



January 2020 Board of Directors Meeting Minutes

Date/Time: January 9, 2020, Thursday, 6:30 PM – 7:55 PM

Location: Southlake Town Hall, Room 4A

Attendees: Katy Hintze, Barbara Walker, Vicky Scriber, Fendy Chan, Sally Kidwell, Caroline Inouye, Melanie Torres, Heather Patton, Kevin Ponzo

REGULAR BUSINESS

1. Call to order: 6:38 PM by Katy Hintze
2. Approval of December 2019 Board Meeting Minutes
 - Motion to Approve: Barbara
 - Second: Melanie
 - Ayes: 5; Nays: 0
 - a. Voted to approved Heather Patton as incoming Secretary: Ayes: 5; Nays: 0
3. Submit volunteer hours for December 2019 to Melanie (Melanie added to year-end report)
 - a. Additional item discussed was updating photos to website. Barbara suggested working with I5 Web Consulting, company who updated website years ago, if any help was needed with changing code to update photos. Shutterfly isn't accessible and other issues have come up recently such as the need to improve SSC results in Google search engine. Vicky had lots of great suggestions, as she works on websites for the city every day and offered to help. Katy suggested a separate meeting to discuss the website issues. Caroline and Sally offered to be involved as well.
4. Membership Update
 - a. Mug update (Kevin): Mugs have arrived and turned out great. Kevin distributed one to each board member in attendance. Kevin said the cost came in around \$8/mug. There weren't quite enough mugs in 2019, so he ordered 90 for 2020, which came in overbudget but will be covered by membership revenue. Barbara took two additional mugs so she could give one to the City Secretary and one for Mayor Hill.
5. Treasurer's Report
 - a. Reviewed monthly budget and 2019 year-end actual total (~\$11,160, not yet final). Fendy prepared comparison of 2019 actual to 2020 estimated budget for China visit. Because SSC came in under-budget this year, Fendy suggested SSC consider a gift for principals and teachers who helped with the Chinese exchange group in November, especially since it was done last minute. Or add budget for gifts for them for 2020 trips. Sally suggested one idea as a thank you to EIS/DMS

- would be to help with trash clean up around outside of school in flower beds – Katy to discuss at next youth board meeting.
 - b. Fiscal year change – tabled until next month
6. Calendar for 2020: Katy handed out printed copies of the 2020 calendar at December's meeting. She asked the board to consider combining the 1Q 2020 all-member event with Celebrate Southlake in March. Barbara made a motion to change the calendar to combine these events and Katy seconded it. There was additional discussion about Celebrate Southlake and SSC's involvement. We will have booths/tables similar to last year. Katy will check into having Japanese drummers, orchestra. Fendy's dance group may also participate.

UPCOMING EVENTS

7. Student Trips
- a. China – first group meeting planned for 1/18/2020; 6 girls and 4 boys to participate
 - b. Japan – first group meeting planned for 1/12/2020; 11 students total to participate; the trip dates may change by one day as it will cut the cost of airfare by ~\$400. Katy will ask students/parents at planning meeting if date change is acceptable to everyone's schedule.
 - c. T-Shirt Inventory – Katy will need more inventory prior to China/Japan trips as inventory is running low
8. Lunar New Year
- a. Ann doing Storytime at Southlake Library on 1/28/2020 at 11:00 AM; Youth Board will stuff 75 bags for children who attend event; Sally and Caroline will also be at library to help with decorations. Barbara suggested adding brochures to the goodie bags for parents to learn more about SSC.
 - b. Lantern Build & Lantern Walk planned at Town Square for 2/8/2020. Youth Board will help set-up and assist kids in building lanterns. Carroll band members will help with dragon at Lantern Walk. Barbara suggested having plenty of brochures on hand at this event too.
 - c. A-CAST Chinese New Year & Banquet is 1/25/2020; Board members were offered tickets to attend
9. Scholarship Update: Barbara confirmed there will be two \$500 scholarships for high school seniors; this will be handled in mid- to late-April and announced in May.
10. YAAS: Summer handling this SCI art competition and coordinating to have these shown at local art gallery; more details at next meeting
11. JILA: Barbara said there are no details other than dates available yet for the 2020 summer program. SSC will offer 4 full scholarships for the camp this year. Barbara explained that this year applications should go directly to FW and the first four SSC member-students to submit to FW will receive scholarships.
12. Additional events – Vicky mentioned that this weekend is member appreciation at The Marq

