

2019 January Board of Directors Minutes

Date/Time: January 3, 2019 Thursday 6:30 – 8:00

Location: Southlake Town hall Room 4A

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

1. Call to order: 6:43 pm by Katy Hintze
2. Approval of Board Meeting Minutes from November/December 2018
 - a. Motion: Ann LeBlanc
 - b. Second Katie Hintze
 - c. Ayes: 6
 - d. Nays: 0
3. Submit volunteer hours for November/December to Melanie
4. **Treasures Report:**
 - a. We left the renewing CD in its current account and it auto renewed with a higher rate.
 - b. Reviewed the 2018 budget and the upcoming budget for 2019.
5. **Membership Update:** Kevin provided an update on the membership of renewals and new members. By year end, SSC has 47 members. He is passing out the new mugs as he renews memberships for 2019. Anyone who may not use email will receive renewal card in the mail. Permission was given to Kevin to access the SSC email so he can continue with renewals in a timely manner.
6. **Scholarship Update:** April 5, 2019 will be the deadline for the college scholarship being offered to high school seniors.
7. **Chaperone's Guide:** Completion scheduled for next month.
8. **Candy Dish sponsorship:** It has been decided to remove CSHS from participation and only work with CHS.
9. **Upcoming All-Members meeting in February:** No activity but will provide Asian cuisine, door prizes and update members on the upcoming 2019 calendar of events.
10. **Student Trips:**
 - a. China Trip updates: plans going well
 - b. Japan Trip update: To date 5 students have committed
11. **Youth Board:** Next Meeting – January 5, 2019 2-3 pm.

12. **Quarterly Newsletter:** David Torres will be writing the quarterly Newsletter beginning the 1st Quarter (March) of 2019.

13. **Yard Signs:** Katy has found a SSC design for yard signs for a fee of \$25.00

14. **New Calendar:** Katy went over the new calendar for 2019 events and interim agenda.

15. **Open Forum:** Department of State officials have recently issued a Level 1 Advisory for travelers planning a trip to China. The advisory will be shared with students/families committed to the trip so they may stay informed. Additionally, Fendy will provide a few Chinese language lessons for students going to China.

16. **Adjourn:** 8:33 pm Katy

2019 February Board of Directors Minutes

Date/Time: February 7, 2019 Thursday 6:30 – 8:00

Location: Southlake Town hall Room 4A

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

1. Call to order: 6:35 pm by Katy Hintze
2. **Approval of Board Meeting Minutes from January 2019**
 - a. Motion: Barbara Walker
 - b. Second: Katie Hintze
 - c. Ayes: 6 (Diron didn't vote)
 - d. Nays: 0
3. Submit volunteer hours for January 2019 to Melanie
4. **Treasures Report:**
 - a. Reviewed the budget for 2019 and the China Trip budget.
5. **Membership Update:** Kevin provided an update on the membership of renewals and new members. Out of the new memberships, 3 are family, 3 are individuals and one is fee waived.
6. **Scholarship Update:** April 5, 2019 will be the deadline for the college scholarship being offered to high school seniors. Reiterated that applicants need to be SSC members.
7. **Chaperone's Guide:** The guide has been completed and everyone has access to the username and password; however, only the administrator can make changes to the guide.
8. **Candy Dish sponsorship:** Youth Board will provide status and if they need candy during the All Members meeting in April.
9. **Upcoming All-Members meeting in February:** Meeting has been changed to April and the Youth Board will provide an update on their activities. The activity will be dumpling making along with door prizes and upcoming activities.
10. **Student Trips:**
 - a. China Trip updates: Ann provided and update (9 students and 2 chaperones) All applications are in Houston for Visa processing. Host families are pending and we are working on a gift for city/school.

- b. Japan Trip update: Katy provided and update. We have 10 students approved and had to turn one (1) student away. We need someone at the airport when the students return to DFW.

11. **Youth Board:** Discussion about presenting seniors with a going away gift for all their hard work.

12. **Quarterly Newsletter:** David Torres will be writing the quarterly Newsletter beginning the 1st Quarter (March) of 2019.

13. **Yard Signs:** Design approved and also available are car stickers

14. **Celebrate Southlake Diversity – (Ann)** event date is March 23. We approved a \$200 donation for orchestra.

- a. Motion: Barbara Walker
- b. Second: Katy Hintze
- c. Ayes: 7
- d. Nays: 0

15. **Open Forum:** Discussion on whether or not SSC needs liability insurance standard for nonprofit organizations. Barbara will look into the cost. Discussion on whether or not SSC opens up student trip discounts for families of city/school employees.

