

## **2017 January Board of Directors Minutes**

**Date/Time:** Thursday, January 5, 2017 7:00 p.m. – 9:00 p.m.  
**Location:** Southlake Town Hall Room 4A

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Katie Hintz, Ann LeBlanc  
Sophia LeBlanc, Barbara Walker, Jenny Lanier, Joseph Wang

1. Call to order – 7:01 p.m. by Kiko Ekstrom (Acting President)
2. Approval of Board Meeting Minutes from November 2016
  - Motion: Barbara Walker
  - Second: Melanie Torres
  - Ayes: 5
  - Nays: 0

Report on the SSC Volunteer Hours for 2016  
A total number of 1881.3 hours were logged for 2016
3. Treasures Report – Kiko Ekstrom
  - Reviewed budget from 2016 and discussed upcoming budget for 2017.
4. 2017 Southlake Sister Cities Board Members and Officers:
  - Officers include Kiko as President, Katie as 1<sup>st</sup> Vice President, Barbara as 2<sup>nd</sup> Vice President, Kiko as Acting Treasurer and Melanie as Secretary.
  - Board Members include Ann and Sophia LeBlanc, Joseph Wang, Dee Ekstrom and Jenny Lanier from the City of Southlake.
5. 2017 Southlake Sister Cities Activities
  - January 25 - Chinese New Year “Year of the Rooster” at library
  - January 28 – Chinese Lantern Making and Walk
  - March 9-18 Trip to Wuzhong
    - i. First Q&A meeting is January 16 at 6pm
  - April SSC Scholarship Award (2 scholarships)
    - i. Scholarship Committee consists of Jenny, Joseph, Ann and Barbara.
  - April 2017 YAAS
  - May ? Russian Speaker
  - May 22-27 Adult Trip to Tome
  - June 5-12 Youth Trip to Tome
    - i. First Parent Meeting set for February
    - ii. Female college student is also scheduled to go
  - June 17 - Welcome Back party for youth ambassadors
    - i. Party is at Barbara’s House

# FAX RX Result Report



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- July 10-14 Fort Worth Jr. International Leadership Academy.  
Deadline to apply is 4/21/17 for students completing grades 6-9
  - i. SSC will offer 50% scholarship for first four (4) students with approved applications. Advertising will be done through Eblast
- 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.

Quarterly Trash Pick Up Schedule for 2017:

- March 18 @ 10 am
- June 9 @ 10 am
- September 15 @ 10 am
- December 9 @ 10 am

6. Open Forum

- Discussion on whether or not SSC should keep the SSC membership intact. Vote 7-1 Keep. Continue discussion on how SSC members can benefit from becoming and/or staying a member.

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

# FAX RX Result Report



MFP

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## **2017 February Board of Directors Minutes**

**Date/Time:** Thursday, February 2,, 2017 7:00 p.m. – 9:00 p.m.  
**Location:** Southlake Town Hall Room 4A

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

1. Call to order – 7:03 p.m. by Kiko Ekstrom
2. Approval of Board Meeting Minutes from January 2016
  - Motion: Barbara Walker
  - Second: Katie
  - Ayes: 5
  - Nays: 0Submitted volunteer hours to Melanie for January
3. Approval of 2017 budget - Treasures Report – Kiko Ekstrom
  - Motion: Barbara
  - Second: Katie
  - Ayes 5
  - Nays:0
4. 2017 Southlake Sister Cities Board Members:
  - Advisory Board may be started to consist of John and Emily to avoid their nonattendance according to the bylaws.
5. 2017 Southlake Sister Cities Activities
  - January 23 - Recap on Rockenbaugh International Week Assembly
  - January 25 – Recap on Chinese New Year celebration at the city library
    - i. A little smaller than last year. Next week will coordinate in advance with preschools and possibly move to a room within the library.
  - January 28 – Chinese Lantern Making and Walk
    - i. Much larger than anticipated. Approximately 300 ppl
  - March 9-18 Trip to Wuzhong
    - i. Trip is on schedule and the visas have been applied for
  - April SSC Scholarship Award (2 scholarships)
    - i. Applications will be submitted to school for May presentation
  - April 2017 YAAS
    - i. Flyers have been distributed around the school
  - May 22-27 Adult Trip to Tome
    - i. Airline tickets are currently too expensive. March may be a better time to purchase.

