

2015 January Board of Directors Meeting

Date/Time: Thursday, January 8, 2015, 7:00 p.m. – 9:00 p.m.
Location: 1400 Main Street, 4A (Tome Room) Southlake

Attendants – Emily Galpin, Cassie Tucker, Yuhsin Lee, Andy Chen, Kiko Ekstrom, Barbara Walker, Melanie Torres, Dee Ekstrom

1. Call to order – 7:05 p.m. by Kiko Ekstrom
2. Approval of last board meeting minutes from November 6, 2014
 - : Barbara Walker
 - Second: Melanie Torres
 - Ayes: 4,
 - Abstained 4
 - Nays: None
3. 2015 Chinese New Year Celebration – Ms. Lee

Ms. Lee has agreed to combine the Carroll High School Chinese New Year celebration with a Sister Cities event. This will include a booth with Chinese culture on display. The event is scheduled for Wednesday February 25 at 6:00 pm at the Carroll High School cafeteria. The event will also include a student talent show and speech contest. Southlake Sister Cities could help with decorations and food. A meeting with Ms. Lee will be scheduled for details on the role of Sister Cities.

The Southlake Library has agreed to story time for preschoolers in recognition of the Chinese New Year. Southlake Sister City member Ann LeBlanc has agreed to be in charge of this event.
4. Southlake Sister Cities New Website – Emily Galpin

The Board reviewed the new website page-by-page. How to add pictures from various trips is still a work in progress. We would like to be as transparent as possible including adding our 501c3 status and possible annual report to the website.
5. Treasures Report – Andy Chen

Andy has started using Mint to keep track of the financials. An advantage to using Mint is that all board members have access in a “read only” version to the financial activity such as deposits/withdrawals.

Membership Update - Southlake Sister Cities has six (6) new members and twelve (12) renewals for the upcoming year. Kiko

6. 2015 Southlake Sister Cities Scholarship – Barbara Walker
Barbara has a meeting with the Carroll Senior High School counselor Ms. Becky Rollins on January 13th to further discuss and publicize the two (2) \$500.00 scholarships being offered to graduating seniors who are in good standing with their SSC membership. The college must be an accredited school. The scholarship will be awarded in May.

7. 2014 SCI Young Artists and Authors Showcase Tour
Southlake received the showcase art early on January 8, 2015. Some poems are missing and Cassie is looking into where they could be. The artwork will be displayed at Southlake City Hall with note cards until February 16, 2015 at which time the city will take it down and members of Southlake Sister Cities will package the artwork up and ship it off to the next city.

8. Review/ Discussion / Action items
Confirmed combining the End of Year Dinner Party with the End of the Year General Meeting for first Thursday in December 2015.

Trash Pick Up – Southlake Sister Cities Adopted Street
For the safety of each volunteer we are going to order 15 fluorescent green vests at \$15.00 a piece.

- Motion: Barbara Walker
- Second: Emily Gapin
- Ayes: 6
- Abstained 1
- Nays: None

Southlake Sister Cities Credit Card
Instead of making purchases with funds that need reimbursed to Southlake Sister Cities members, it would be better to track and more convenient if Southlake Sister Cities had their own credit card.

- Motion: Emily Gapin
- Second: Melanie Torres
- Ayes: 6
- Abstained 1
- Nays: None

9. Report on student trip to Wuzhung, China
Jeff was out but provide his update via memorandum.
10. Tome Sister City, Japan - Kiko
Tome student are visiting Southlake from 3/19 – 3/23 and we are in need of one (1) additional host family for a 15-year-old male.

Southlake city officials will be attending the Tome/Southlake 10 year celebration in Tome. It is undecided which city official will attend. While it's preferred that a council member or the mayor attend, it could also be an employee of the city. 2-3 individuals are budgeted to attend depending on the cost of airfare.

The Southlake students visiting Tome is from 6/8 -6/15. Currently we have three (3) students, two (2) adults and maybe one (1) college student participating. The airfare was slightly more than in previous years; however, it is an American Airlines non-stop flight.

Southlake Sister Cities Adult Trip to Tome, Japan is from 9/16 – 9/24. Details TBD
11. Open Forum
It was decided to send Flora a gift certificate in the amount of \$50.00 for Southlake Town Square for her dedicated service to the board.
12. Adjournment called by Kiko at 8:49 pm.