16. **Adjourn:** 8:18 pm Katy

2019 March Board of Directors Minutes

Date/Time: March 7, 2019 Thursday 6:45 – 8:30

Location: Southlake Town hall Room 4A

Attendance: Katy Hintze, Melanie Torres, Kevin Ponzo, Fendy Chan, Barbara Walker, Ann LeBlanc, Sally Kidwell, Carol Montgomery

1. Call to order: 6:57 pm by Katy Hintze
2. **Approval of Board Meeting Minutes from February 2019:** Table until next month
3. Submit volunteer hours for February 2019 to Melanie
4. **Treasures Report:**
 - a. Reviewed the monthly budget. Set the Budget Worship for August to include scholarships for student trips, including Southlake employees/teachers/board members. Also includes gifts for graduation Youth Board members and the Japanese Adult Delegation visit in possibly 2020
5. **Membership Update:** Kevin provided an update on the membership of renewals and new members. Currently SSC has 49 active members.
6. **Student Trips:** Updates on both China and Japan will be tabled until next month
7. **Upcoming All-Members meeting:** Dumpling Making will be the activity for the All-Members meeting and has been advertised via social media.
8. **Youth Board:** Youth Board had a meeting on March 2, 2019 to include Anna, Tye, Ben, Sophia, Saschi and Isabella. They will update their activities during the All-Members Meeting.
9. **JILA – (Ann).** Program has been advertised with CISD and City of Southlake
10. **YAAS:** One piece has been submitted; however, the art did not meet the criteria to move forward
11. **Celebrate Southlake Diversity:** Tabled until next month.
12. **Scholarship update (Barbara):** Several applications and one is pending
13. **Open Forum:** Discussion on more social media pushes and advertises. Sally will think of doing Instagram. Possibly look for a Member to handle social media accounts
14. **Adjourn:** 8:32 pm Katy

2019 April Board of Directors Minutes

Date/Time: April 4, 2019 Thursday 6:30 – 8:00

Location: Southlake Town hall Room 4A

Attendance: Katy Hintze, Melanie Torres, Fendy Chan, Diron

1. Call to order: 6:42 pm by Katy Hintze

2. Approval of Board Meeting Minutes from February and March 2019:

February

Motion: Diron

Second: Fendy

Ayes: 4

Nayes: 0

March

Motion: Katy

Second: Melanie

Ayes: 3 (Diron was absent in March)

Nayes 0

3. Submit volunteer hours for March 2019 to Melanie

4. **Treasures Report:** Reviewed the monthly expenses

5. **JILA Update:** To date, one student has signed up to attend. Ann can provide more details next month.

6. **YAAS Update:** 14 pieces total were submitted. Discussion on using the winning piece for display in Southlake representing SSC for the year and continuing with the theme for club activities.

7. **Celebrate Southlake Diversity Recap:** over 500 visitors visited the SSC booth. More details provided next month.

8. **Scholarship Update:** Three applications were submitted and Barbara is reviewing them for winners

9. **Website:** We will set another meeting to discuss ways to improve the social media for SSC to include the website.

10. **Membership Update:** Tabled until next month

11. Student Trips:

- a. China trip recap from Diron. Trip went well and the manual was updated as needed. The “extra” chaperone was felt to be needed and continued in the future if more than 2-3 students participate.
- b. Japan trip has a scheduled pre trip meeting for May 17th.

12. Youth Board Meeting: Scheduled for April 27, 2019

13. Open Forum: Discussion on more social media pushes and advertises. Separate meetings to discuss social media, restructure of scholarships and bylaws. Is it possible to do an Ikebana activity for Mother’s Day this year?

14. Adjourn: 8:06 pm Katy

2019 May Board of Directors Minutes

Date/Time: May 9, Thursday 6:30 – 8:30

Location: Southlake Town hall Room 4A

Attendance: Katy Hintze, Melanie Torres, Fendy Chan, Diron Hill, Ann LeBlanc, Sally Kidwell, Caroline Inouye, Kevin Ponzo

1. Call to order: 6:32 pm by Katy Hintze
2. **Approval of Board Meeting Minutes from April 2019:**
 - Motion: Katie
 - Second: Diron
 - Ayes: 4
 - Nays: 0