- June 5-12 Youth Trip to Tome
- June 17 - Welcome Back party for youth ambassadors
  - i. Party is at Barbara's House
- June 20 - 2017 Youth Ambassadors report to the city
- July 10-14 Fort Worth Jr. International Leadership Academy.
  - Deadline to apply is 4/1/17 for students completing grades 6-8
  - i. SSC will offer 50% scholarship for first four (4) students with approved applications. Advertising will be done through Eblast. Ann has requested clarification from FTW SC
- Sept-Oct Wuzhong students visit to Southlake
- October Tome students visit to Southlake (10 students 2 adults)
- Octoberfest
- December 7 End of year celebration (annual meeting)

Quarterly Trash Pick Up Schedule for 2017:

- March 18 @ 10 am
- June 10 @ 10 am
- September 9 @ 10 am
- December 9 @ 10 am

6. Open Forum

- Continued discussion on the benefits of becoming a member of SSC.

7. Meeting Adjourned called by Kiko Ekstrom at 8:24 p.m.

## 2017 March Board of Directors Minutes

**Date/Time:** March 2, 2017 Thursday 6:30 p.m. – 7:30 p.m.  
**Location:** Southlake Town Hall Room 4A

Attendants: John Hoffman, Kiko Ekstrom, Dee Ekstrom, Katie Hintz, Barbara Walker, Melanie Torres, Sophia LeBlanc, Ann LeBlanc

1. Call to order: 6:39 pm by Kiko Ekstrom
2. Approval of Board Meeting Minutes from February 2017
  - Motion: Barbara
  - Second: Katie
  - Ayes: 5
  - Nays: 0
3. Treasures Report
4. Discussion of 2017 Southlake Sister cities board members / SSC Advisory members
  - a. After review of the bylaws, there is no need to create an advisory board for John Hoffman and Emily Galpin, should she wish to return to the Board. As long as they do not exceed three (3) **unexcused** absences, they may continue to serve as board members.
5. 2017 Southlake Sister Cities Activities and assignment
  - March 9-18 Youth Trip to Wuzhong
    - Scheduling completed. Any monies left will be refunded. The School Headmaster will be presented with a painting from Texas.
  - April 1 2017 YAAS due to Southlake Sister Cities
    - Sophia will set up Instagram account. SSC will be presenting letters to all who participate as a “thank you”. Sophia will draft the letter. Prizes of \$50, \$30, and \$20 will be given to the top winners.
  - April 7 2017 SSC Scholarship
    - Due date is April 7, 2017 and two (2) scholarships will be presented during the CSH awards ceremony. (60% participation and 40% essay)
  - May 22-27 Adult Trip to Tome
    - Mayor Hill and her husband will be attending also with city officials.
    - Airline tickets are still high at \$2000 so we will continue to monitor the prices and purchase at the lowest rate.
  - June 5-12 Youth Trip to Tome
    - We have added one (1) college student to the trip along with the chaperone and her husband and the high school students.

- June 17 Welcome Back party for youth ambassadors
- June 20 (unconfirmed) 2017 Youth Ambassadors Report to the City
- July 10-14 Fort Worth Jr. International leadership Academy: Deadline to apply is 4/1/17 for students completing grades 6-8
  - Modified the application to reflect SSC
  - \$162.50 is to accompany the application and it will be first come first serve. April 9<sup>th</sup> the acceptance letters will be sent out and confirmation will be sent by April 21<sup>st</sup>. These students will also be invited to the Welcome Back Party.
- Sep –Oct Wuzhong students visit to Southlake (10 students, 3 Adults)
- November 30 End of the Year celebration (annual meeting)

Quarterly Keep Southlake Beautiful trash pickup (3/18, 6/10, 9/9, 12/9)

6. Open Forum
  - a. We will donate \$100 to the Fort Worth Sister Cities
  - b. Talking about possibly having a May or September speaker on the topic of Russia.
7. Meeting adjourned called by Kiko Ekstrom at 7:35 pm



## **2017 April Board of Directors Minutes**

**Date/Time:** April 5, 2017 Wednesday 6:30 p.m. – 7:30 p.m.

**Location:** Southlake Town Hall Room 4A

Attendants: Dee Ekstrom, Katie Hintz, Barbara Walker, Melanie Torres, Sophia LeBlanc, Ann LeBlanc, Jenny Lanier,