RECAP OF PAST EVENTS

13. End of Year Party – n/a

OTHER BUSINESS

14. Quarterly Newsletter – Katy shared an advance printed copy of next newsletter and passed this around for edits

15. Youth Board – Next meeting will be held at Heather Patton's house on 1/11/2020.

16. ADJOURN 7:55 PM

ACTIVITIES & ASSIGNMENTS

February

2/1 2:00 PM Youth Board Meeting
2/6 6:30 PM Adult Board Meeting
2/8 Lantern Making Workshop and Lantern Walk
2/20 YAAS artwork due to SSC adult board
Start advertising JILA scholarships
Start working on tax returns due by 4/15 (Fendy)

March

3/5 6:30 PM Adult Board Meeting
3/6 Southlake students depart to China (airport send-off)
3/14 Southlake students return from China (airport greeting)
3/20 & 3/21 Celebrate Southlake & All-Member Quarterly Meeting/Event
3/28 10:00 AM 1Q 2020 Street Cleanup

April (dates below taken from Master SSC calendar)

4/2 5:45-7:00 PM Adult Board Meeting
4/2 7:00-8:30 PM All Member Meeting – delete?
4/3 YAAS artwork due to SCI
4/8 Applications for FWSC JILA scholarship due to SSC Board for Review
4/10 Deadline to submit applications for HS scholarships (says 4/5 on website)
4/14 Japan pre-trip meeting TBD
4/17 Deadline to submit applications to JILA to FWSC

Next SSC Adult Board Meeting March 5, 2020, Room 4A

Quarterly Keep Southlake Beautiful trash pickup (3/28, 6/6, 9/12, 11/14) – need to update website



February 2020 Board of Directors Meeting Minutes

Date/Time: February 6, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Southlake Town Hall, Room 4A

Attendees: Katy Hintze, Barbara Walker, Ann LeBlanc, Fendy Chan, Caroline Inouye, Diron Hill, Melanie Torres, Heather Patton

REGULAR BUSINESS

1. Call to order: 6:37 PM by Katy Hintze
2. Approval of January 2020 Board Meeting Minutes
Motion to Approve: Barbara
Second: Diron
Ayes: 7; Nays: 0
3. Submit volunteer hours for January 2020
Katy: 17 (Lunar New Year bags, Annual Report, China Trip Prep, Japan Meeting)
Barbara: 2 (mugs, cards, communication with FWSC, rewrite scholarship app)
Melanie: 4 (secretary duties, mtg with H. Patton re review of secretary tasks)
Ann: 30 (China trip prep, meeting, Lunar New Year event with library, lantern prep, PVSA)
Caroline: 12 (China & Japan trip prep, Lunar New Year library, membership)
Diron: 2 (Japan trip prep)
Heather: 9 (mtg with Melanie, host youth board mtg, Jan minutes, Lunar New Year library)
Fendy: 10 (2020 budget, treasurer duties, library event)
Kevin: *TBD*
4. Membership Update
 - a. Regular membership report from Kevin tabled until next month
 - b. Caroline to discuss with Kevin follow up options for connecting with members who didn't renew their membership
 - c. New topic raised related to membership levels (free, student, family) and potentially eliminating or raising fees (as program has grown to include other events and giveaways such as mugs). Discussion will be added to future board meeting.
5. Treasurer's Report
 - a. Fendy presented 2020 budget for approval; primary changes included:
 - i. Increase estimated receipts for membership fees from \$2500 to \$2750
 - ii. Remove candy dish from marketing expenses; \$250 will be moved to Office Supplies line (\$200 for board t-shirts) and Community Events (\$50 for library reading program prize)
 - iii. Remove line items for Training Conference and PayPal Fee Loss

