

*Minutes*  
**2016 January Board of Directors Meeting**

**Date/Time:** Thursday, January 7, 2016, 7:00 p.m. – 9:00 p.m.  
**Location:** 1400 Main Street, 3CD Southlake

Attendants – Andy Chen, Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Joseph Wang, Katie Hintz, Cassie Tucker, Barbara Walker

1. Call to order – 7:07 p.m. by Kiko Ekstrom (Acting President)
2. Approval of last board meeting minutes from October 8, 2015
  - Motion: Barbara Walker
  - Second: Melanie Torres
  - Ayes: 4
  - Abstained 0
  - Nays: 0
3. Introduction of 2016 Southlake Sister Cities Board Member
  - i. Motion to accept New Board Members: Katie Hintz, and Joseph Wang
    - Motion: Barbara Walker
    - Second: Dee Ekstrom
    - Ayes: 4
    - Abstained 0
    - Nays: 0
    -
4. Treasures Report – Andy Chen

\$43,919.89 total for both accounts. Upon discussion on combining both accounts into one; it was decided to keep both for security reasons.

Andy has stepped down as Treasurer and approval was given for a \$30.00 gift card as a parting thank you gift.
5. Internal Culture Festival (ICF) with ICC (5/16 – 5/21/16)
  - i. Jeff talked with the ICF committee for several hours and it was decided to not participate for the 2016 year; however, keep in mind for 2017.
6. 2016 Southlake Sister Cities – Projected events and programs
  - a. YAAS – January 4 – 22, 2016 - Display at City Hall
    - i. SSC has agreed to try and display the art in conjunction with the Art Department of Carroll High School (CHS). SSC will send

the criteria to the CHS Art Teacher and see if we can interest them in participating.

- ii. Thoughts will be given to participating next year, as the cost to sent the art forward is expensive. If we cannot find a partner we may discontinue with this program.
- b. Chinese New Year Celebration
  - i. Our Chinese New Year celebration at the SL library on 2/10/16 from 11am – 12pm and is being advertised in several online and printed publications.
- c. Chinese NY celebration on 2/11/16 with Dr. Currier TCU Professor
  - i. Katie will send the write up to Cassie and Cassie will submit it for publication in the Southlake News online and Eblast. The CHS color guard will be performing and food will be served.
- d. Southlake youth Ambassadors to China March 10-19, 2016
  - i. Four (4) students are attending the China trip and Jeff and Catherine Wang will continue to participate with this trip for 2016. Southlake will send a chaperone. With Jeff no longer on the board, SSC will look at running future China Trip similar to the Tome trip.
- e. Welcome Back Party for SL students to China (March)
  - i. A decision was made to wait for both the China and Tome trip to be completed and have one (1) welcome back party. Attendees can then go before the city council when they meet in June or August/September timeframe.
- f. Tome student visit to Southlake, March 23-28, 2016
  - i. Four (4) students are coming from Tome and all chaperones have been approved. Three (3) girls and one (1) boy with Mr. Seikoh Sasaki as the city chaperon and Ms. Noriko Akizawa as the travel agent.
- g. Southlake Sister Cities 2016 Scholarship – Due date 4-15-2016
  - i. Barbara Walker is in charge of Scholarships. More points will be given to students with SSC involvement. Applications will be sent to Ms. Lee and the CSHS counselors.
- h. Southlake Jr. High School students attending Fort Worth SSC International Leadership Academy in 2016
  - i. Table until February 2016 meeting.
- i. Day of Film 2016 – May 7, 2016 at MARQ
- j. SSC Youth Ambassadors to Tome – June 6-13, 2016
  - i. Officer Diron Hill , taking four (5) girls, one (1) boy and two (2) male college students. Officer Hill will be the SL City official.
- k. Welcome back party for SL students to Tome (June)
  - i. See (e)
- l. Tome Adult Delegations to SL (July 2 -?)
  - i. Table for future discussion
- m. Chinese Students visit to SL (Sep – Oct)
  - i. Table for future discussion

- n. The End of Year celebration (December Annual Meeting)
    - i. Set for December 1, 2016
  - o. Trash Pick Up each Quarter (3/12, 6/11, 9/10, and 12/10)
    - i. Confirmed and approved each date for 2016
- 7. New SSC website
  - a. We will hire I-5 to finish the website. Emily will continue to work with them as much as possible.
- 8. Open Forum
  - a. Would like to further discuss having a board member responsible for social media (Instagram, Facebook, and Twitter)
- 9. Meeting Adjourned called by Kiko Ekstrom at 7:53 pm

