

## **2018 January Board of Directors Minutes**

**Date/Time:** January 4, 2018 Thursday 6:30 PM – 8:30 PM  
**Location:** Southlake Town Hall Room 4A

**Attendance:** Katy Hintze, Melanie Torres, Ann LeBlanc, Ben, Sally, Katilyn Midciff, Uka Chang (Fendi), Crystal, Kevin Ponze, Barbara Walker

1. Call to order      6:34 PM Katy Hintz
2. Approval of Board Meeting Minutes from December 2017
  - Motion: Katy Hintz
  - Second: Ann LeBlanc
  - Ayes:
  - Nays: 0
4. Treasures Report:
  - a. Review budget from 2017
  - b. Upcoming budget for 2018
  - c. New SSC Credit Card from EECU
    - o Purchased ticket for China chaperone – Will pay the bill on the old credit card under Kiko's name at First Financial Bank before we get rid of it
    - o For the new business credit card, we will add Barbara Walker and Katy Hintz as "binding" credit card holders
    - o Discussion on what kind of benefits we will take from the new credit cards. Cash back or gift cards.
  - d. Two signatures are needed on the checks for any amounts over \$1000.00
    - i. Motion: Barbara Walker
    - ii. Second: Ann LaBlanc
    - iii. Ayes:2
    - iv. Nays: 0
  - e. Request to move money from First Financial Bank to EECI account was tabled for the future
  - f. Discussion on how to modify expiring membership dues. Sally will head a membership committee with the help of Kevin. Talk of only renewing membership in January/February only.
  - g. A form for reimbursement was created to keep streamline all reimbursements
5. Review of SSC by-laws, roles ect, is set for next months meeting
6. Annual Report to the City is due January 16

7. New Board Members

- a. Kevin Ponzo approved
- b. Discussion on the duties and obligations of each board member
- c. Talk of an optional Advisory role being Chris Archer
- d. All Board members and officers provided their contact information.

8. Next Board meeting – inviting all members of SSC to attend on a quarterly basis with an activity to help draw individuals

9. 2018 Southlake Sister Cities Activities and assignments

**Review Calendar for 2018 – approve dates**

**January**

January 9 YYAS theme “Art of Diplomacy” artwork due to SSC board

January 10 – First meeting of student ambassadors/chaperone traveling to China (all reservations have been made and Visas are pending)

January 31 – New deadline for Japan student trip (advertising on FB, Eblast, Library)

**February**

Feb Southlake Student Ambassadors to Wuzhong pre-trip meeting

Feb 28 Chinese New Year celebration at SL library – Year of the Dog

(Ann will start advertising FW Int'l Youth Leadership Academy to Middle Schools and Barbara will work with STUCO and counselors)

**March**

March 3 Chinese New Year Lantern Walk 6-7 Town Square (Cynthia will work on a flyer and give time slots for each workshop. We will have four (4) police officers for two (2) hours, 10 volunteers directing traffic and the HS Dragon band.

March 9-17 Southlake Student to Wuzhong China

March 19-23 Announce Southlake YAAS winners and present awards at HS's

March 24 Street clean up 10:00 am

Quarterly Keep Southlake Beautiful trash pick up (3/24, 6/16, 9/15, 12/8)

10. Open Forum

Scholarship update: Same application as previous years, 60/40 involvement and the deadline is April 10, 2018.