Motion to Approve 2020 budget: Katy

Second: Diron

Ayes: 8; Nays: 0

b. Additional budget-related items raised:

- i. Caroline suggested adding \$15 fee payable by exchange students to cover cost of ambassador t-shirt.
- ii. Diron suggested board members order golf shirts (and possibly pay for these individually rather than from budget). Katy to follow up with Phyllis and report back.)
- iii. Katy estimates she will need \$650 for new t-shirt order.
- iv. Ann discussed PVSA packets are now \$12/recipient; SSC has 15 recipients for 2019 (11 in 2018); must be current SSC member to receive award

UPCOMING EVENTS

6. Student Trips

- a. Japan – 1st group meeting held in January; 2nd mtg TBD in Feb
- b. China – trip cancelled entirely, no opportunity to reschedule for this year

7. Lunar New Year

- a. Lantern Build & Lantern Walk @ Town Square 2/8/2020. Volunteers to arrive 1pm; workshop from 2-4; walk at 6:30; Leftover gift bags from library storytime event will be handed out to kids

8. Scholarship Update:

- a. Barbara updated requirements for scholarship to include second essay related to cultural differences. Application now available on website and at CSHS. Barbara will give first reading of applications; Katy to do second reading. Barbara is scheduled to present award in May.
- b. Diron suggested adding interview component for future years.

9. YAAS: ~40 pieces of art will be shown on 2/24/2020; studio located near Dragon Stadium; cash awards for 1st, 2nd, 3rd place; winning artwork will be sent to international show in D.C.

10. JILA: Barbara still awaiting more details from FWSC; will require active SSC membership to receive scholarship. Barbara will create form to complete and Katy will send out to membership only. Will have a second date when scholarships become available to non-members, if all slots aren't full with members

11. Celebrate Southlake – planning meeting scheduled for 2/9/2020 at The Marq.

12. Clean up DMS/EIS 2/22/2020 – youth board to meet afterwards

13. Southlake Library Summer Reading Program support: SSC to provide prize. Youth Board will take this over, perhaps with gift basket from Daiso.

Motion to Approve \$50 added to budget for prize: Barbara
2nd: Diron

RECAP OF PAST EVENTS

14. CNY Library Reading: library didn't have the turnout as expected, approx. 20 children attended

OTHER BUSINESS

15. Youth Board: Andrew will start attending Adult Board Meetings
16. Additional volunteer opportunities: SL Library Summer Reading (June, donate something), Soles4Souls (Earth Day 4/22), Feed Our Kids (July), Grandparents Day/Respect for the Aged (9/21) in months where we are light (April, June, July, September) – Katy to put out idea to youth for what more they could be doing monthly
17. Fusion School meeting: Fusion school expressed interest in working with SSC for future trips or activities
18. Speaker for August 3Q All-Member Meeting: TCU professor could possibly speak re China (may have speaking fee); Ukraine – speaker from Fusion School
19. Open Forum:
 - a. Ann making updated to Facebook page, but needs admin access/approval from all admins
 - b. Post office box keys with Fendy and Barbara

ACTIVITIES & ASSIGNMENTS

February

2/8 Lantern Making Workshop and Lantern Walk
2/9 Celebrate Southlake meeting
2/24 YAAS artwork show/judging
Provide travelers' information to Tome/City of Southlake for chaperone travel
Start advertising JILA scholarships
Start working on tax returns due by 4/15 (Fendy)

March

3/5 6:30 PM Adult Board Meeting
3/21 Celebrate Southlake (will serve as All-Member Quarterly Meeting/Event)
3/28 10:00 AM Q1 Street Cleanup
3/28 Youth Board meeting after street cleanup