## **2016 February Board of Directors Minutes**

**Date/Time:** Thursday, February 4, 2016, 7:00 p.m. – 9:00 p.m.

**Location:** 1400 Main Street, 3CD Southlake

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Joseph Wang, Katie Hintz,

1. Call to order – 7:07 p.m. by Kiko Ekstrom (Acting President)
2. Approval of last board meeting minutes from January 7, 2016
  - Motion: Kiko Ekstrom
  - Second: Katie Hintz
  - Ayes: 5
  - Abstained 0
  - Nays: 0
3. Treasures Report – Kiko Ekstrom
  - i. Kiko provided a budget for 2016 and it was reviewed.
    - Motion: Katie Hintz
    - Second: Joseph Wang
    - Yays: 5
    - Abstained: 0
    - Nays: 0
  - ii. SSC has a beginning credit of \$465.54 in the Paypal account.
  - iii. Kiko will itemize the expenses for China trip after all expenses are submitted and reimburse with any extra funds.
4. Appointment of 2<sup>nd</sup> Vice President
  - i. Table until March meeting.
5. New Southlake Sister Cities Website
  - i. Emily is continuing to work with I-5 on the website. A background picture has been selected.
6. Discussion and Approval of 2016 Southlake Sister Cities events and programs
  - a. YAAS – January 4 – 22, 2016 - Display at City Hall
    - i. Due to the expense of repackaging, this program may not be approved for next year. The cost to send forward was \$459.05 for three (3) boxes. We have until May 2016 to decide.
  - b. Chinese New Year Celebration

- i. February 10, 2016 Chinese Story Telling at SL Library. 75 bags will be provided to children with goodies/treats.
- c. Chinese NY celebration with general members:
  - i. February 11, 2016 6:30 – 8:30 with Dr. Currier TCU Professor. SL Style, EBlast and other online website promoted the event.
- d. Southlake youth Ambassadors to China March 10-19, 2016
  - i. Three (3) students are attending the China trip after one (1) boy dropped out (passport difficulties). Ms. Lee, Carroll teacher, will attend summer SSC meeting to discuss taking over the China trip from Jeff and Catherine Wang.
- e. Tome student visit to Southlake, March 23-28, 2016
  - i. Four (4) students, Travel Agent and Mr. Chizaki. They will have a day tour of the city of Southlake, one (1) days at Carroll High School and one to site see. Tentative plans are to see the Reunion Town, Dealey Plaza and other area attractions.
- f. Southlake Sister Cities 2016 Scholarship – Due date 4-15-2016
  - i. With Barbara absent, further discussion will be tabled until next month.
- g. Film Festival 2016 – May 7, 2016 at MARQ
  - i. Table further discussion until next month
- h. SSC Youth Ambassadors to Tome – June 6-13, 2016
  - i. Officer Diron Hill is chaperoning, taking four (5) girls, one (1) boy and two (2) male college students. Officer Hill is the SL City official.
  - ii. Students and Officer Hill will get together in February for a session of Learn Japanese to be hosted by Melanie and David Torres.
- i. Combined Welcome back party for SL students to Tome (June)
  - i. Date to be determined
- j. Sister City International 60<sup>th</sup> Anniversary Celebration (Annual conference) in DC from July 13-16, 2016
  - i. Motion to allow Kiko to represent SSC
    - Motion: Melanie Torres
    - Second: Katie Hintz
    - Abstained: 2 (Dee and Kiko Ekstrom)
    - Ayes: 3
    - Nays:0

- k. Tome Adult Delegations to SL (July 2 -6, 2016)
  - i. Details to be determined
- l. Trash Pick Up each Quarter (3/12, 6/11, 9/10, and 12/10)
  - i. Confirmed and approved each date for 2016.
- 7. Open Forum
  - a. Would like to further discuss having a board member responsible for social media (Instagram, Facebook, and Twitter)
- 8. Meeting Adjourned called by Kiko Ekstrom at 7:50 pm