11. Meeting adjourned called by Katy Hintz at 8:29 PM

## **2018 February Board of Directors Minutes**

**Date/Time:** February 1, 2018

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

**Attendance:** Katy, Melanie, Kevin, Ann, Darion, and Fende

1. Call to order: 5:54 pm by Katy Hintze
2. Approval of Board Meeting Minutes from January 2018
  1. Motion: Darion
  2. Second: Ann
  3. Ayes: 4
  4. Nays: 0
3. Submit volunteer hours for January to Melanie
4. Treasures Report
  - a. Katie had the Paypal account redirected to deposit the money currently in the account to the general checking account for SSC.
  - b. Discussion regarding sponsorship v. donations. Darion will look more into sponsorship opportunities. This was a result of two organizations contacting SSC and requesting sponsorship of the lantern walk. Would this also include the website?
  - c. Additional monies has been allocated for volunteer activities.
    - i. Motion: Katy Hintze
    - ii. Second: Melanie Torres
    - iii. Ayes: 4
    - iv. Nays 0
5. Membership Update: Further discussion on this topic next month. More details need to be worked out on when and how often to renew members. A letter could be sent out. Kevin is looking more what is best for SSC and will chair a committee on Membership
6. Other Committees: Sponsorship and Membership
7. Student trip to China update: Ann is the China Trip Coordinator. She has completed and submitted all visa paperwork to the Chinese govt for approval of the visas.
8. Scholarship Update: Table further discussion until next month
9. YAAS Update – vote on winning artwork submissions: The deadline has been extended until February 9, 2018. Several pieces have already been turned in.
10. Website update: Kiko's name has been removed from the website and replaced with Katy. Katy and Ann will work together on the website for until further notice. Further discussion next month
11. Review of changes to SSC by laws
  - a. Increased number of Board Members from 6 -8
  - b. Advisory roles
  - c. Changes re: eligible youth to travel
12. Specific schedule for Chinese and Japanese visitors, template for all future visits - review and approve: Table further discussion until next month
13. Quarterly all-members meetings – dates and activities planned
14. Open forum:
15. Adjourn: 6:55 pm Katy

Web - 3  
China - 10  
Storytime - 6  
Lantern -

(19)  
4 - total  
(23)

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$$+ \textcircled{4} \times 3.5 = 14.0 \text{ store time}$$

PPI hrs

## **2018 March Board of Directors Minutes**

**Date/Time:** March 1, 2018

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

**Attendance:** Katy Hintze, Melanie Torres, Kevin Ponzo, Ann LeBlanc, Diron Hill, Fendy Chan, Barbara Walker, Sophia LeBlanc, Ben

1. Call to order: 6:37 pm by Katy Hintze
2. Approval of Board Meeting Minutes from February 2018
  1. Motion: Katy
  2. Second: MT
  3. Ayes:
  4. Nays: 0
3. Submit volunteer hours for February to Melanie
4. Treasures Report
  - a. Continue talks regarding moving funds from First Financial Bank to EECU account. With regard to credit cards for SSC, no member has the authority to make verbal/written agreements or financial obligations for SSC without the prior approved fiscal allocations by the Board.
  - b. The appropriate IRS form 990 has been completed and filed.
  - c. Monthly expenses have been updated
5. Membership Update: Kevin made a presentation regarding the restructure of SSC's membership. SSC will now have student, individual, family, diplomat and ambassador tiers, each with a different price. The diplomat and ambassador each having a few more advantages than a regular member. Details on what advantages TBD. The new price will be effective April 6, 2018.
  1. Motion: Melanie
  2. Second: Sophia
  3. Ayes: 8
  4. Nays: 0
6. Sponsorship: Diron made a presentation on sponsorships. SSC will have Silver, Gold and Platinum sponsorships for businesses/non-profits. Sponsorship could be for the general fund or a specific event.
  1. Motion: Melanie
  2. Second: Katy
  3. Ayes: 8
  4. Nays: 0
7. Student trip to China update: The students are ready and all details have been completed including the cities gifts. Barbara will see the students off at the airport.
8. Student Trip to Japan update: The plane tickets have been purchased and the first mandatory "trip mtg" has been completed.
9. Youth Board: Four (4) high school members have been chosen to create the Youth Board (Isabel LeBlanc, Sophia LeBlanc, Ben and Kaitlyn). Details on the Boards responsibility will be further discussed.