****Those not in attendance for April Board meeting do not vote on Minutes.**
3. Submit volunteer hours for April 2019 to Melanie
4. **Treasures Report Fendy:** Reviewed the monthly expenses, Renewed and Rolled over the existing CD.
 - **Motion:** Melanie
 - **Second:** Kevin
 - **Ayes:** 6
 - **Nays:** 0
5. **JILA Update:** One student has submitted a complete application and one student has submitted an incomplete application. 50% scholarship is being provided. Ann can provide more details next month.
6. **YAAS Update:** Three (3) winners all being presented with a cash award. Volunteers needed for last year's art work to be displayed in June. The 1st place winner was forwarded to the Fort Worth Sister Cities International. We are asking the City about using the Marq for next years (2020) art display.
7. **Scholarship Update (Barbara):** The scholarship program is being restructured toward SSC Programs in lieu of college scholarships. A more strategic meeting will be scheduled in the next few months.
8. **Membership Update:** Currently, we are at 43 Members. Thank You notes and emails will be sent out. Looking into an automatic Thank You when someone pays through PayPal. Caroline will work with Kevin on Membership.

9. Student Trips:

- a. China Trip recap (Ann and Diron): China trip went well with no problems. For every four students, a second chaperone is needed.
- b. Japan Trip Updates (Katy): To date, two meetings have taken place, and both have been very successful. Students are excited about the upcoming trip.

10. Youth Board Meeting: New Youth Board elections upcoming. Youth Board meeting TBD.

11. Social Media: Over 100 hits on the website. Further discussion on how we can be more active as SSC ourselves without the city.

12. Quarterly Newsletter (Katy/David): The newsletter has been well received. Upcoming meetings include All Members Meetings Italian themed, Welcome Back party, Scholarship meeting and Students to the City Council.

13. Adjourn: 8:01 pm Katy

2019 September Board of Directors Minutes

Date/Time: September 9, Thursday 6:30 – 8:30

Location: Southlake Town hall Room 4A

Attendance: Katy Hintze, Melanie Torres, Barbara Walker, Fendy Chan, Ann LeBlanc, Sally Kidwell, Kevin Ponzio

1. **Call to order:** 6:32 pm by Katy Hintze
2. **Approval of Board Meeting Minutes from May 2019:**
 - Motion: Melanie
 - Second: Katy
 - Ayes: 6
 - Nays: 0

****Those not in attendance for May Board meeting do not vote on Minutes.**
3. **Submit volunteer hours** for May, June, July and August 2019 to Melanie
4. **Treasures Report Fendy:** Reviewed the monthly expenses. December 2019 CD matures and needs to be reviewed for renewal in November.
5. **China Visitors:** Due to problems with American Embassy in China, visas are being delayed. The Visas have been approved but the program is on hold.
6. **JILA Update:** One individual has participated. The program will be turned over to Barbara and additional scholarships are being considered.
7. **YAAS (Anne):** CHHS, Art Teacher Summer Neiman is willing to incorporate YAAS into the fall curriculum. Ann is working on getting the 2021 theme.
8. **Scholarship Update:** Discussion surrounding reworking the scholarship program. More discussion after the 2020 Budget meeting.
9. **Membership Update (Kevin):** Kevin presented a breakdown of the 2019 members and their membership level. We currently have 37 members (2 Ambassador, 6 Diplomat, 19 Family, 4 Individual, 5 Student and 1 Friend).
10. **Student Trips:**
 - a. **China Trip: (Ann):** China has a lot of interest. Currently, informal interviews are being conducted for an additional China Chaperone. Teachers would be given first preference. Ms. Laura Laneave with the Southlake Employee chaperone.

b. **Japan Trip Updates (Katy):** Veronica Lomas is the Southlake Employee Chaperone

11. **Youth Board Meeting:** After new elections, the Youth Board has 11 new officers with Committee Chairman each having responsibilities.

12. **Quarterly Newsletter:** Katy/David

13. **Other Business:** We are looking at purchasing a cloth table cloth with the SSC logo to use at various events. We are also looking at hosting another Ikebana Class prior to Thanksgiving.

14. **Adjourn:** 8:27 pm Katy

2019 October Board of Directors Minutes

Date/Time: October 3, Thursday 6:30 – 8:30

Location: Southlake Town hall Room 4A

Attendance: Katy Hintze, Melanie Torres, Diron Hill, Fendy Chan, Kevin Ponzo, Summer Neimann (Art Teacher)