## **2016 March Board of Directors Minutes**

**Date/Time:** Thursday, March 3, 2016, 7:00 p.m. – 9:00 p.m.  
**Location:** 1400 Main Street, 3A Southlake

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Joseph Wang, Barbara Walker

1. Call to order – 6:35 p.m. by Kiko Ekstrom (Acting President)
2. Approval of last board meeting minutes from February 4, 2016
  - Motion: Barbara Walker
  - Second: Kiko Ekstrom
  - Ayes: 5
  - Abstained 0
  - Nays: 0
3. Treasures Report – Kiko Ekstrom
  - a. Kiko reviewed existing expenses
    - Motion: Melanie Torre
    - Second: Dee Ekstrom
    - Yays: 5
    - Abstained: 0
    - Nays: 0
4. Appointment of 2<sup>nd</sup> Vice President
  - a. Consider other student parents and community leaders when reaching out. We will also send out a blanket email informing individuals there are open positions available.
5. New Southlake Sister Cities Website
  - a. Table until April meeting
6. Discussion and Approval of 2016 Southlake Sister Cities events and programs
  - a. Recap – Chinese New Year Celebration Chinese Story Telling at SL Library February 10, 2016.
    - i. Attendance was high and we will continue with program in 2017.  
Recap – Chinese New Year Celebration with Speaker Dr. Currier on February 11, 2016
    - ii. Well attended event
  - b. Southlake Youth Ambassadors to China, March 10-19, 2016
    - i. Future Southlake Youth Ambassador Trip to China

1. Ms. Lee is unable to assist with this trip contrary to previous thoughts. She may be able to assist by taking a class every two (2) years and combining it with SSC trip.
  2. The Southlake librarian also might be an option as a chaperon in conjunction with a travel agent to set up the trip. Will further discussion after librarian returns and more information can be found out after talking with a travel agent.
- c. Tome students visit to Southlake, March 23-27, 2016
    - i. Itinerary complete and provided
  - d. Southlake Sister Cities 2016 Scholarship – Due April 15, 2016
    - i. Group email will be sent out as a reminder
  - e. Film Festival 2016 – May 7, 2016 at MARQ
    - i. APEX President is aware of our willingness to help. We are waiting to hear from them
  - f. Southlake sister Cities Youth Ambassadors to Tome – June 6-13, 2016
    - i. The Japanese lesson with students traveling to Tome went well and another meeting will be scheduled prior to the trip.
  - g. All 2016 Youth Ambassadors report to City Council – June 21, 2016
    - i. Both Japan trip and Chinese trip were combined for the City Council meeting
  - h. Combined Welcome Back Party for SL students to China (March) and Tome (June)
    - i. Barbara Walker will host a BBQ on Saturday June 25, 2016 for the students.
  - i. Tome Adult delegations to Southlake (July 2 – July 6, 2016)
  - j. Details TBD. Waiting on the agreement from Tome officials
  - k. Three Tome Rotary club members will be visiting Southlake Rotary Club May 12-15, 2016
  - l. Trash pick-up each quarter: 3/12, 6/11, 9/10 and 12/10 2016
    - Changed the date for the first quarter to April 2, 2016. Metroplex Rotary club may join us
7. Open Forum
    - a. Agreed to sponsor \$100.00 for 5<sup>th</sup> Annual Altrusa Run in the Park.



- Motion: Dee Ekstrom
- Second: Kiko Ekstrom
- Ayes: 5
- Abstained 0
- Nays: 0

8. Meeting Adjourned called by Kiko Ekstrom at 7:56 pm

## **2016 April Board of Directors Minutes**

**Date/Time:** Thursday, April 7, 7:00 p.m. – 9:00 p.m.  
**Location:** 1400 Main Street, 3A Southlake

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Joseph Wang, Barbara Walker, Casey Tucker, Candice Edmundson

1. Call to order – 7:02 p.m. by Kiko Ekstrom (Acting President)
2. Approval of last board meeting minutes from March 3, 2016
  - Motion: Barbara Walker
  - Second: Kiko Ekstrom
  - Ayes: 5
  - Abstained 0
  - Nays: 0
3. Treasures Report – Kiko Ekstrom
  - a. Kiko reviewed current budget through end of March, details available upon request. Kiko spoke with Mr. Les Clow about his donation to SSC of \$10,000. Mr. Clow was the prior mayor of Southlake. Ms. Clow was very involved in SSC from the beginning and attended the first overseas trip to Japan.
4. Update on new Southlake Sister Cities Website
  - a. Emily continues working on the website and it's almost ready to launch.
5. Texas Sister Cities State Meeting/Conference short survey
  - a. Completed a short survey
6. Discussion and Approval of 2016 Southlake Sister Cities events and programs
  - a. Recap of Southlake Youth Ambassadors to China, March 10-19, 2016
    - i. Cynthia and Kiko discussed moving the trip to the summer instead of the spring and possibly hiring a tour guide. Further discussion with Ms. Lee is needed to prevent duplicate trips. We will work toward a trip for 2017.
  - b. Recap of Tome students visit to Southlake, March 23-27, 2016
    - i. The trip went well. Tome will be shifting their program from the Board of Education to the City of Tome. Some changes may occur in 2017.
  - c. Southlake Sister Cities 2016 Scholarship – Due Date 4/15/16