10. Scholarship Update: Deadline for submission is April 10, 2018 and a winner will be decided by May 1, 2018. The Awards ceremony will be held on May 11, 2018 at the Senior High School. Certificates will be handed out.
11. YAAS update: 9 pieces were submitted. Next year each participant will be asked to submit a small paragraph on how their piece relates to the topic. The board voted on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.
12. Website Update: Table until next month
13. Review of changes to SSC by-laws – Move discussion to next month
  - a. Increased number of Board Members from 6 to 8
  - b. Advisory roles
  - c. Changes re: eligible youth to travel
14. Specific schedule for Chinese and Japanese visitors, template for all future visits – review and approve: Further discussion next month
15. Quarterly all members meetings – dates and activities planned: May 3, August 2, December end of the year.
16. Open Forum: Talk about ensuring SSC has enough student opportunities to volunteer. Also, try and get the city to add us at the bottom of each outgoing email.
17. Adjourn: 8:04 pm Katy

## 2018 April Board of Directors Minutes

**Date/Time:** April 6, 2018

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

**Attendance:** Katy Hintze, Melanie Torres, Kevin Ponzo, Ann LeBlanc, Fendy Chan, Barbara Walker, Sophia LeBlanc, Ben, Brown, Sashi Kishinchandani

1. Call to order: 6:30 pm by Katy Hintze
2. Approval of Board Meeting Minutes from February 2018
  1. Motion: Barbara
  2. Second: Ann
  3. Ayes: 6
  4. Nays: 0
3. Submit volunteer hours for March to Melanie
4. **Treasures Report** – Fendy Budget Review
  - a. All monies have been moved from First Financial Bank to EECU.
    - i. \$20,000 of the money went into a 1.75% 13 month CD at EECU rather than remaining in the checking account
  - b. Membership Dues. Kevin has designed promotional mugs with 2018 “Year of the Dog”. It will be used for existing members as well as membership renewals. (Ordering 75 for this first year)
    - i. Motion: Melanie Torres
    - ii. Second: Katy
    - iii. Ayes: 4
    - iv. Nays: 1
    - v. Abstained: 1
5. **Membership Update:** Kevin will be using the mugs for renewal of membership and will update the website with the new Membership tiers. SSC will now have student, individual, family, diplomat and ambassador tiers, each with a different price. The diplomat and ambassador each having a few more advantages than a regular member.
6. **Sponsorship:** Diron -Table until next month
7. **Student trip to China update:** The China program will be restructured to work much like the Japan trip to include the use of host families instead of hotels accommodations.
8. **Student Trip to Japan update:** The host families in tome are being notified. The same gift that we sent to China will be sent to Japan. We are trying to keep the two programs consistent. It was discussed that the deadline for the applications to be more in line with the timing of the trips.
9. **Youth Board:** A committee will be formed to interview the kids interested in serving on the Youth Board. Details on the Boards responsibility will be further discussed.
10. **Scholarship Update:** Deadline for submission is April 10, 2018 and a winner will be decided by May 1, 2018. The Awards ceremony will be held on May 11, 2018 at the Senior High School. Certificates will be handed out. As of April 6<sup>th</sup>, one application had been submitted.
11. **JILA Update** – Ann
  - a. 4 applications have been received (2 from last year, 2 new)

**12. Lantern Walk recap – Fendy**

- a. Less people than expected due to the RSVP list but many came out during the walk. We will reconsider whether or not to use RSVP next year.

**13. YAAS update:** The 2<sup>nd</sup> place winner was awarded on April 5 and the 1<sup>st</sup> and 3<sup>rd</sup> place winners will be recognized the following week.

**14. Website Update:** Table until next month

**15. Newsletter – Katy**

- a. Printed copies of the newsletter was provided to the SL library and will be available for the Quarterly meeting next month. Katy will be adding the names of the volunteers to the next version.

**16. Review of changes to SSC by-laws**

- i. Motion: Barbara Walker
- ii. Second: Melanie Torres
- iii. Ayes 6
- iv. Nays 0
- b. Increased number of Board Members from 6 to 8
- c. An optional “Advisory role”
- d. Change the date of the annual meeting from “November” to “November or December”.