1. Call to order: 6:34 pm by Katie Hintz
2. Approval of Board Meeting Minutes from March 2017
  - Motion: Melanie Torres
  - Second: Barbara Walker
  - Ayes: 4
  - Nays: 0
3. Treasures Report postponed until next month in Kiko's absence
4. 2017 Southlake Sister Cities Activities and Assignment
  - March 9-18 Youth Trip to Wuzhong
    - Update next month
  - April 1 2017 YAAS due to Southlake Sister Cities
    - Received four (4) pieces of work with one piece being submitted to the Sister City International for consideration. Mr. Horne, Art teacher, assisted in the judging of the art for SSC. However, all pieces were awarded a \$50.00 cash and a certificate in the hopes of growing the program for next year. Jenny will make the certificates and Ann will present to each student with the Art teacher at the appropriate school. Sophia will announce on social media and a story will also be placed in the Southlake Style.
    - Five (5) Photo submission were also received and all will be forwarded to Sister Cities International.
  - April 7 2017 SSC Scholarship
    - Due date is April 7, 2017 and two (2) scholarships will be presented during the SCH awards ceremony. (60% participation and 40% essay) Joseph, Ann and Barbara will judge entries
  - May ? Guest Speaker
    - With the opening of the Disney's Panda, in lieu of a speaker, possibly reserving a theatre for the first showing reserving tickets for families on a first come first serve basis.
    - Another possibility is a Japanese speaker for June and/or Russian speaker for September 14<sup>th</sup>.

- May 10 2017 Potluck
  - A Japanese Potluck will be held at the Marq at 6 pm.
- May 22-27 Adult Trip to Tome
  - Mayor Hill and her husband will be attending also with city officials. Unfortunately, Councilman Hoffman is unable to attend.
  - Airline tickets were found for \$1594.06 and will be purchased.
- June 5-12 Youth Trip to Tome
  - On schedule
- June 17 Welcome Back party for youth ambassadors
- June 20 2017 Youth Ambassadors Report to the City
- July 10-14 Fort Worth Jr. International leadership Academy: Deadline to apply is 4/1/17 for students completing grades 6-8
  - Received two (2) applications and 860 views on Facebook post.
- Sep –Oct Wuzhong students visit to Southlake (10 students, 3 Adults)  
Unconfirmed
- November 30 End of the Year celebration (annual meeting)

Quarterly Keep Southlake Beautiful trash pickup (3/18, 6/10, 9/9, 12/9)

5. Open Forum
  - a. We will donate \$100 to the Fort Worth Sister Cities
  - b. Talking about possibly having a May or September speaker on the topic of Russia.
6. Meeting adjourned called by Katy Hintz at 7:41 pm

## **2017 May Board of Directors Meeting**

**Date/Time:** Thursday, May 4, 2017 6:30 p.m. – 8:00 p.m.

**Location:** Southlake Town Hall Room 4A

Attendants – Kiko Ekstrom, Melanie Torres, Dee Ekstrom, Joseph Wang, Katie Hintz, Jenny Lanier, Crystal Dong, Ann LeBlanc, Sophia LeBlanc, Isabella LeBlanc

1. Call to order – 6:38 p.m. by Kiko Ekstrom
2. Approval of last Board of Directors Minutes from April 2017
  - Motion: Melanie Torres
  - Second: Katie Hintz
  - Ayes: 4
  - Abstained 0
  - Nays: 0
3. Treasurer's Report
  - i. Katie will take over as the Treasurer beginning June 2017
4. 2018 Chinese New Year Lantern Walk (Chrystal Dong):
  - i. 2016 walk was so successful we need to start earlier this year. Mid December Cynthia and Chrystal will begin working on the event and secure a larger room for the workshop. We will request for the Southlake Band drum line to begin the walk. We will also provide t-shirts to all volunteers. 2018 Chinese New Year is February 16, 2018.
5. 2017 Southlake Sister Cities Activities and assignments:
  - May 1 2017 YAAS due to Sister Cities International
    - 2 photos were submitted on behalf of SSC
    - Each winner was presented with a certificate, gift card and had his or her picture taken with a SSC rep.
    - Pictures were posted on both FB and Instagram. Over 11,000 likes on FB for the posting of the winners
  - May 10 2017 Youth to Tome get together (potluck) at Marq
  - May 16 Present SSC Scholarships to Carroll Senior Award Ceremony
  - May 22-27 Adult Trip to Tome
    - SSC is presenting a western theme painting from a local SL artist at approximately \$500.00 as a gift to Tome City officials
  - June 5-12 Youth Trip to Tome
    - The trip is on schedule. Kiko is working on the itinerary. Host families are still unknown.