2015 February Board of Directors Meeting

Date/Time: Thursday, February 5, 2015, 7:00 p.m. – 9:00 p.m.
Location: 1400 Main Street, 4A (Tome Room) Southlake

Attendants – Emily Galpin, Cassie Tucker, Andy Chen, Kiko Ekstrom, Barbara Walker, Melanie Torres, Dee Ekstrom, Jeff Wang, Catherine Wang

1. Call to order – 7:10 p.m. by Jeff Wang
2. Approval of last board meeting minutes from January 8, 2015
 - Motion: Kiko Ekstrom
 - Second: Barbara Walker
 - Ayes: 6,
 - Abstained: ~~3~~ 1
 - Nays: None
3. Presidents Report – Jeff Wang
Jeff met with Cassie regarding the Community Service agreement that is up for renewal.
4. Treasure's Report – Andy Chen
Approved the Southlake Sister Cities credit card.
The largest expense from the budget was the China trip expenses. The budget remains similar to previous years. We should keep in mind that it is not necessary to save money and it may be better managed to spend more.
 - Motion: Melanie Torres
 - Second: Kiko Ekstrom
 - Ayes: 7
 - Nays: 0
 - Abstained: ~~2~~
5. Committee's Report – Katherine Wang
November 2014 had a total of 113 community service hours and December had a total of 104. This ends 2014 with a total of 1576.5 community service hours.
6. Staff Liaison's Report – Cassie Tucker
A DPS tour including the gun range has been arranged by Kiko for the Tome Ambassadors trip.

Councilmen, Randy Williamson and Brandon Bledsoe along with the Assistant City Manager Benjamin Thatcher will be the

official Southlake Delegation going to Tome for the 10th year anniversary.

A separation letter has been drafted to sever our relationship with El Fuerto, Mexico chapter and will be signed off by the mayor.

7. 2015 Southlake Youth Ambassadors Wuzhong Homestay Program
3/5 – 3/14 (total of 10 days)

Ms. Lee will chaperone nine (9) students. Jeff will also be participating. The list of homes for each student has been received and they are communicating.

8. 2015 Tome Youth Ambassadors Southlake Homestay Program update
3/19 – 3/23

SSC is currently in need of one (1) additional home for a male student

March 22nd is the Potluck dinner

9. Discussion and Action Items
Scholarship

SSL is offering two (2) \$500 scholarships to senior graduates who are in good standing with SSC. Must be attending an accredited college in the fall. SSC will give priority of one scholarship to a resident of Southlake.

Two (2) teachers, Ms. Webb and Ms. Lee along with two (2) board members, Barbara Walker and Emily Galpin will review the scholarships and award them to the qualified applicants during a May 19th awards ceremony at Carroll High School at 8:15 am.

Deadline for submission is April 17, 2015

Motion: Melanie Torres

Second: Barbara Walker

Ayes: 7

Nayes: 0

Abstained: 2

Katherine invited two (2) Chinese friends to assist with story hour at the Southlake Library for Chinese New Year. Approximately 100 individuals are expected.

The Southlake Senior Center luncheon is scheduled for February 17th. Jeff will assist with a Chinese sponsored lunch, and decorations. This is a good opportunity for upcoming years.

100 lanterns were ordered for decorations. Details TBD at an upcoming meeting.

Adult Tome trip.

Information will be sent out though the city of Southlake in a press release. More details TBD

Website
Ongoing changes

Monthly General Meeting Schedule for 2015

The changes made in 2014 with the monthly general meetings were confusing to members and gave the impression the meetings were cancelled. Therefore, a set schedule of upcoming general meetings needs to be set in advance to help with attendance. A plan will be outlined to help with the schedule and discussed at a later board meeting.

10. Open Forum

The 4th Annual Altrusa Run in the Park is scheduled for April 11, 2015 at Bicentennial Park in Southlake. They are expecting approximately 400 individuals. SSC will be a sponsor for \$100.

Motion: Jeff Wang
Second: Kiko Ekstrom
Aye: 6
Nayes: 0
Abstained: 3

SSC received their vests for Adopt a Street Trash Pick up. The 2015 Schedule has been set and is the following Saturdays: March 14, June 13, September 12 and December 12.

Discussion for purchasing a SSC logo to for use on any items that may be needed in the future for general purposes.