- i. CSHS 2016 Senior Awards ceremony – 10 am on May 17, 2016
    - ii. To date, no applications have been received. Another reminder will go out to students.
  - d. Film Festival 2016 – May 7, 2016 at MARQ
    - i. SSC will help with set up and provide movie clips and pictures prior to movie. We committed to 7-9 volunteers
  - e. Southlake sister Cities Youth Ambassadors to Tome – June 6-13, 2016
    - i. Another Japanese lesson will be scheduled prior to the kids leaving for Tome.
  - f. All 2016 Youth Ambassadors report to City Council – June 21, 2016
    - i. Both Japan trip and Chinese trip were combined for the City Council meeting on July 25, 2016 and a Proclamation will be awarded announcing July 25 as SSC Day. Gifts will also be presents to the City of Southlake from Tome.
  - g. Combined Welcome Back Party for SL students to China (March) and Tome (June)
    - i. Barbara Walker will host a BBQ on Saturday June 25, 2016 for the students.
    - ii. Attempts will be made to have prior student ambassadors attend.
  - h. Nine Tome Adult delegations to Southlake (July 2 – July 6, 2016)
    - i. A tentative agenda and budget is complete. Given that this event is every ten (10) years, the budget is set at approximately \$5,000
  - i. Three Tome Rotary club members will be visiting Southlake Rotary Club May 12-15, 2016
    - i. The City may host a small Welcome Reception at the MARQ on May 12, 2016 at 7:30 pm. This is not confirmed as of yet.
  - j. Trash pick-up for Saturday April 9, 2016. Next will be scheduled for June 11, 2016, September 10, 2016 and December 10, 2016
7. Open Forum
- Candace will be taking over for Casey while she is on maternity leave.
8. Meeting Adjourned called by Kiko Ekstrom at 8:21 pm

## **2016 May Board of Directors Minutes**

**Date/Time:** Thursday, May 5, 7:00 p.m. – 9:00 p.m.  
**Location:** 1400 Main Street, 3A Southlake

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Joseph Wang, Katie Hintz (Late)

1. Call to order – 7:06 p.m. by Kiko Ekstrom (Acting President)
2. Approval of last board meeting minutes from April 7, 2016
  - Motion: Kiko Ekstrom
  - Second: Joseph Wang
  - Ayes: 4
  - Abstained 0
  - Nays: 0
3. Treasures Report – Kiko Ekstrom
  - a. Kiko reviewed current budget through end of April, details available upon request.
    - Motion: Melanie Torres
    - Second: Katy Hintz
    - Ayes: 5
    - Abstained: 0
    - Nays: 0
4. Update on new Southlake Sister Cities Website
  - a. Emily continues working on the website with an expected launch date of June 2016
5. Southlake Sister Cities 2016 Scholarship Winners
  - a. 2016 SSHC Awards is May 17, 2016. Winners are Jillian Jernian, Julian Ann Myers, and Sarah Vernesky. Barbara will announce and award the scholarships. Kiko will take pictures.
6. Update on Film Festival 2016
  - a. Film Festival 2016 – May 7, 2016 at MARQ. Two (2) youth volunteers are needed for popcorn stand. Barbara will introduce SSC and city officials will play a 5 minute clip of SSC pictures.
7. Southlake Sister Cities Youth Ambassadors 2016
  - a. Southlake sister Cities Youth Ambassadors to Tome – June 6-13, 2016
    - i. Youth have one last meeting at Kikos for a review of Japanese language and culture. Scheduled for Sunday 5/22/16 at 3pm
  - b. All 2016 Youth Ambassadors report to City Council – June 21, 2016