June 17 Welcome Back party for Youth Ambassadors

- Melanie and Katie will help with the set up for the party. Party will be at Barbara's house.

June 20 2017 Youth Ambassadors report to the City

- Chaperones from both trips will present to the City

July 10-14 Fort Worth International Leadership Academy

- Two (2) applicants will represent SSC and have paid and are confirmed.

Sep-Oct Wuzhong students visit to Southlake

- This trip is tentative and unconfirmed

October 25-29 Tome Students visit to Southlake (10 students 3 adults)

- Students will stay with Southlake host families and the 3 adults will stay at the Hilton.

November 30 End of the year celebration (Annual meeting)

Quarterly Keep Southlake Beautiful trash-pick up beginning at 9 am (3/18, 6/10, 9/9, 12/9).

6. Open Forum

- a. Reserve the Marq for Russian Speaker 9/14 at 7 pm.

7. Meeting Adjourned called by Kiko Ekstrom at 7:34 pm

## **2017 June Board of Directors Minutes**

**Date/Time:** June 1, 2017 Thursday 6:30 p.m. – 8:00 p.m.  
**Location:** Southlake Town Hall Room 4A

Attendants: Kiko Estrom, Katie Hintz, Barbara Walker, Melanie Torres, Sophia LeBlanc, Ann LeBlanc, Isabella LeBlanc, Ms. Crystal Dong, Sally Kidwell, Ms. Fendy Chan

1. Call to order: 6:40 pm by Kiko Estrom
2. Approval of Board Meeting Minutes from May 2017
  - Motion: Melanie Torres
  - Second: Katie Hintz
  - Ayes: 4
  - Nays: 0
3. Treasures Report postponed until August 2017. Membership is at 38  
Approval for Katie Hintz to serve as Acting Treasurer
  - Motion: Melanie Torres
  - Second: Kiko Estrom
  - Ayes: 4
  - Nays: 0
4. 2017-18 Southlake Sister Cities Activities and Assignment
  - May 16 Recap of SSC Scholarships at Carroll Senior Award ceremony. Certificates will be provided next year for winners during ceremony
  - May 22-27 Recap of Adult Trip to Tome. Mr. and Mrs. Carl Alford stopped by and recapped their trip from personal experience.
  - June 5-12 Youth Trip to Tome
  - July 15 Welcome Back party for Youth Ambassadors. Certificates will be presented to all ambassadors and scholarship recipients.
  - June 20 Youth Ambassadors Report to the City. 5:30 pm
  - July 10-14 Fort Worth Jr. International leadership Academy. More focus should be on the 7-8<sup>th</sup> grade campus next year. Consider awarding full scholarship.
  - September 14 Russian speaker at MARQ. Upon further discussion, the MARQ may be too expensive. They charge \$50.00 per person. Will look at the City to see if room is available.
  - Sep–Oct Wuzhong students visit to Southlake Confirmed. Details TBD
  - November 30 End of the Year celebration (annual meeting)
  - February 2018 Chinese New Year starts 2/16/2018
  - March 3, 2018 Lantern Walk. Needs more recruitment as this project is extremely busy. Workshop needs more organization. More volunteers organized. We can work through the City of Southlake for our volunteers.

Possibly organize a committee. Entertainment is needed during the time period between the workshop and the lantern walk.  
Chinese New Year celebration at SL library

Quarterly Keep Southlake Beautiful trash pickup (3/18, 6/17, 9/9, 12/9)

5. Open Forum

Invite Mr. Crow to the Welcome Back party on July 15<sup>th</sup> as a more formal thank you for his generous donation.