1. **Call to order:** 6:36 pm by Katy Hintze
2. **Approval of Board Meeting Minutes from September 2019:** Tabled until November
3. **Submit volunteer hours** for September 2019 to Melanie
4. **Treasures Report (Fendy):** Reviewed the monthly expenses. Reviewed the budget for 2020. Looking at taking \$600 from the T-shirt budget and having the Youth Board make and sell t-shirts throughout the year.
5. **Membership Update (Kevin):** D19 new members and 27 renewals. Family is the most popular level to date. The Friend level is also rising. 2010 is the *Year of the Rat* and several ideas are being considered for the Membership Mug.
6. **China Update (Ann):** Wuzhoung Delegation- School is on holiday. They are still working the dates.
7. **JILA (Barbara):** Tabled until next month
8. **Scholarship Update:** Tabled until next month
9. **Student Trips:** Posters are being made to hang in both high schools.
 - a. China Trip (Ann): Currently, we have one (1) completed application.
 - b. Japan Trip (Katy): Currently, we have one (1) completed application.
10. **Youth Board:** An overwhelming response to the Youth Board. (3 Officers, 10 Committee Chairmen) More formalization may need to take place. Possibly create a High School Liaison and continue the high school Candy Dish. Summer Neimann will work with the Liaison and try to get the candy dish in both schools. The Youth Board will also be taking over the social media account.
11. **Homecoming Carnival/Parade (Katy):** Looking at selling popsicles and having a “passport stamp” for children.
12. **Quarterly Newsletter:** Katy/David
13. **Other Business:** We will be hosting another Ikebana Class, capped at 20, on November 17th. Ms. Neimann would like to become more involved with YAAS. Information

pertaining to the Art competition was emailed to Sachi & DeDe, who will be taking over the process. Communicated the Art theme to CSHS teachers.

14. Adjourn: 8:31 pm Katy



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2019 November Board of Directors Meeting Minutes

Date/Time: November 6, 2019 Wednesday 6:00 PM – 8:30 PM
Location: Southlake Town Hall Room 3A

Attendees: Katy Hintze, Barbara Walker, Ann LeBlanc, Kevin Ponzo, Fendy Chan, Sally Kidwell, Caroline Inouye, Summer Neiman, Andrew Mayfield (Youth Board representative), Diron Hill.

1. Call to order – meeting came to order at 6:04 PM
2. Approval of Board meeting minutes September and October 2019 – deferred to next meeting
3. Submit volunteer hours for September to Melanie
 - a. Katy Hintze – 15 hours: Homecoming Parade, Ikebana, China visitors, Youth Board meeting, Adult Board meeting prep
 - b. Barbara Walker – 4 hours: Homecoming Parade
 - c. Fendy Chan – 15 hours: Budget, treasurer duties, Ikebana class, China visitors gifts
 - d. Ann LeBlanc – 7 hours: Homecoming Parade, Youth Board meeting, website updates, China visitors
 - e. Kevin Ponzo – 10 hours: membership
 - f. Diron Hill – 1 hour: China visitors

Street Cleanup for 4Q: 7 people came: Isabelle and Ann LeBlanc, Morgan Chocholek, Katy Hintze, TJ Jones, Nadin Saimua-Kantar and Bijan Kantar

4. Treasurer's report – Fendy gave an update on the spending for October and we voted on and approved the budget for 2020. Fendy will provide an updated version at the next meeting in December. Diron made the movement to vote to approve the new budget and Kevin seconded it.
Also, another item that came up was that Diron mentioned that our fiscal year is off from the City of Southlake's fiscal year. We are January – December, the City is from October – September. This could be throwing our budget off since the City pays us at the end of our fiscal year. We will discuss further in a future meeting.

5. Calendar for 2020 – Katy passed around a preliminary calendar for 2020 and will review again in December meeting.
6. Membership update – Kevin gave an update on membership, we are up to 53 members
 - a. We reviewed the membership mug artwork that was submitted by CISD art students. There were 3 entries. We liked the one that looked like a cute little mouse with cherry blossoms, but there was some feedback that it needs to be altered to look a bit more like a rat (pointy nose, bigger ears, add the year 2020 to the drum and remove the Japanese word, tail that is a little more like a tail and not something else...)