- c. Combined Welcome Back Party for SL students to China (March) and Tome (June)
    - i. Barbara Walker will host a BBQ on Saturday June 25, 2016 for the students.
    - ii. Attempts will be made to have prior student ambassadors attend.
- 8. Tome Adult delegations to Southlake (July 2 – July 6, 2016)
  - a. A tentative agenda and budget is complete.
- 9. Three Tome Rotary club members will be visiting Southlake Rotary Club May 12-15, 2016
  - a. Sister cities Board of Directors were invited for their reception at the MARQ May 12, from 7:30 pm – 9:00 pm. Confirmed are Katie, Joseph, Kiko and Dee.
- 10. Open Forum
- 11. Meeting Adjourned called by Kiko Ekstrom at 8:13 pm

## **2016 June Board of Directors Minutes**

**Date/Time:** Thursday, June 2, 7:00 p.m. – 9:00 p.m.  
**Location:** 1400 Main Street, 3CD Southlake

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Joseph Wang, Barbara Walker (Late), Jenni Lanier, Emily Galpin (Late), John Huffman, Katie Hintz

1. Call to order – 7:05 p.m. by Kiko Ekstrom (Acting President)
2. Approval of last board meeting minutes from May 5, 2016
  - Motion: Barbara Walker
  - Second: Katie Hintz
  - Ayes: 5
  - Abstained 0
  - Nays: 0
3. Treasures Report – Kiko Ekstrom
  - a. Kiko reviewed current budget through end of May, details available upon request.
4. Update on new Southlake Sister Cities Website and Social Media support
  - a. Emily reported the work she has done on the website and it should go live in a few days. The new website is updated and should be available on mobile devices. Emily interviewed InMotion Imagery to work on increasing SSC social media presence. InMotion could keep the SSC Facebook feed active exposing it to more individuals and increasing the number of posts. InMotion charges \$250.00 per month with a minimum of six months. After the initial 6 months further discussion can be made on whether or not to renew the contract. It was agreed to try InMotion initially to increase our social media presence. It was also discussed to see about having a junior intern to keep running FB.
    - Motion: Barbara Walker
    - Second Kiko Ekstrom
    - Ayes: 5
    - Abstained: 0
    - Nays: 0
5. Tome Adult Delegation to Southlake (July 2 – July 6, 2016)
  - a. Continued discussion on finalizing the schedule of events provided by Kiko. Current SSC members will be invited to dinner at the Marq for a total of no more than 200. We still need Welcome team at the airport.

6. Southlake Sister Cities Youth Ambassadors 2016
  - a. Southlake sister Cities Youth Ambassadors to Tome – June 6-13, 2016
    - i. Youth Ambassadors are all ready
  - b. All 2016 Youth Ambassadors report to City Council – June 21, 2016
    - i. Mayor Hill is going to present SSC with a proclamation for Sister City Day as July 15, 2016.
  - c. Combined Welcome Back Party for SL student to China (March) and Tome (June) will be held on June 25, 2016 at 6:00 pm. at the home of Barbara Walker.
7. Friendship city Wuzhong and Southlake students exchange program
  - a. Discussion was had regarding changing the Wuzhong trip to possibly the summer instead of March due to Spring Break. We are looking at working with the Southlake Librarian, Ms. Cynthia Pfledderer to help coordinate the China trip. Kiko will talk with school officials in Wuzhong to see about changing the date.
8. Trash PU 6/11/2016 (10:00 am – 11:00 am)
  - a. Next scheduled pick up.
9. Open Forum
10. Meeting Adjourned called by Kiko Ekstrom at 8:31 pm

## **2016 July Board of Directors Minutes**

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

**Location:** 1400 Main Street, 3CD Southlake

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Joseph Wang, Katie Hintz

1. Call to order – 7:06 p.m. by Kiko Ekstrom (Acting President)
2. Approval of last board meeting minutes from June 2, 2016  
Postponed until August meeting.
3. Treasures Report – Kiko Ekstrom
  - a. Not all the expenses are in from the Tome Adult Delegation but an approximate \$6300.00 was spent. More at August meeting
4. Discussion on new Southlake Sister Cities Website and Social Media support
  - The SSC Facebook is doing well with InMotion. According to Ms. Terrazas, InMotion, the FB views in one weeks' time were in the hundreds. SSC now has 145 followers with 22 new ones this week. Ms. Ann LeBlanc is considering taking over our social media presence.
5. Recap on Tome Adult Delegation to Southlake (July 2 – July 6, 2016)
  - a. Approximately 100 people attended the farewell dinner at the Marq.
6. Southlake Delegation to Tome 2017
  - a. Japan Trip planned for April or May of 2017. Limit 10 Adult individuals. Trip would include 8 days with three (3) in Tome. An approximate deadline would be fall 2016.
7. Recap on Southlake Sister Cities Youth Ambassadors 2016
  - a. SSC will interview for chaperone for the Wuzhong trip. Confirmation is needed from school principal that the group will be picked up in Shanghai and return to Shanghai.
    - i. Wuzhong - March 10-19, 2016 / Wuzhong March 9-18, 2017
  - b. No changes to the Tome trip. The same as previous years.
    - i. Tome – June 6-13, 2016 / Tome – June 5-12, 2017
8. Open Forum
  - a. Chinese students will visit the US Sept/Oct 2017
  - b. Tome students will visit the US in Sept 2017.
9. Meeting Adjourned called by Kiko Ekstrom at 7:47 pm