April

4/2 Adult Board Meeting
Applications for FWSC JILA scholarship due to SSC Board for Review
4/5 Deadline to submit applications for CSHS scholarships
4/11 Youth Board meeting
Additional volunteer activity for Youth Board?
Next SSC Adult Board Meeting April 2, 2020, Room 4A
Quarterly Keep Southlake Beautiful trash pickup (2/22, 3/28, 6/6, 9/12, 11/14)

Meeting Adjourned: 8:18 PM



March 2020 Board of Directors Meeting Minutes

Date/Time: March 5, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Caroline Inouye's House

Attendees: Katy Hintze, Ann LeBlanc, Fendy Chan, Caroline Inouye, Diron Hill, Heather Patton, Sally Kidwell

REGULAR BUSINESS

1. Call to order: 6:53 PM by Katy Hintze
2. Approval of February 2020 Board Meeting Minutes
 - Motion to Approve: Katy
 - Second: Diron
 - Ayes: 6; Nays: 0
3. Submit volunteer hours for February 2020
 - a. Tried new method of collecting volunteer hours on paper; Heather to email anyone who was absent during meeting to collect their hours
 - b. Group hours to be collected for Lanterns Event, Celebrate Southlake planning meeting, DMS/EIS trash pickup, art show, Youth Board meeting
4. Membership Update
 - a. Caroline and Kevin have discussed membership levels, further discussion with board tabled until next membership update from Kevin
 - b. Caroline & Kevin are working to update master file
 - c. Katy suggested the possibility of having all members renew annually on January 1st, to simplify the process
5. Treasurer's Report
 - a. Fendy presented updates to 2020 budget through February. Changes included: overbudget for Lantern walk, however leftover lanterns and supplies will be used for Celebrate Southlake; additional \$25 included for YAAS award due to 3rd place tie; Facebook fees will be moved from YAAS and Lanterns line items to Marketing
 - b. Additional Budget Items
 - i. CMA t-shirt sponsor: Ann forwarded details about sponsoring the CMA, but we missed the deadline for this year; save for consideration for 2021 (2020 Level 2 sponsorship was \$200)
 - ii. Katy reports new order of t-shirts (qty 50) have been delivered

UPCOMING EVENTS

6. YAAS – Next Steps
 - a. First place winner artwork will be sent to SCI competition
 - b. Artwork will be displayed at EECU (March-April); Library (May); potential display locations at Town Hall or Marq. Sign and Brochure will be displayed with artwork to explain this year's theme

- c. Next year's goal will be to advertise that competition is open to all students, not just Summer's classes
- 7. Celebrate Southlake: Katy reports that the youth board completed the prep work for the booth crafts; Katy will bring lots of leftover prizes for use at booth; Fendy has ordered food; City will provide team to set-up and take-down stage for performers this year; Order of performances: 1. Taiko Drummers, 2. Senior Activities groups (Tai Chi and Tibetan Dancers), 3. school orchestra, 4. Fendy's dance group
- 8. Scholarship Update: No senior scholarship submissions yet
- 9. Japan Trip: Katy to discuss with Keiko concerns with group traveling to Japan re coronavirus; ask Keiko to request Japanese leaders decide whether trip is feasible by end of March; Katy will send letter to American Airlines to request ticket refund once decision is made
- 10. JILA: tabled to next meeting\
- 11. Library Summer Reading Program support: youth board working on prize to contribute
- 12. Earth Day 4/22: No additional activities will be scheduled for April, as Jan-March were very busy

RECAP OF PAST EVENTS

- 13. Lunar New Year Lantern Walk: biggest issue was the officers didn't come to help with traffic; Diron offered to handle directly with Southlake PD next year
- 14. DMS/EIS cleanup: had a good turnout, principal sent thank you
- 15. YAAS Art Gallery exhibit

OTHER BUSINESS

- 16. Youth Board: Katy updated board re youth board's work to prep for Celebrate SL; signup genius will go out to recruit volunteers to staff booths
 - a. Add'l Volunteer opportunities: Grandparents Day/Respect for the Aged (9/21) – did not cover this meeting
- 17. Speaker for August 3Q All-Member Meeting: did not cover this meeting

Meeting Adjourned: 8:12 PM

ACTIVITIES & ASSIGNMENTS

April

4/2 Adult Board Meeting
Applications for FWSC JILA scholarship due to SSC Board for Review
4/3 NOON Applications for CSHS scholarships due
4/11 Youth Board meeting
Additional volunteer activity for Youth Board?