6. Meeting adjourned called by Kiko Estrom at 7:58 pm

## 2017 August Board of Directors Minutes

**Date/Time:** August 10, 2017 Thursday 6:30 p.m. – 8:00 p.m.  
**Location:** Southlake Town Hall Room 4A

Attendants: Kiko Estrom, Dee Estrom, Katie Hintz, Barbara Walker (Late), Melanie Torres, Sophia LeBlanc, Ann LeBlanc, Isabella LeBlanc, Jennie Lanier

1. Call to order: 6:37 pm by Kiko Estrom
2. Approval of Board Meeting Minutes from June 2017
  - Motion: Katie Hintz
  - Second: Melanie Torres
  - Ayes: 4
  - Nays: 0
3. Treasures Report: Kiko and Katie went to First Financial Bank and transitioned Katie into Interim Treasurer. According to bank officials, SSC is not current on filing periodic report of the Texas Business Organization Code with the Secretary of State. We need to file Form 802 and our bylaws may need to be changed prior to 2018. Kiko is working on getting current with the filing.
4. 2017-18 Southlake Sister Cities Activities and Assignment
  - **June 20 Youth Ambassadors Report to the City:** The students had a good presentation and most students from Tome and Wuzhong attended. Mr. Clow was also in attendance.
  - **July 10-14 Fort Worth Jr. International leadership Academy:** Both students that attended enjoyed the camp. 30 middle schools participated.
  - **July 15 Welcome Back Party for Youth Ambassadors:** We might try for June next year and invite past students. Possibly make it a reunion of sorts.
  - **July 25 Art of Diplomacy Workshop (FTW Sister Cities):** Ann, Kiko and Sophia attended. The program was geared toward educators. SSC will pay for up to three (3) Carroll ISD teachers in the future should they be interested.
  - **September 14 Russian speaker at MARQ:** Advertisement in Southlake Style and other community advertisements went out. City Hall will advertise on Facebook and Instagram. The event is stressed as non-political.
  - **October 14 City of Southlake Cultural Appreciation Event:** The city will be celebrating Southlake using a different theme every year. There will be vendors, booths and a stage with crafts. SSC will participate.
  - **Sep-Oct Wuzhong students visit to Southlake (8 students 2 adults):** 1 adult and 3-4 students' chaperones are needed. They will spend 2 days at Carroll and 2 days visiting the area. Ideas include FTW, Gaylord, Grapevine Mills, Mint, and the Police and Fire Station.

- **October 11 Southlake Homecoming Parade:** SSC will have a booth
- **October 25-29 Tome students visit to Southlake (max 10 students, 3 adults):** We have 1 boy and 9 girls coming. The 3 adults will stay at the Hilton.
- **November 30 End of the Year Celebration:** (annual meeting) Asian Top
- **February 2018 Chinese New Year starts 2/16/2018:** The celebration and the Lantern Walk will be held at the Southlake library.
- **2017 YAAS Winners 2018 YAAS theme “Art of Diplomacy”:** Next year SSC will ask an art teacher to judge. Deadline is Dec 2017.
- **Quarterly Keep Southlake Beautiful trash pickup (3/18, 6/17, 9/9, 12/9)** We are skipping the 9/9 pick-up due to the heat. We will reschedule during the last quarter.

5. Open Forum

Look into the Presidential Volunteer Service Award. Ann will research

6. Meeting adjourned called by Kiko Estrom at 8:14 pm



## 2017 September Board of Directors Minutes

**Date/Time:** September 7, 2017 Thursday 6:30 p.m. – 8:00 p.m.

**Location:** Southlake Town Hall Room 4A

Attendants: Kiko Estrom, Dee Estrom, Katy Hintze, Barbara Walker, Melanie Torres, Sophia LeBlanc, Ann LeBlanc, Isabella LeBlanc, Heather Jarvis