## 2016 August Board of Directors Minutes

**Date/Time:** Thursday, August 4, 7:00 p.m. – 9:00 p.m.

**Location:** 1400 Main Street, 3CD Southlake

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Joseph Wang, Barbara Walker, Paul LeBlanc, Sophia LaBlanc

1. Call to order – 7:06 p.m. by Kiko Ekstrom (Acting President)
2. Approval of board meeting minutes from June 2, 2016
  - Motion: Melanie Torres
  - Second: Kiko Ekstrom
  - Ayes: 5
  - Nays: 0
- 2b Approval of Board Meeting minutes from July 7, 2016
  - Motion: Barbara Walker
  - Second: Melanie Torres
  - Ayes: 5
  - Nays: 0
3. Treasures Report – Kiko Ekstrom
  - a. As of July 31, 2016 the checking account balance was \$4,651.06 and the saving account balance was \$45,292.23.
  - b. A request was made to consider a short term CD for the saving account as an investment. Possibly \$25,000 to keep some money available should it be needed.
  - c. One 2016 scholarship was cashed and waiting on the other to cash.
4. Discussion on new Southlake Sister Cities Website and Social Media support
  - a. Ann LeBlanc will keep our FB updated once the contract runs out with InMotion in December 2016. In the meantime, Ann will work with InMotion to determine what needs to be shared. Ann will also bring on her daughter, Sophia LaBlanc, as a Youth Board Member to assist.
5. Southlake Adult Delegation to Tome 2017
  - a. The trip will be considered for late April – Late May 2017.
  - b. The mayor will advertise the opening for the city representative and they will be interviewed for the position
6. Southlake Sister Cities Youth Ambassadors trips 2017
  - a. **Wuzhong: March 9-18, 2017** – The deadline for application will be October 15, 2016. The price is estimated at approximately \$2000

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(cheaper than last year) and student will have a tour guide for a day and half for touring.

- b. **Tome: June 5-12, 2017** – Parents and children will now be interviewed for the Tome trip to have an understanding of their commitment level.

7. 2017 Young Artists & Authors Show Case (Sister Cities International Program)

- a. Due to the amount of money spent on shipping the art pieces back, \$400-\$500) SSC will see about combining their program with the Southlake High School art teacher for a reception. Apex could possibly help with the advertising. We will request for the art pieces for mid-January.

8. Sister Cities International 60<sup>th</sup> Anniversary Conference in DC (7/13-7/15, 2016)

- a. Dee and Kiko attend the conference and found it very informative. SSC was represented with their flag during the ceremony.

9. Open Forum

- a. Tarrant County College certifies a class representing 8 Sister City countries that could provide an opportunity for future students.
- b. The Southlake Homecoming rally and parade is Wednesday October 19<sup>th</sup> in Town Square. The booth is \$100 and we need someone to work it.
- c. A speaker for the fall would be good to find and host. Possibly speaking on a country that is in the news such as Germany.

10. Meeting Adjourned called by Kiko Ekstrom at 8:18 pm

## **2016 September Board of Directors Minutes**

**Date/Time:** Wednesday, August 31, 2016 7:00 p.m. – 9:00 p.m.  
**Location:** Bonefish Grill at 1201 E. Southlake Blvd

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Katie Hintz, Barbara Walker, Ann LeBlanc, Sophia LeBlanc, Emily Galpin, John Huffman