May

5/7 Adult Board Meeting
5/2 or 5/9 Youth Board Meeting
Mother's Day for Youth Board – Ikebana?

Next SSC Adult Board Meeting April 2, 2020, Room 4A

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



**Southlake
Sister
Cities**

April 2020 Board of Directors Meeting Minutes

Date/Time: April 2, 2020, Thursday, 6:30 PM – 8:00 PM
Location: Cancelled due to COVID-19 Closures



April 2020 Board of Directors Special Meeting Minutes

Date/Time: April 4, 2020, Saturday, 11:00 AM

Location: Zoom Teleconference, Hosted by Katy Hintze

Attendees: Katy Hintze, Ann LeBlanc, Fendy Chan, Barbara Walker, Heather Patton

SPECIAL BUSINESS

1. Call to Order: 11:00 AM by Katy Hintze
2. Japan Trip Cancellation/ Refunds
 - a. Background:

Decision was made to cancel the trip in March and notice was sent to group. However, notice also went to the travel agent, who proceeded to cancel the plane tickets. This resulted in a cancellation fee of \$300 per ticket. If the agent had waited to cancel the tickets until closer to the trip, the airline might have cancelled the flight instead. This would have meant a full refund without any fees.
 - b. Discussion:
 - i. KH raised the idea of using SSC funds (either from the city or from other income sources) to reimburse each of the travelers, as many of the SSC activities are now postponed or cancelled for 2020 leaving unused funds in the budget. (Total refunds would be approximately \$3900.)
 - ii. BW felt like this was a good opportunity to generate goodwill in the community and offer the refund
 - iii. AL felt it would sufficient to offer half the amount as refund (\$150) to each family, and perhaps there are other ways we can support the entire community during this time
 - iv. HP asked if SSC would need approval from the city, if the funds were to be used like this. Katy didn't believe so, but will check with Vicki to be certain.
 - v. FC and KH will work together to determine best way to process refund.
 - c. Result:

BW made motion to approve refund \$300 per traveler from SSC budget
HP seconded the motion
Ayes: 4
Nays: 1 (Ann voted to refund partial amount of \$150.)
3. Next Steps
 - a. KH will follow up with city and send email to group. KH and AL will discuss other options for donations or support to city/community during the coronavirus crisis.
4. Adjourn: 11:30 AM



May 2020 Board of Directors Meeting Minutes

Date/Time: May 7, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Zoom Teleconference, Hosted by Katy Hintze

Attendees: Katy Hintze, Ann LeBlanc, Fendy Chan, Caroline Inouye, Diron Hill, Sally Kidwell, Kevin Ponzo, Heather Patton, Barbara Walker

REGULAR BUSINESS

1. Call to order: 6:37pm by Katy Hintze
2. Approval of Board Meeting Minutes
 - a. March Minutes: Motion to Approve: Diron; Second: Fendy (Ayes: 9; Nays: 0)
 - b. April: Motion to Approve: Barbara; Second: Fendy (Ayes: 9; Nays: 0)
3. Submit volunteer hours for March and April 2020
 - a. Added to hour-tracking spreadsheet (if anyone needs a copy, Heather can email to you)
4. Membership Update
 - a. Kevin & Caroline ready to send out membership renewals, but this isn't good timing when SSC's primary activity of sending kids overseas is on hold. Katy will draft letter to membership, resetting to annual calendar year membership. Fendy suggests mid-January event to promote membership. Motion to defer active member renewals to Q42020: Barbara
Second: Sally
Ayes: 8; Nays: 0
5. Treasurer's Report
 - a. Monthly Update –
Katy said check reimbursements are now coming in for \$300 trip refund. Fendy shared updates to March budget. (Note added here from mention later in meeting: Fendy has filed SSC tax return.)
New category to be created in budget called "community involvement."
Discussion about leftover supplies and snacks from cancelled SSC events to be used to make gift baskets for graduating seniors.
 - b. Membership fee discussion
Kevin indicated deferring renewals means \$2750 in projected income loss. Group discussed this would be compensated by multiple cancelled events/expenses.
 - c. Katy Hintze made a very generous personal donation to SSC, with an employer match from Sirius.
 - d. Diron updated group that city will be furloughing employees and cutting budget. If SSC could return any excess from the \$7500 funds received from city, it would apply to next FY beginning October 1, 2020. Katy to draft letter re same and share with Vicki.
6. Caroline will be appointed as Historian/Photographer committee chair
 - a. Barbara made the nomination. Vote: Ayes: 9; Nays: 0