1. Call to order: 6:44 pm by Kiko Estrom
2. Approval of Board Meeting Minutes from August 2017
  - Motion: Melanie Torres
  - Second: Katie Hintz
  - Ayes: 4
  - Nays: 0
3. Treasures Report: With the passing of Mr. Les Clow, flowers were sent to his memorial in the amount of \$100.00. There is also discussion of naming one of the scholarships after Mr. Clow and his wife and planting a tree in their honor. Kiko had form 802 correctly filed with the State of Texas and the Southlake City Secretary will now be the registered agent for SSC and receive all legal mail.
4. 2017-18 Southlake Sister Cities Activities and Assignment
  - **September 14 Russian Speaker:** Katy has a menu of beef stroganoff, cookies, pop and candy. Authentic Russian decorations will also be used. Russian brochures were passed out at the Starbucks lot, Grapevine Rec Center and the two (2) High Schools.
  - **September 29 Wuzhong students visit to Southlake (8 students 2 Adults)** All host families have been found and the itinerary completed.
  - **October 11 Southlake Homecoming Parade:** Barbara and Ann will man the SSC booth. New brochures have been done
  - **October 14 City of Southlake Cultural Appreciation Event:** SSC would like to plant a tree in honor of Mr. Clow. Barbara will talk to the city. SSC will also have two (2) booths for the event; China and Japanese
  - **Sep-Oct Wuzhong students visit to Southlake (8 students 2 adults):** Experiencing some difficulties with hosting all the students.
  - **November 30 End of the Year Celebration:** (annual meeting) Asian Top
  - **February 2018 Chinese New Year starts 2/16/2018:** The celebration and the Lantern Walk will be held at the Southlake City hall.
  - **2017 YAAS Winners 2018 YAAS theme “Art of Diplomacy”:** SSC have arranged for Apex to judge the competition and the deadline has been extended until January 9, 2018.
  - **March 2018: Southlake Students to Wuzhong China (3/9/18 – 3/17/18).** A tentative deadline has been set for October 31, 2017.

- **June 2018: Southlake Students to Tome, Japan (6/4 – 6/11/18).** A tentative deadline has been set for October 31, 2017.
- **Quarterly Keep Southlake Beautiful trash pickup (3/18, 6/17, 10/21, 12/9)** 10/21 has been added in place of 9/9 due to the weather.

5. Open Forum

- Ann looked into the Presidential Volunteer Service Award and took the online test to be certified.
- Kiko has announced she would like to retire at the end of the year.

6. Meeting adjourned called by Kiko Estrom at 8:24 pm

## 2017 October Board of Directors Minutes

**Date/Time:** October 5, 2017 Thursday 6:30 p.m. – 8:00 p.m.  
**Location:** Southlake Town Hall Room 4A

Attendants: Kiko Estrom, Dee Estrom, Katy Hintze, Melanie Torres, Ann LeBlanc, Joseph Wang, Jenny Lanier

1. Call to order: 6:32 pm by Kiko Estrom
2. Approval of Board Meeting Minutes from September 2017
  - Motion: Kiko Estrom
  - Second: Katy Hintze
  - Ayes: 4
  - Nays: 0
3. Treasures Report: SSC will be opening a non-profit corporate account with EECU with authorized personnel of Katy Hintze and Melanie Torres. SSC will be transferring \$20,000 into an EECU CD and opening a credit card for general expenses of SSC.
4. 2017-18 Southlake Sister Cities Activities and Assignment
  - **September 14 Russian Speaker:** SSC had 38 people attend the event and it was considered a success.
  - **September 29 Wuzhong students visit to Southlake (8 students 2 Adults)** Kiko is looking into having the Wuzhong and Tome trips every other year instead of both cities coming every year. Barbara is also talking with city officials to see if they can take on the Exchange Programs.
  - **October 11 Southlake Homecoming Parade:** Barbara and Ann will man the SSC booth. New brochures will be used to promote the upcoming exchange trips.
  - **October 14 City of Southlake Cultural Appreciation Event:** Ann is working on this event and has arranged to have two booths (Japanese and Chinese) with games, calligraphy ect at each booth. Each booth will display traditional customs of each country. Ann has secured volunteers and set up will begin at 7:00 am on the 14<sup>th</sup>. The city is looking into starting a program allowing the planting of a tree in someone's honor. Currently there is no program. City officials will keep SSC updated.
  - **Sep-Oct Wuzhong students visit to Southlake (8 students 2 adults):** Host families have been found for each student. The city will provide a bus and driver for the 27<sup>th</sup>. The Going Away party will be held at the previous Senior Activity Center at 307 Parkwood Dr. in Southlake.
  - **November 30 End of the Year Celebration:** (annual meeting) Asian Top
  - **February 2018 Chinese New Year starts 2/16/2018:** The celebration and the Lantern Walk will be held at the Southlake City hall. Ann is working on this event.