1. Call to order – 7:29 p.m. by Kiko Ekstrom (Acting President)
2. Approval of board meeting minutes from August 4, 2016 (Table until next month). Report on SSC volunteer hours as of July 31, 2016 also tabled until October.
3. Treasures Report – Kiko Ekstrom
  - a. All expenses from July 4<sup>th</sup> event have come in.
4. SSC new Board members and officer
  - a. Add Ann LeBlanc, Sophia LeBlanc (student ambassador) and John Huffman as board members
    1. Motion: Barbara
    2. Second: Kiko
    3. Ayes:5
    4. Nays:0
5. Update of Southlake Sister Cities Website and Social media support
  - a. Ann LeBlanc has contacted High 5 in regards to the website and has received her log in information. She is also working with In Motion on SSC Facebook page. Anne will work on making sure the website is mobile friendly.
  - b. Sophia LeBlanc is working on SSC Instagram as the Student Ambassador
  - c. Ann will continue working with High 5 and request a final invoice for the work completed on the website and close out any gaps.
6. German Speaker – October 12, 2016
  - a. Dr. Jeffrey Todd has been identified as the German speaker from 6:30 – 8:00 at the Southlake City Hall. The speaker will be worked in conjunction with Oktoberfest and we can advertise with the library, SSC FB page and the new website. SSC will provide pretzels, gummy bears and sausages. Budget of \$150.00. Katie has volunteered to organize the speaker's event.

7. Southlake Sister Cities Youth Exchange Programs 2017
  - a. **To Wuzhong                      March 9-18, 2017**
    - i. Wuzhong agreed to accept Southlake students March 2017. Deadline for applications will be October 30, 2016. The application has been updated with an approximate cost of \$2300.00 with no deposit required and an interview with each student and their parent. The students will be chaperoned by a Southlake City employee and they will begin their trip in Shanghai with a tour guide. Maximum of ten (10) students.
  - b. **To Tome                              June 5-12, 2017**
    - i. Deadline for applications TBD
  - c. **From Wuzhong                      October 2017 (beginning)**
    - i. Southlake does not have any Chinese students for the fall 2016 instead waiting until fall 2017.
  - d. **From Tome                              October 2017 (end)**
8. 2016 Youth Artists & Authors Show Case (Sister Cities International Program)
  - a. The month of January has been taken; however, we can work with APEX to see if they can share Art in the Square. Another option is to pick either April or May as February and March are busy for the city.. Sophia LeBlanc has spoken with her CHS art teacher and she agreed to help promote the show. She can also hold an art contest as advertisement.
9. Southlake Adult Delegation to Tome 2017
  - a. The trip will be late May
10. Quarterly Trash Pick up
  - a. Pick up will be moved from September 10, 2016 to October 8, 2016
11. Open form
  - a. Carroll Homecoming
12. Meeting Adjourned called by Kiko Ekstrom at 9:02 p.m.

## **2016 October Board of Directors Minutes**

**Date/Time:** Thursday, October 6, 2016 7:00 p.m. – 9:00 p.m.  
**Location:** Southlake Town Hall Room 3CD

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Katie Hintz, Ann LeBlanc (Late), Sophia LeBlanc (Late), Joseph Wang

1. Call to order – 7:15 p.m. by Kiko Ekstrom (Acting President)
2. Approval of Board Meeting Minutes from August 4, 2016
  - a. Motion: Katie Hintz
  - b. Second: Kiko Ekstrom
  - c. Ayes: 5
  - d. Nays: 0
- 2b. Approval of Board Meeting Minutes from August 31, 2016
  - a. Motion: Katie Hintz
  - b. Second: Kiko Ekstrom
  - c. Ayes: 4
  - d. Nays: 0
  - e. Abstained: 1 (Joseph was not in attendance during meeting)
3. Treasures Report – Kiko Ekstrom
  - a. \$45,293.01 in the checking account.
4. 2017 Southlake Sister Cities Board members and Officers
5. Update of Southlake Sister Cities Website and Social media support
6. German Speaker – October 12, 2016
  - a. Dr. Jeffrey Todd has been identified as the German speaker from 6:30–8:00 at the Southlake City Hall. Pretzels, Cookies, Gummy Bears and Sausages are being served. Total budge approximately \$125.00 Katie is in charge of this event.
7. Southlake Sister Cities Youth Exchange Programs 2017
  - a. **To Wuzhong March 9-18, 2017**
    - i. Interviews were conducted for the chaperone position. One chaperone and one alternate were selected. Diana Smith is the chaperone and Vicky Schiber is the alternate chaperone.
  - b. **To Tome June 5-12, 2017**
    - i. Interviews were conducted for the chaperone position. One chaperone and one alternate were chosen. Soheila Phelps was

selected for the chaperone and Ms. Stacy Wells for the alternate.