**17. Quarterly all members meetings – dates and activities planned:** May 3, August 2, December end of the year.

**18. Open Forum:** Talk about ensuring SSC has enough student opportunities to volunteer.

**19. Adjourn:** 7:58 pm Katy

## **2018 May Board of Directors Minutes**

**Date/Time:** May 3, 2018

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

**Attendance:** Katy Hintze, Melanie Torres, Kevin Ponzo, Fendy Chan, Barbara Walker, Ben, Brown

1. Call to order: 6:00 pm by Katy Hintze
2. Approval of Board Meeting Minutes from April 2018
  1. Motion: Melanie
  2. Second: Katy
  3. Ayes: 4 (BW late)
  4. Nays: 0
3. Submit volunteer hours for April to Melanie
  - a. SSC is now Part of the Volunteer Southlake
4. **Treasures Report** – Fendy Budget Review
  - a. Budget Review
  - b. Katy Hintz will be the guarantor for the EECU credit card to be used by Board Members Barbara Walker, Fendy Chan, Ann LeBlanc, and Melanie Torres. \$10,000 will be the starting limit but more discussion moving forward to determine if that is an appropriate amount to carry.
5. **Membership Update:** SSC has 25 renewals and 37 active members
6. **Sponsorship:** Diron -Table until next month
7. **Student trip to China update:** The China program will be restructured to work much like the Japan trip to include the use of host families instead of hotels accommodations. A closing survey will also be sent out.
8. **Student Trip to Japan update:** Kiko is reaching out to Tome for host family names. Katy will be changing application due date to 3.1.19. Last pre-trip meeting(s) 5/23 and 5/24. Trip is June 4-11.
9. **Youth Board:** Library summer program next year will be a Youth item, YAAS, social media, annual slide show, etc. Next mtg late June  
Meeting held, officers elected: President: Sophia LeBlanc  
VP1: Ben Brown  
VP2: Isabelle LeBlanc  
Secretary: Caitlyn Midkiff  
Historian: Sachi Kishinchandani

10. **Scholarship Update:** Winner was a Keller student. Barbara will present the scholarship at the upcoming quarterly meeting.
11. **JILA Update** – Ann (tabled until next month)
12. **YAAS update:** all awards were presented to winning students
13. **Website Update - Ann** Table until next month
14. **Newsletter** – Katy
  - a. Printed copies of the newsletter was provided to the SL library and will be available for the Quarterly meeting next month. Katy will be adding the names of the volunteers to the next version.
15. **Review of changes to SSC by-laws**
  - i. Motion: Barbara Walker
  - ii. Second: Melanie Torres
  - iii. Ayes 5
  - iv. Nays 0
16. **Quarterly all members meetings** – dates and activities planned: May 3, August 2, December end of the year.
17. **Open Forum:**
18. **Adjourn:** 7:00 pm Katy

## **2018 June Board of Directors Minutes**

**Date/Time:** June 14, 2018

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

**Attendance:** Katy Hintze, Melanie Torres, Kevin Ponzo, Fendy Chan, Barbara Walker, Sophia LeBlanc, Ann LeBlanc

1. Call to order: 7:04 pm by Katy Hintze
2. Approval of Board Meeting Minutes from May 2018
  1. Motion: Melanie
  2. Second: Katy
  3. Ayes: 4
  4. Nays: 0
3. Submit volunteer hours for May to Melanie
  - a. SSC is now Part of the Volunteer Southlake
4. **Treasures Report – Fendy Budget Review**
  - a. Credit Card
  - b. Request was made to transfer \$6,000 from Savings to Checking to help with expenses and keep the balance from dropping to low
    1. Motion: Melanie Torres
    2. Second: Barbara Walker
    3. Ayes: 4
    4. Nays: 0
  - c. Six (6) new memberships have been added to date this year. Fendy will share her new membership information with Kevin for accurate info.
5. **Membership Update:** Kevin and Ann
  - a. There is some confusion on the fees associated with Ambassador v. Diplomat. Further discussion is needed.
  - b. 35 mugs have been distributed to date and 13 left for new members
  - c. Membership has increased from past years
6. **Sponsorship:** Diron -Table until next month
7. **Student trip to China update:** Meeting scheduled for June 21 at 5:30 to discuss upcoming changes to the China trip.
8. **Student Trip to Japan update:** The trip went well. A survey will be sent out to both chaperones and students during the Welcome Back party. Diron will work on creating a “*Chaperone Guide*” as he has chaperoned in the past.

