaws have been finalized and approved.

- Motion: Kiko Ekstrom
- Second: Barbara Walker
- Ayes 4
- Nay: None
-

- e. Scholarship/Sponsorship & Outreach: Currently working on a draft to provide the school counselors by December 2014. Two (2) \$500 scholarships will be given to members of the SSC.

○

6. Open Forum

Discussion on how to provide additional outreach within our community. A few possibilities include Chamber of Commerce, Southlake Rotary Club and Dragon Eblast.

7. Adjournment called by Jeff Wang at 8:37 p.m.

Send Result Report



MFP

CS 4550ci

Firmware Version 2LC_2F00.002.035 2011.08.23

10/30/2014 15:44
[2LC_1000.005.003] [2K9_1100.002.001] [2LC_7000.002.034]

Job No.: 038334

Total Time: -°--'--"

Page: 009

Complete

Document: **doc03833420141030154413**

No.	Date and Time	Destination	Times	Type	Result	Resolution/ECM
001	10/30/14 15:44	Megan Everett	-°--'--"	E-mail	OK	300x300/-

2014 November Board of Directors Meeting

Date/Time: Thursday, November 6, 2014, 7:00 p.m. – 9:00 p.m.

Location: 1400 Main Street, 4A (Tome Room) Southlake

Attendants – Jeff Wang, Katherine Wang, Kiko Ekstrom, Barbara Walker, Melanie Torres, Dee Ekstrom

1. Call to order – 7:08 p.m. by Jeff Wang
2. Approval of last board meeting minutes from October 9, 2014

- Motion: Barbara Walker
- Second: Kiko Ekstrom
- Ayes: 5,
- Abstained 1
- Nays: None

3. Presidents Report

Jeff has continued working with the 6 member Chinese delegation visiting in early December. Due to government policy, the delegation will only be able to visit Southlake for (1) one day given that they are only allowed out of China for a total of six (6) days.

4. Committee Report

Southlake Sister Cities (SSC) has a total of 1359.50 community service hours through October 2014.

5. Treasures Report

With the absence of our Treasurer, we reviewed the current financial report. Given the amount of money in the account, additional educational programs and scholarships were discussed for consideration.

Motion: Melanie Torres
Second: Barbara Walker
Ayes: 6
Nays: None

6. Discussion and Action items

Send Result Report



MFP

CS 4550ci

Firmware Version 2LC_2F00.002.035 2011.08.23

12/22/2014 16:13
[2LC_1000.005.003] [2K9_1100.002.001] [2LC_7000.002.034]

Job No.: 040258

Total Time: -°--'--"

Page: 001

Complete

Document: doc04025820141222161326

No.	Date and Time	Destination	Times	Type	Result	Resolution/ECM
001	12/22/14 16:13	Megan Everett	-°--'--"	E-mail	OK	300x300/-

a. The November Annual Meeting is scheduled for November 13, 2014 at 6:30 p.m. It will be placed on the website for 30 days leading up to the meeting. Discussion of asking Southlake City staff to run as board members of SSC for more involvement with the program was discussed. SSC has a city liaison that attends the general SSC meetings but not the board meetings. Further discussion on how to get city officials more involved with SSC with the main goal of promoting Southlake to other cities around the world was discussed. The city has pulled away and is not as involved as they have previously. Thoughts of inviting the mayoral candidate to an upcoming meeting were discussed. However, it was also brought up that some of the programs are more educational with no input needed from city officials. Jeff is working with Carroll ISD and Suzhou Wuzhong for the implementation of an *Educational Agreement* as opposed to a city "official" agreement. Further discussion on how to obtain additional involvement from the city was tabled for another time. Additionally, the new 2015 Board of Director candidates will be posted on the SSC website for next weeks General meeting.

b. The End of the year dinner party is scheduled for December 4, 2014 at Asian Top. The 2015 Chinese New Year party will be at the Carroll High School cafeteria. It will feature a Talent Show performed by the CHS Chinese class. Details TBD.

c. 2015 Trip to China. Currently, we have six (6) applications and two (2) pending. Trip to Tome include three (3) applications. Our minimum is three students so while we have met the minimum, we have also extended the deadline to November 15, 2014. The Lions Club and Rotary Club will be approached to help promote the Adult trip to Tome scheduled for the fall of 2015. We will also add it to the SSC Facebook page.

d. The SSC website is still under construction with no new movement.

-
- e. Currently working on a draft to provide the school counselors by December 2014. Two (2) \$500 scholarships will be awarded to student/members of the SSC.

○
6. Open Forum

SSC has received four (4) new student members through the China/Japan exchange programs.

Discussion was brought up about having a booth at the November 22, 2014 tree lightening ceremony.

Send Result Report



MFP

CS 4550ci

Firmware Version 2LC_2F00.002.035 2011.08.23

12/22/2014 16:13
[2LC_1000.005.003] [2K9_1100.002.001] [2LC_7000.002.034]

Job No.: 040259 Total Time: -°--'--" Page: 002

Complete

Document: doc04025920141222161337

No.	Date and Time	Destination	Times	Type	Result	Resolution/ECM
001	12/22/14 16:13	Megan Everett	-°--'--"	E-mail	OK	300x300/-

7. Adjournment called by Jeff Wang at 8:42 p.m.

Send Result Report



MFP

CS 4550ci

Firmware Version 2LC_2F00.002.035 2011.08.23

12/22/2014 16:14
[2LC_1000.005.003] [2K9_1100.002.001] [2LC_7000.002.034]

Job No.: 040260 Total Time: -°--'--" Page: 005

Complete

Document: doc04026020141222161425

No.	Date and Time	Destination	Times	Type	Result	Resolution/ECM
001	12/22/14 16:14	Megan Everett	-°--'--"	E-mail	OK	300x300/-