UPCOMING EVENTS:

7. Scholarship update from Barbara: 3 \$500 scholarships given to seniors (2 men, 1 woman; 2 going to Rice, 1 to NYU Shanghai). CISD creating a video with scholarship announcements. Katy made a clip naming SSC recipients; SSC asked not to share names until after the video is released. Funds will be sent directly to university bursar offices.

RECAP OF PAST EVENTS

8. YAAS: Katy updated that the winning artwork couldn't be sent to national competition due to shutdown; artwork is still at the studio.
9. Japan trip cancellation/refunds return – in progress

OTHER BUSINESS

10. Youth Board: Katy hopes youth board/activities will launch again in Aug/Sept.
 - a. Discussion of purchasing food/canned goods for Grace donation. Diron motion to spend \$100 for food donation, all voted in favor. Katy will work with youth board to deliver food to Grace.
 - b. Discussion of having youth board prepare thank you cards for first responders. Katy will include this in her note to youth board and work with Diron to distribute cards.
11. What's Next for SSC: table and revisit item in September, possibility of continuing with fall street cleanup as it's outdoors
12. Open Forum
 - a. PVSA: Ann updated that she's been handing out the awards one student at a time, so far to seniors & juniors; taking their photos and will add to Facebook when she has handed them all out.
 - b. Newsletter: don't forget to send in any photos for newsletter; next one to go out in July

Adjourn: 7:55pm

July: No Adult Board Meeting

August: 8/6 Adult Board Meeting: location TBD



June 2020 Board of Directors Meeting Minutes

Date/Time: June 4, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Zoom Teleconference, Hosted by Katy Hintze

Attendees: Katy Hintze, Fendy Chan, Sally Kidwell, Heather Patton, Barbara Walker

REGULAR BUSINESS

1. Call to order: 6:34pm by Katy Hintze
2. Approval of Board Meeting Minutes for May
Motion to Approve: KH
Second: FC
3. Submit volunteer hours for May
 - a. Hours added to volunteer spreadsheet
 - b. Hours still needed for Diron, Kevin
 - c. Katy reports that gift baskets were delivered to Seniors; they also created baskets with the leftovers snacks for SL Fire & Police; Olivia & Isabel created thank you cards to go with baskets
4. Membership update
 - a. Newsletter sent out with announcement re change to membership renewals; further membership discussions tabled to August meeting
5. Treasurer's Report
 - a. Updates to spreadsheet:
 - i. CD rollover in May at a reduced interest rate, earned monthly interest will drop accordingly
 - ii. Added Community Involvement line item (May 2020 included \$150 - \$100 for GRACE donation and \$50 gift card for library reading program)
 - iii. Stop payment for missing check (\$34) added to supplies
 - b. Katy reported that PayPal link still shows Japan Earthquake as option for donation earmark; will coordinate with Kevin and Fendy to remove from PayPal
 - c. Check to Japanese Assoc. (\$200) was returned as undeliverable, will resend