Discussion on purchasing 60 t-shirts with the SSC logo at \$8.50 a piece. The t-shirts are black with a colored logo.

11. Adjournment called by Jeff at 9:25 pm.



Southlake Sister Cities

April 2015 Board of Directors Meeting Minutes

Thursday, April 2, 2015, 7:00 p.m. • Home of Kiko and Dee Ekstrom

Present: Barbara Walker, Andy Chen, Kiko Ekstrom, Dee Ekstrom, Emily Galpin

Absent: Jeff Wang, Melanie Torres, Katherine Wang

1. Call to Order – Kiko Ekstrom
 - Kiko Ekstrom called the meeting to order at 7:05pm.
2. Approval of Minutes – Kiko Ekstrom
 - MOTION: *To approve the March Board meeting minutes with one Correction – Change “other Sister Cities” to “Sister Cities International”*
 - Motion made by Barbara Walker; seconded by Andy Chen; motion passed unanimously.
3. Treasurer’s Report – Andy Chen
 - After much discussion, Andy recommended going back to an excel spread sheet for the Treasurer’s Report.
 - Jeff, Kiko and Andy are still working on the China and Japan exchange budgets.
4. Southlake Sister Cities New Website – Emily Galpin
 - Emily is working on learning WordPress to work on website.
5. Youth Ambassador Trip to Wuzhong – Kiko Ekstrom
 - There was discussion in changing trip dates from March to June. There was consensus to change the date but not to have program exceed 10 days.
6. 2015 SSC Scholarship – Barbara Walker
 - The deadline is April 17. No applications have been received yet.
7. Review, Discussion, and Action Items – Kiko Ekstrom
 - a. 2015 Tome students to Southlake Exchange Program – March 19-23
 - All agreed it was a great program. Recommendation to develop a survey for the home families.
 - b. Tome request to change exchange visit from March to different time of year
 - Suggested moving to first of October.
 - c. Adding quarterly meeting
 - General consensus that without a compelling program, people would not attend.
 - d. Reschedule Trash Pickup for 1st Quarter
 - Move to April 18, 1-0:00am
 - e. SSC T-shirts
 - Need logo finished
 - f. Participation in the 4th Annual Altrusa Run – 4/11/2-15
 - Didn’t have enough donation for a booth. Do have pens for packets.



Southlake Sister Cities

8. Open Forum
 - No discussions.
9. Adjournment
 - Kiko adjourned the meeting at 8:15pm.

Next BOD Meeting: May 7, 2015

Respectfully submitted,

Emily Galpin, Acting Secretary

2015 July Board of Director Meeting

Date/Time: Thursday July 9, 2015, 7:00 p.m. – 9:00 p.m.

Location: Southlake Town Hall Meeting Room 4A (Tome Room)

Attendants: Jeff Wang, Andy Chen, Melanie Torres, Barbara Walker, Dee Ekstrom, Kiko Ekstrom, Katherine Wang, Cassie Tucker, Emily Galpin, Bassey Obot

1. **Call to order – Jeff Wang**
 - a. Jeff Wang called the meeting to order at 7:08 p.m.
2. Postponed the approval of the Board of Director's minutes from April 2, 2015 until August mtg.
3. **Reports:**
 - a. **Presidents Report – Jeff Wang**

The Community Service hours need to be submitted from everyone
 - b. **Treasures Report – Andy Chen**
 - i. Revised the expense form to electronic form
 - ii. Converted the Treasury Report to Excel and provided everyone a copy
 - iii. Provided a proposed budget for Southlake Sister Cities
 - c. **Community Service Staff Report – Katherine Wang**
 - i. Sister Cities International is voting for Board and Southlake Sister Cities has four (4) votes.
 - ii. My Southlake News is a marketing tool for us and our press releases can be submitted to them through Cassie
 - iii. Young Artist and Author showcase is currently scheduled for Jan 2016
 - iv. Cassie will check into upcoming community events that Southlake Sister Cities can become involved.
4. **Exchange Programs Update and Review :**
 - a. **Tome**
 - i. Officials from Tome have asked to change their visit from March to October beginning 2017.
 - ii. Adult Trip to Tome was cancelled due to non-responsiveness
 - iii. Discussion on the possibility of assigning the Tome chaperone the responsibility of taking pictures and putting together a slide show for the after party.