**9. Southlake City Council Presentation June 19**

- a. Students present on both Japan trip and China trip for approximately 4 minutes.
- b. Kiko/Dee Celebration. A *Lifetime Achievement* award will be presented to Kiko by the City
- c. Presidential Volunteers

**10. Welcome Back Party:** 35 RSVP's. A survey will go to both chaperones and kids for completion

**11. Youth Board:**

- a. School Resource Officers will be given a basket of candy for students sponsored by SSC.
- b. Made a Welcome Back sign for the return of the Japan students
- c. Looking into whether or not they would like to do something on July 25, 2019 Sister City Day.

**12. Visitors from China/Japan:** No China students will be visiting the US in 2018. We may also lose student from Japan in 2018 until 2020 but this is not confirmed.

**13. JILA update:** 4 students (1 not through SSC but from Southlake) 7/17- 7/13

**14. Website Update:** Table for next month

**15. Monthly Email/Newsletter:** Will turn to Quarterly

**16. Open Forum:**

- a. Westlake Academy would like to partner with SSC for their International Business Program. Details TBD.
- b. Discussion on trips sponsored by Fort Worth Sister City. They have two (2) adult trips; one social and one exploratory. Every four (4) years, FTWSC sends athletes to Europe for competition.
- c. We have three (3) Youth Board spots open

**17. Adjourn:** 8:20 pm Katy

## **2018 August Board of Directors Minutes**

**Date/Time:** August 16, 2018 Thursday 5:30 – 6:15

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

**Attendance:** Katy Hintze, Melanie Torres, Kevin Ponzo, Fendy Chan, Diron Hill, Ann LeBlanc

1. Call to order: 6:00 pm by Katy Hintze
2. Approval of Board Meeting Minutes from June 2018 (No mtg in July)
  1. Motion: Barbara Walker
  2. Second: Kevin Ponzo
  3. Ayes: 5
  4. Nays: 0
3. Submit volunteer hours for June/July to Melanie
4. **Treasures Report:**
  - a. Budget Review
  - b. Keep in mind the renewal date of the CD and renew prior to expiration
5. **Membership Update:** SSC has 42 current members and 41 mugs have been distributed. Renewals are being contacted regularly. We will have a Membership drive and pass out mugs at the homecoming parade.
6. **Sponsorship:** Diron -Table until next month
7. **Student trip to China update:** Diron will act as a second chaperone to determine if program is well structured and further discussion will be conducted after the trip.
8. **Student Trip to Japan update:**
  - a. Diron is working on a chaperone's manual for Japan trip. Completed by December 2018. It will provide pre and post planning, Asian culture, expectation of the students, importance of student's role, and check list.
  - b. Received reimbursement from the city for the chaperones' expenses for both trips
9. **Youth Board:**
  - a. Board met on July 29 at Starbucks. Meeting went very well. Next meeting will be September 9<sup>th</sup>.
10. **Visitors from China/Japan:**
  - a. Both groups are not sending students. Hopefully 2020 for Japan and 2019 for China