**c. From Wuzhong      October 2017 (beginning)**

- i. Southlake does not have any Chinese students for the fall 2016 instead waiting until fall 2017.

**d. From Tome      October 2017 (end)**

**8. 2016 Youth Artists & Authors Show Case (YAASC) (Sister Cities International Program)**

- a. Sophia is working with the CSH Art teacher to advertise and work towards submitting art pieces to the YAASC for display in 2018. The top three (3) will each win a gift card from SSC. Sophia will advertise on social media. SSC will not be receiving pieces in 2017 but rather submit for the following year.

**9. Southlake Adult Delegation to Tome 2017**

- a. The trip has tentatively scheduled for May 22-27, 2017. In attendance will be Mayor Hill and three (3) city councilman.

**10. 2017 Southlake Sister Cities Activities**

- a. Chinese New Year "Year of the Rooster"
- b. Speaker for celebrating both Chinese and Japanese culture
- c. Scholarship Fund
- d. Fort Worth Leadership Academy
- e. Welcome Back party
- f. End of the Year party

**11. Quarterly Trash pick up**

- a. Trash pick-up is scheduled for October 8

**12. Open Forum**

- a. Sister Cities International has SSC as representing Mexico and not Wuzhong. Kiko will call and get this corrected.

**13. Meeting Adjourned called by Kiko Ekstrom at 8:22 p.m.**

## **2016 November Board of Directors Minutes**

**Date/Time:** Thursday, November 3, 2016 7:00 p.m. – 9:00 p.m.

**Location:** Southlake Town Hall Room 3A

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Katie Hintz, Ann LeBlanc  
Sophia LeBlanc, Barbara Walker

1. Call to order – 7:09 p.m. by Kiko Ekstrom (Acting President)
2. Approval of Board Meeting Minutes from October 2016
  - Motion: Katie Hintz
  - Second: Kiko Ekstrom
  - Ayes: 5
  - Nays: 0
3. Treasures Report – Kiko Ekstrom
  - Reviewed budget for the upcoming year. Agreed to not renew Facebook expenses.
4. 2017 Southlake Sister Cities Board members and Officers
5. Update of Southlake Sister Cities Website and Social media support
  - No changes. Both Facebook and the website are doing well.
6. Recap of Octoberfest – German speaker Dr. Todd October 12, 2016
  - Discussion to rotate speakers and possibly provide door prizes. Provide more advertising by starting at least two (2) months ahead of time.
7. Southlake sister Cities Youth Exchange Programs 2017
  - To Wuzhong March 9-18, 2017
    - i. 3 Girls, 2 Boys participating. Trip closed as 5 kids is enough for the first trip.
  - To Tome June 5-12, 2017
    - i. 2 Girls, 2 Boys confirmed to date. Program remains open until December 1, 2016. The chaperone will also be taking her husband.
8. 2016 Youth Artists & Authors Show Case (YAASC) (Sister Cities International Program)
  - Sophia continues to work with the CSH Art teacher to advertise and work towards submitting art pieces to the YAASC for display in 2018. The top three (3) will each win a gift card from SSC. Sophia will



advertise on social media. SSC will not be receiving pieces in 2017 but rather submit for the following year.

9. 2017 Southlake Sister Cities Activities

- January 25 - Chinese New Year "Year of the Rooster" at library
- March 9-18 Trip to Wuzhong
- April SSC Scholarship Award
- April 2017 YAAS
- May 22-27 Adult Trip to Tome
  - i. Councilman Chad Patton, Councilman John Huffman, Mayor Laura Miller and husband will be representing the city.
- June 5-12 Youth Trip to Tome
- June Welcome Back party for youth ambassadors
- July Fort Worth Jr. International Leadership Academy
- Sept-Oct Wuzhong students visit to Southlake
- October Tome students visit to Southlake
- Octoberfest
- December End of year celebration (annual meeting)  
\*\*Quarterly meetings are open to general public. This will be done with the Welcome Back party, End of the Year party and possibly the speakers.

10. End of the Year celebration is at Asian Top restaurant on Thursday, December 1, 2016 at 6:30 pm, \$11.00 per adult.

11. Quarterly Trash pick up

- Trash pick-up is scheduled for December 10, 2016 at 10:00 am

12. Open Forum

- More volunteers are needed
- More conversation about the possibility of dropping the membership dues

13. Meeting Adjourned called by Kiko Ekstrom at 8:36 p.m.