b. China

- i. China Trip dates have changed to 9/26/15 – 10/01/15, shortened by two (2) days. Host family is still needed for 7 students and one (1) chaperone
- ii. Discussion on the US Students trip to China for 2016 may change from the week of spring break (3/10/16-3/19/15) to the end of May. Finals for both US and Chinese students are a concern. We are also looking to expand the program to college students

5. Southlake Sister Cities Scholarship Program – Barbara Walker

Barbara will put together a handbook for the scholarship program

6. ID Quarterly General Membership Meeting with Educational/Cultural programs and establishing event sub committees.

- a. Review upcoming quarterly meetings to include possible events
- b. Review when to have the quarterly meetings and the best time. Ongoing discussion

7. Update on Southlake Sister Cities new website – Bassey Obot

- a. Reviewed the new website and its more modern looking style
- b. Website is ready to be populated and will be worked in sections

8. Google for Business wills email addresses for each member if the organization is a nonprofit

9. Other Items for Discussion and Consideration:

- a. Leadership Camp for summer 2016 and ask school counselors to promote
- b. Possibly work with Grapevine with their Exchange Program to open a slot for us with their trip to Scotland.
- c. International Cultural Festival in “The Marq” in Southlake has allowed SSC the evening foreign films and will do the promoting. In exchange we could act as “screeners”.
- d. Work with Harkins Theater in Southlake to see if it would be worthwhile to have a foreign film night once a month.
- e. Saturday July 11, 2015 from 8-9 am will be the Adopt A Street trash pick-up.
- f. The Mid Term budget review will be done during the August Board Meeting

10. Open Forum

- a. Discussion on the logo of Southlake Sister City. A draft will be drawn up for review at the next meeting.

11. Meeting Adjourned – Jeff Wang at 9:13 pm

2015 August Board of Directors Meeting

Date/Time: Thursday, August 6, 2015, 7:00 p.m. – 8:00 p.m.

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

Attendants – Andy Chen, Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Katherine Wang, Jeff Wang

1. Call to order – 7:00 p.m. by Jeff Wang,
2. Approval of last board meeting minutes from July 8, 2015

- Motion: Jeff Wang
- Second: Melanie Torres
- Ayes: 5
- Abstained 0
- Nays: 0

Postponement of April 2015 board meeting minutes until September board meeting

3. Reports
 - a. President's Report
 - b. Community Service Staff Report
 - i. Southlake Sister City Community Service contract is up for renewal this year, October 2015.
 - ii. The showcase in January/February will go before the City Council in August for approval of the agenda
 - c. Treasures Report – Andy Chen
 - i. Reviewed the budget mid term
 - ii. Discussed the idea of using Paypal I-phone app to raise money from transaction fees at 2.7%. Decided further discussion was necessary
4. Exchange Program Update

September 26, Eleven (11) Chinese students one (1) English teacher and one (1) other adult will be visiting Southlake. Ms. Lee feels certain that she can find the remaining host families after the start of school. Currently the plan is to have the students take the weekend and one day to visit area sites and attends school with their host student.
5. Host Family application and background check

The discussion of whether or not a background check should be completed on each adult, over the age of 18, within the host family before the beginning of each exchange program. Currently it is not

required in either city agreement. Concerns raised were the cost of the background check and the possibility it might turn off families from volunteering their home. Additionally, how would each application be handled and who would have access to the sensitive information. It was decided to continue using the application, which currently asks the question if any member of the household has ever been convicted of a felony

6. Identify quarterly general membership meetings and/or educational/cultural programs
 - a. We will continue the End of the Year Party in December
 - b. Continue the Welcome Back Tome/China party similar to the one we started this summer when the 2015 students returned from Tome. It was very successful and attracted many members past and future.
 - c. Create two (2) more cultural meetings throughout the year
 - d. Consider sending the host families an appreciation plaque instead of dinner coupons to the End of the Year party. Further discussion needed
7. Other items for discussion and considerations
 - a. 2015 SCI Young Artist & Author Showcase – City Council officials will vote during the august council meeting for mid January – mid February as the showcase date. Details TBD
 - b. Film Festival 2016, Foreign Films Harkins, International Culture Festival – We will work with the Southlake library and continue discussion when Barbara returns
 - c. Fall Adopt-a-Street trash pick up – Next pick up is scheduled for September 12, 2015 at 10:00am.
 - d. Portable projector and screen – members previously approved the purchase of a portable projector. The purchased was reviewed again and approved.
8. Open Forum
9. Meeting Adjourned @ 7:53 pm by Jeff Wang

2015 September Board of Directors Meeting

Date/Time: Thursday, September 3, 2015, 7:00 p.m. – 8:30 p.m.