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- b. Summer took the requests back and will share them with the student. We should be able to review at the next Board meeting.
7. China Visitors – We had a big discussion around the visitors coming to Southlake from our Chinese Sister City. I'm attaching those notes/proposed itinerary at the bottom of this document.
8. End of Year party – Katy
 - a. Price per person – I asked Asian Top for this but haven't heard back yet.
 - b. Things to bring – microphone/screen/projector - Barbara
 - c. Slideshow – Morgan Chocholek (Youth Board)
9. Scholarship update – Barbara, no updates, we won't post anything until at least January. We did decide to keep the 2 scholarships for graduating seniors.
10. Student trips
 - i. China trip– Ann (2nd Chaperone 3 applicants, Barbara and Katy will conduct interviews on Monday 11/11) 5 student applications (Deadline is 11/22). Katy asked the SL library to send it out again in the eblast.
 - ii. Japan trip - Katy 6 applications
11. Youth Board – We had a Youth Board meeting on 11/2 and 17 students showed up! Huge turnout. Caroline Inouye asked if her son Bryce could be the photographer for the Youth Board, we all agreed that was a great idea.
12. Homecoming Carnival/Parade - Barbara / Katy supported the booth and gave away a ton of prizes and Barbara talked to several high school students about the trips. After that, we received 3 applications to the trips. Great job Barbara!!
13. JILA – we decided to offer 4 full scholarships to the JILA summer camp. We also agreed that if a student is awarded the scholarship one year, they will not be eligible to win it again. (Diron's very good idea)
14. Other Business –
 - a. Bubblegum machine at the HS/SHS – The Senior HS Liaison for the Youth Board took the gumball machine to the principal's office at the SHS to ask for permission to put it in the school, haven't heard back yet. If it is approved, the regular HS liaison for the Youth Board will take it to that school and ask for permission to put it in that school and if it gets approved, I'll buy another one. The Youth Board will be responsible for keeping it full and maintained.
 - b. Ikebana class - we have 16 people signed up for the Ikebana class on 11/17. For next year, we



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will try to do something else that is cultural, such as a tea ceremony (also Diron's very good idea)

- c. YAAS – Summer gave an update that she wants to pick a date for a juried show with a friend of hers who has a studio, for any artwork we get submitted. Sachi (Youth Board) has been running with that project, along with Summer. Barbara is the Adult Board member POC. YAAS artwork is due to the SSC adult board on 2/20/2020.
- d. For other potential future events, Caroline offered to teach a class on sushi roll making, and Sally Kidwell offered to teach a class on Chinese calligraphy.

Activities and Assignments

November

- 11/8 Interview China chaperones
- 11/15 – 11/20 China visitors
- 11/17 Ikebana class
- 11/22 China trip applications due

December

- 12/3 Melanie Torres' birthday
- 12/5 End of Year All-Members meeting Asian Top
- 12/7 Youth Board meeting
- Additional Adult Board meeting? (Lunar New Year prep, vote on calendar/budget, etc.)
- 12/31 Applications for China trip due

January

- 1/2 Adult Board Meeting (does this date work?)
- 1/4 Youth Board meeting
- 1/15 End of Year report for 2019 due to City of Southlake
- 1/25 Lunar New Year – Activities with the Library / Lantern Walk
- Start preparing for China trip
- Start planning quarterly all-members meeting

Next SSC Adult (Additional) Board Meeting December 12, Room 4A

Quarterly Keep Southlake Beautiful trash pickup (3/28, 6/6, 9/12, 11/14)

2019 December Board of Directors Minutes

Date/Time: December 12, Wednesday 6:30 – 8:30

Location: Southlake Town hall Room 3A

Attendance: Katy Hintze, Melanie Torres, Diron Hill, Fendy Chan, Sally Kidwell, Vicky Scriber, Barbara Walker, Heather Patton

1. **Call to order:** 6:55 pm by Katy Hintze
2. **Approval of Board Meeting Minutes from September/October/November 2019:**

September Motion: Melanie
 Second: Katy
 Ayes: 4
 Nays: 0

October Motion: Diron
 Second: Katy
 Ayes:3
 Nays:0

November Motion: Katy
 Second: Diron
 Ayes:3
 Nays:0

3. **Submit volunteer hours** for November 2019 to Melanie
4. **Membership Update (Kevin):** Tabled until next month.
5. **Treasurer's Report (Fendy):** Monthly update on budget. The CD auto renewed over for another year. Moved around the money for the budget to address small concerns for 2020 expenses. Discussion on whether to move from a "calendar year" to a "fiscal year". This topic will be discussed more next year. Small changes were made to the 2020 budget (increased the budget to accommodate the gifts for Japan/China trips.

 Motion: Katy
 Second: Melanie
 Ayes:3
 Nays:0

6. **Calendar for 2020 (Katy):** Table until next month.

7. Student Trips:

- a. China Trip (Ann): Currently, this program is full with 10 students. Chaperones for the next three (3) years have been interviewed and selected. (AP teacher, AP History teacher and Counselor for Carroll)
- b. Japan Trip (Katy): Currently, this program is full with 11 students.
- c. T-Shirt Inventory (Katy):

8. Lunar New Year (Ann) : ACA Southlake will provide all volunteers.

9. Scholarship Update (Barbara): Two (2) \$500 high school scholarships will be given out for 2020. Discussion on possibly having sponsorship of the high school scholarships in the future.

10. YAAS (Summer/Sachi): Summer is working on having the art pieces displayed in a Southlake gallery.

11. Adjourn: 8:06 pm Katy