- **2017 YAAS Winners 2018 YAAS theme “Art of Diplomacy”:** SSC have arranged for Apex to judge the competition and the deadline has been extended until January 9, 2018.
- **March 2018: Southlake Students to Wuzhong China (3/9/18 – 3/17/18).** A tentative deadline has been set for October 31, 2017.
- **June 2018: Southlake Students to Tome, Japan (6/4 – 6/11/18).** A tentative deadline has been set for October 31, 2017.
- **Quarterly Keep Southlake Beautiful trash pickup (3/18, 6/17, 10/21, 12/9)** 10/21 has been added in place of 9/9 due to the weather.

5. Open Forum

- Ann is working with Southlake City officials in having SSC participate in the city’s Annual Presidential Service Award Presentation. Southlake holds a ceremony mid-April and using the calendar year of March 31 through April 1<sup>st</sup>.

6. Meeting adjourned called by Kiko Estrom at 7:49 pm

## 2017 November Board of Directors Minutes

**Date/Time:** November 2, 2017 Thursday 6:30 p.m. – 8:00 p.m.

**Location:** Southlake Town Hall Room 4A

Attendants: Kiko Estrom, Dee Estrom, Ann LeBlanc, Sophia LeBlanc, Katy Hintze, Barbara Walker, Jenni Lanier, Fendy Chan

1. Call to order: 6:35 pm by Katy Hintze
2. Approval of Board Meeting Minutes from September 2017 with a change to add “Tome” to Section 4.5
  - Motion: Kiko Estrom
  - Second: Katy Hintze
  - Ayes: 4
  - Nays: 0
3. Treasurer Report: Southlake Sister Cities will be opening a non-profit corporate account with EECU with authorized personnel of Katy Hintze and Melanie Torres, Secretary on Saturday, 11/4. SSC will be transferring \$20,000 into an EECU CD and opening a credit card for general expenses of SSC. Additional \$500 expense on the bus for Tome students and chaperones- see expense report. Kiko spent her own money to tip the bus driver.
4. 2017-18 Southlake Sister Cities Activities and Assignment
  - **October 11 HOCO Parade:** SSC to spread awareness was well attended and received.
  - **October 14 Celebrate Southlake:** It was hugely success. We were the most hands on, busiest and well visited booths. Jenni informed us that next time the City scheduling this event will be in April 2019.
  - **October 21 Trash Pickup –** Keep Southlake beautiful was well attended. Lunch at Feedstore.
  - **October 22? Barbara and Katy met with City Managers (Shauna & Ben):** They discuss how the City can help SSC with the two Exchange programs. City Managers concern was the trip to Southlake. Barbara and Katy will be meeting with them again to discuss in detail on roles & responsibilities of board of directors and will include Ann at next meeting before November 30 per Kiko. Jenni will also update the Community Agreement. SSC is also looking for advisory role from the Council. Katy mentioned a community email address for SSC. Barbara brought up a no-fee membership, Kiko & Ann to keep membership fee. Katy is collecting emails for communication management.
  - **October 25-29 Tome students visit Southlake (10students & 3 Chaperones):** Many students left with many tears indicates a great trip. Students enjoyed their trip tremendously. Host families praised the program and expressed the amazing opportunity. It was another success

event. Jenni suggested that SSC needs to have a backup plan for transportation in case the City cannot provide. Jenni will do a wrap up story on Tome students visit. 76092 did a story on Wuzhong students visit and will be published and distributed the week of 11/6/17.

- **November 30 End of the Year Celebration:** (Annual Meeting) Asian Top, Kiko(SSC)to purchase dinner for Host Families and members. Kiko to invite Offc. Diron Hill to dinner. Sophia is to gather pictures from all events this year and make a slide show at the meeting. Kiko to make sure we announce SSC officers and board of directors. Kiko nominated Fendy Chan as a board of director.
- **February 2018 Chinese New Year starts 2/16/8:** The celebration and the Lantern Walk will be held at the Southlake City hall. Budget of \$600 was approved. Add more drinks and cake. No other food.