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

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

1. Call to order – 7:01 p.m. by Jeff Wang,
2. Approval of last board meeting minutes from August 6, 2015

- Motion: Melanie Torres
- Second: Kiko Ekstrom
- Ayes: 4
- Abstained 0
- Nays: 0

Postponement of April 2015 board meeting minutes until October board meeting

3. Reports
 - a. President's Report
 - i. The Community Service Agreement for Southlake Sister Cities (SSC) is up for renewal. It was originally signed for one (1) year but has been extended for three (3) years September 2015 – September 2018. The Southlake City Council will vote during their September 15th City Council meeting.
 - ii. The Southlake Senior Activity Center has a bus for SSC to use for the China students; however, the driver must be a Southlake employee and their driver recently retired. We will look at other options for transporting the students.
 - b. Community Service staff report
 - i. No action taken at this time
 - c. Treasures Report – Andy Chen
 - i. No action taken at this time.
4. Wuzong Student Delegation's visit update (9/26/15 – 10/01/15)
 - a. The Student Delegation consists of 11 students, one (1) teacher and one (1) vice Principal. They are arriving late on Saturday the 26th and leaving early Thursday October 1st. Activities have been planned for the delegation to include US Bureau of Engraving and Printing, Fort Worth Stockyards, a day in the life of a Southlake high school student and an end of the trip party.

5. Host Family applications, background check and recognition
 - a. SSC received many applications. First preference goes to students who participated in China program in March 2015 allowing them to host the student they stayed with in March. A waiting list was created with the extra potential host families and a database will be created for future use.
 - b. The SSC has created a PDF fileable application for the host family to complete. The application for the Youth Ambassador trip for Japan and China are also available on the website as a download.
 - c. The Southlake Sister International policy is to have background checks for the host family; however, it is not mandatory. The city of Southlake will currently perform the background checks for volunteers but we still need a third party to monitor the results. We will talk to the city about partnering.
 - d. In recognition for hosting students, SSC will continue to invite the host families to the end of the year dinner/party free of charge.
6. Identify quarterly general membership meetings and/or educational/cultural programs
 - a. December's annual meeting (End of the Year party), the Chinese Party and the Tome party will be used as the general membership meetings. We are working on adding two (2) additional cultural programs. Possibly visiting with the Fort Worth Sister City International for their thoughts and/or hosting a presentation on the Chinese stock market.
7. Other items for discussion and consideration
 - a. The September 12, 2015 Adopt a Street started at 10:00 am and ended at 11:00. SSC partnered with the Metroport Rotary Club and had approximately 40 14 in attendance.
 - b. Film Festival, 2016 International Culture Festival (ICF): The film festival will be held on May 7, 2016 with APEX taking the lead. SSC will provide judges for the foreign film. The foreign film will be the highlighted film projected on the HD big screen outside once the sun goes down. Details TBD. ICF will be May 21, 2016 and will recognize different cultures. It will be considered the summer kick off. As it is a stand-alone cultural festival, SSC will look at partnering with them and have one 1-2 board members sit on the planning committee. Details TBD.
 - c. New SSC website update: tabled until next month
 - d. Portable projector and screen: We are currently looking at spending an average of \$400 - \$500 for a projector and approximately \$100 for the screen. We are looking at what occasions and how often would we utilize them. We will continue to price match before purchasing. Looking at purchasing for the December End of the Year party.

- e. End of the Year Dinner Party: Scheduled for December 3, 2015 at 6:00pm. We are hoping to show pictures from both the Tome and Wuzong Youth Ambassador trips during the party. If we set up a drop box account for each trip, individuals could drop their photos in the box and we could easily access them.
- 8. Open forum:
 - a. March 2016 will be the last year the ~~Wuzong trip~~ visit from Tome student will take place in March. It will be moved to October beginning 2017. The Youth Ambassador Tome trip has three (3) girls and one (1) boy to date confirmed.
- 9. Meeting Adjourned @ 8:15 pm by Jeff Wang