11. **Westlake Academy interested in partnering with us:**

12. **Website Update - Ann Table** until next month

13. **Monthly Email/Newsletter** – Katy

14. **November/December end of the year at Asian Top:**

15. **Open Forum:**

16. **Adjourn:** 6:32 pm Katy

## **2018 September Board of Directors Minutes**

**Date/Time:** September 6, 2018 Thursday 6:30 – 8:00

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

**Attendance:** Katy Hintze, Melanie Torres, Kevin Ponzo, Fendy Chan, Diron Hill, Barbara Walker

1. Call to order: 6:36 pm by Katy Hintze
2. Approval of Board Meeting Minutes from August 2018: Table until next month
3. Submit volunteer hours for August to Melanie
4. **Treasures Report:**
  - a. Budget Review – We need to spend more money
  - b. Keep in mind the CD renews in December 2018. Further discuss in November on how to renew as the new rates will be available.
5. **Membership Update:** Kevin will start looking at ordering mugs for 2019 in December 2018 to be prepared for January renewals. With August renewals, SSC is currently at 45 members. 12 mugs left in inventory for the upcoming homecoming parade. The expired membership list is being reviewed and Lifetime members are being considered.
6. **Chaperone's Guide:** Diron is finalizing the Chaperone's Manual and will be prepared to show it at the All Members meeting on December 6, 2018
7. **Candy Dish Sponsorship:** Diron will talk with the Resource Officers at both the HS and the SHS
8. **Meeting with Cassie:**
  - a. Financial Audit in 2019 – SSC needs to ensure they are spending the full amount of the \$7500.00 the City provides each year. The City needs to know it is not sitting in the bank but being spent. All expenses need to be submitted to ensure they are reflected on the Treasurer's report that is used at the end of the year. Cassie loves the work we are doing with the community activities for culture and encourages us to continue.
    - i. Ways to spend money this year since we are not hosting students is to continue the quarterly speakers, purchasing signs for the high schools advertising SSC trips, ordering additional mugs for next year, ordering "Ambassador" t-shirts for the students going on the upcoming trips, background checks for hosting families, Candy Dish sponsoring, additional awards for the Presidential Volunteers and possibly additional scholarships.

- b. Logo – No background color. Cassie asked if we have a SSC logo that doesn't have the black background. Additionally, Kevin would like to see about mugs in other colors besides black.
- c. Student Trips:
  - i. Chaperones for the trips – 5 selected for interviews. SSC is also sending an additional chaperone from the Board.
  - ii. Council meeting, students need to be aware and expected to participate. Officials were disappointed in the showing of students at this year's Council meeting. This expectation will be stressed to students wish to participate
  - iii. Interviews for students, 2 adults in a room with students
  - iv. Order more t-shirts
  - v. Credit Card limit \$20,000 with a \$500 limit per person without prior approval of Fendi or Katie before using the card.
    - 1. Motion: Barbara Walker
    - 2. Second: Diron
    - 3. Ayes: 6
    - 4. Nays: 0

**9. Youth Board:**

- a. Next Meeting is September 9, 2018 at 1:30 at Starbucks in SL Tom Thumb

**10. Monthly Email/Newsletter – Katy**

**11. December 6, 2018 End of the Year at Asian Top:**

- 12. Open Forum:** Diron discovered a "Cultural Cravings Club" at the High School and will talk with them about their interest. Ikebana training will take place on 11/4/18 and SSC will subsidize each person to promote SSC.

**13. Adjourn: 7:50 pm Katy**

## 2018 October Board of Directors Minutes

**Date/Time:** October 4, 2018 Thursday 6:30 – 8:00

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

**Attendance:** Katy Hintze, Melanie Torres, Kevin Ponzo, Fendy Chan, Diron Hill, Barbara Walker (Late), Ann LeBlanc, Dawnelle Butler (Westlake)

1. Call to order: 6:35 pm by Katy Hintze
2. Approval of Board Meeting Minutes from August 2018 and September 2018
  - a. Motion: Diron Hill
  - b. Second Katie Hintze
  - c. Ayes: 6
  - d. Nays: 0
3. Submit volunteer hours for September to Melanie
4. **Treasures Report:**
  - a. Budget Review: We have \$2,000 from Paypal that we can move to the Savings account. Possibly look at moving \$5,000 from our checking to the CD when it matures. Also look at a money market.
  - b. Keep in mind the CD renews in December 2018. Further discuss in November on how to renew as the new rates will be available.
5. **Membership Update:** Kevin provided an update on the membership of renewals and new members. SSC is currently at 47 members. The expired membership list is being reviewed and Lifetime members are being considered. Kevin noticed an issue with renewals v. new membership when signing up online. Not enough information is being provided.
6. **Chaperone's Guide:** Diron is finalizing the *Chaperone's Manual* and will be prepared to show it at the All Members meeting on December 6, 2018. A preview was provided of the manual and it is 60% complete. A payment of \$99.95 annually will be charged for maintaining an online version of the manual.
7. **Candy Dish Sponsorship:** Sponsorship at the HS/SHS. No further update
8. **Ikebana:** Nov 4th from 1:00 – 2:00 pm. (Class is full). Refreshments will not be needed. Fendy will be in attendance
9. **Coin for Kiko:** A Lifetime Achievement coin will be presented to Kiko at the End of the Year Party in December.