Motion: Kiko

Second: Barbara

- **2017 YAAS Winners 2018 YAAS theme “Art of Diplomacy”:** SSC have arranged for Apex to judge the competition and the deadline has been extended until January 9, 2018. Due date to SCI is May 1st, 2018
- **March 2018: Southlake Students to Wuzhong China (3/9/18 – 3/17/18).** Extended deadline to November 15, 2017
- **June 2018: Southlake Students to Tome, Japan (6/4 – 6/11/18).** Extended deadline to November 15, 2017
- **Quarterly Keep Southlake Beautiful trash pickup (3/18, 6/17, 10/21, 12/9)** Next clean up is Saturday,12/9

#### 5. Open Forum

- Ann is working with a local vendor to get best price, 50-100 Ts in Hunter Green with SSC logo (eliminate background color), word “volunteer” in the back. T-shirts were approved for 2018 budget.

Motion: Barbara

Second: Katy

#### 6. Meeting adjourned called by Kiko Estrom at 8:03 pm

## **2017 December Board of Directors Minutes**

**Date/Time:** December 7, 2017 Thursday 6:30 p.m. – 8:00 p.m.  
**Location:** Southlake Town Hall Room 4A

Attendants: Katy Hintze, Melanie Torres, Ann LeBlanc, Barbara Walker, Kevin Ponal, Sally Kidwell, Ben Brown

1. Call to order: 6:30 pm by Katy Hintze
2. Approval of Board Meeting Minutes from November 2017
  - Motion: Barbara Walker
  - Second: Katy Hintze
  - Ayes: 3
  - Nays: 0
3. Treasures Report: Fendy Chan has been nominated and approved for the new Southlake Sister Cities Treasurer after the retirement of Kiko Estrom effective immediately.
  - Motion: Barbara Walker
  - Second: Melanie Torres
  - Ayes: 4
  - Nays: 0
- b. Discussion on having more than one (1) signature for checks over \$50.00 or \$100.00. More discussion needed.

The current SSC Officers are as follows:

- President – Katy Hintze
  - 1<sup>st</sup> Vice President – Barbara Walker
  - 2<sup>nd</sup> Vice President – Ann LeBlanc
  - Treasurer – Fendy Chan
  - Secretary – Melanie Torres
4. Discussion and vote to adjust by-laws to increase the number of Board appointees from (6) to (8). Article V. Section 5.01 Review and approve new Board member requests: Ben Brown, Diron Hill, Sally Kidwell and Caitlyn Midkiff
    - Motion: Barbara Walker
    - Second: Melanie Torres
    - Ayes: 4
    - Nays: 0Discussion on providing training for new board members to include the expectations of them and that of the Officers.
  5. 2017/18 Southlake Sister Cities Activities and Assignments
    - November 30** - End of the Year celebration (Annual Meeting) at Asian Top: With the celebration of Kiko's retirement, turnout was good.

**January 9** - YAAS theme “Art of Diplomacy” artwork due to SSC Board: APAC will be the judge for 2018 and SSC will only be accepting art submissions.

**February 28** - Chinese New Year Celebration at the Southlake Library: Advertisement is being done, and Sally will work with Crystal and Cynthia. Crystal will present in January with an update.

**March 3** – Chinese New Year Lantern Walk: Sally is working with the Girl Scouts Troop Leader for the Walk.

**March 2018** Southlake Student Ambassadors to Wuzhong pre-trip meeting: There will be a cultural training meeting and logistical meeting for the students. Ann is in charge of the program.

**March 9-17, 2018** Southlake Students go to Wuzhong, China: There are currently 6 boys and 1 girl going. A few students are waiting on their passports.

**April 6, 2018** Deadline for the SSC Scholarship applications: Discussion about renaming the scholarship in honor of the dedication that Kiko and Dee put into SSC program.

**April 2018** – FTW International Youth Leadership Academy applications due  
Quarterly “Keep Southlake Beautiful” trash pickup (3/24, 6/16, 9/15, 12/8)

**6. Open Forum**

- a. Discussion on Sally monitoring the Data Base for Membership with Ann serving as the Chairman.
- b. Katy will be contact name for all application and social media accounts. She will then delegate to the appropriate board member.
- c. Discussion on having an open board meeting in February 2018
- d. Nominate Kiko for a Lifetime Achievement Presidential Award

**7. Meeting adjourned called by Katy Hintze at 8:01 pm**