**10. Student Trips:**

- a. **Chaperones for the trips** – Four (4) chaperones have been interviewed to date with two (2) more next week. Two (2) chaperones will be picked with two (2) alternates and the alternates will be next year's chaperones.
- b. **T-shirts:** More t-shirts need to be ordered
- c. **Deadline for China Trip:** Discussion with extending the deadline to December 1<sup>st</sup> allowing for enough time to set up interview with the students interested in going. We will pay to have the trip boosted on Twitter and will provide scholarships to students who need financial assistance.

**11. Youth Board:** Will provide the year end video at the End of the Year party. Next Meeting TBD

**12. Monthly Email/Newsletter** – Katy

**13. December 6, 2018 End of the Year at Asian Top:**

**14. Open Forum:** No discussion

**15. Adjourn:** 8:03 pm Katy

## **2018 November Board of Directors Minutes**

**Date/Time:** November 1, 2018 Thursday 6:30 – 8:00

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

**Attendance:** Katy Hintze, Melanie Torres, Kevin Ponzo, Fendy Chan, Barbara Walker, Ann LeBlanc (Late)

1. Call to order: 6:39 pm by Katy Hintze
2. Approval of Board Meeting Minutes from October 2018
  - a. Motion: Barbara Walker
  - b. Second: Katie Hintze
  - c. Ayes: 5
  - d. Nays: 0
3. Submit volunteer hours for October to Melanie
4. Youth Board Scholarship: A pilot opportunity of providing a \$1000 scholarship to a member of the Youth Board to be used for one of the Student Ambassador Trips. Each applicant must qualify for the application and financial need is not necessarily a consideration.
  - a. Motion: Melanie Torres
  - b. Second: Fendy Chan
  - c. Ayes: 5
  - d. Nays: 0
5. **Treasures Report:**
  - a. Budget Review: We moved \$2,000 from our Paypal account to our savings. We are reviewing rates to move our CD when it matures on Dec 4. A separate meeting will be held in late November when rates are current.
  - b. Reviewed the 2019 upcoming budget. Fendy and Ann will further discuss itemizing out the China and Japan trip.
6. **Membership Update:** Kevin provided an update on the membership of renewals and new members.
7. **Chaperone's Guide:** Tabled until next month
8. **Candy Dish Sponsorship:** Sponsorship at the HS/SHS. No further update
9. **Ikebana:** Nov 4th from 1:00 – 2:00 pm. (Class is full). After further consideration, minimal refreshments will now be provided. Fendy will be in attendance
10. **Student Trips:**

- a. **Chaperones for the trips:** Four (4) chaperones have been selected for the 2019 and 2020 trips.
- b. **Applications received to date, interviews:** 3 applications for Japan and 3 applications for China.

- 11. **Homecoming Booth Update:** Good networking opportunity
- 12. **Youth Board:** Will provide the year end video at the End of the Year party. Next Meeting December 1, 2018.
- 13. **Monthly Email/Newsletter** – Katy will provide a year-end report in January.
- 14. **December 6, 2018 End of the Year at Asian Top:** SSC will be covering the cost for the end of the year party.
- 15. **2019 Calendar review and approve:** Separate meeting for review.
- 16. **Open Forum:** Topic for YAAS artwork for 2019 is “Global Citizens; Resilient Communities. More Boosts for Facebook on the weekends.
- 17. **Adjourn:** 8:33 pm Katy