RECAP OF PAST EVENTS

6. PVSA: nearly all awards have been handed out; photos on Facebook, will include in newsletter
7. YAAS: Summer picked up artwork from YAAS. Barbara reports that her branch is open again and will be ready for artwork. She suggests hanging the art in August. Summer will also start promoting new artwork contest when school year begins.
8. Japan Trip Cancellation/Refunds return – all completed

OTHER BUSINESS

9. Youth Board
 - a. Katy to send information re scholarship recipients and bursar offices to Fendy
 - b. Possible street cleanup date in September
 - c. Considering options for Grandparent Day/Respect for the Aged

- d. Suggested discussion with band director about SSC repairing the CISD dragons, as they were showing lots of wear and tear when we borrowed them this year.
- 10. Open Forum
 - a. Katy to reach out to Vicki re unused city funds, further updates at next meeting

Adjourn: 7:10pm

ACTIVITIES AND ASSIGNMENTS

July: No Adult Board Meeting

August: 8/6: Adult Board Meeting

NEXT SSC Adult Board Meeting, August 6, 2020, Zoom Meeting



August 2020 Board of Directors Meeting Minutes

Date/Time: August 13, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Zoom Teleconference, Hosted by Katy Hintze

Attendees: Katy Hintze, Diron Hill, Ann LeBlanc, Fendy Chan, Kevin Ponzo, Heather Patton, Barbara Walker

REGULAR BUSINESS

1. Call to order: 6:37pm by Katy Hintze
2. Approval of Board Meeting Minutes for June (no meeting in July) – **this was skipped during meeting**
 - Motion to Approve:
 - Second:
3. Submit volunteer hours for June
 - a. Hours added to volunteer spreadsheet
 - i. Double check any June hours to add for Fendy, Caroline, Sally
 - ii. Heather will prep spreadsheet to share with board to review for any missing hours
4. Membership update
 - a. Still planning for December membership drive, prior to calendar year renewal beginning in January
5. Treasurer's Report
 - a. No trip costs or membership deposits to add
 - b. Need to locate tax exempt form
 - c. Discussion around returning unused 2020 city funds vs. not accepting funds for 2021; impact should SSC not accept funds in 2021, is SSC less likely to receive city funds for 2022?
 - d. Diron indicates city will have final budget meeting around 9/1, anything we give back goes into general fund
 - e. Katy feels message will be important when we return any funds, always possible there's a need to return funds again in 2021
 - f. Discussion re move from calendar year to fiscal year to match City of Southlake, Oct 1 – Sep 30; plan to vote re same at September meeting; will require bylaw review and filing Form 1128 with IRS to request tax year change; Katy will discuss with tax attorney to see if any other considerations/impacts in making that change

RECAP OF PAST EVENTS (none this month)

OTHER BUSINESS

Remaining relevant during COVID

1. Options for online events
 - a. Heather looking into online Japanese cooking class
2. Volunteer events

- a. Ann discussed meal drive done through local organization; perhaps youth board could collect 25 meals and participate through the group's sign up genius
 - b. Diron suggested that SSC look into providing support to Public Works Dept, as they have been struggling and don't get the same level of community support as first responders
 - c. Katy will review different options, summarize and turn over to youth board to discuss ways to support community
3. Plans post-COVID
 - a. March 2022 might be earliest possible trip date for China
 - b. Summer 2021 could consider an adult trip to Japan, it's been 10 years since last adult trip
 - c. Diron brought up idea for talent show, maybe for youth board; could record show to be shown later to retirement group

ACTIVITIES AND ASSIGNMENTS

1. Ann asked for any event dates or new information for website, she will be updating soon

Adjourn: 7:55pm

NEXT SSC Adult Board Meeting, September 3, 2020, Zoom Meeting



September 2020 Board of Directors Meeting Minutes

Date/Time: September 3, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Zoom Teleconference, Hosted by Katy Hintze

Attendees: Katy Hintze, Sally Kidwell, Heather Patton, Barbara Walker, Caroline Inouye

REGULAR BUSINESS

1. Call to order: 6:40pm by Katy Hintze
2. Approval of Board Meeting Minutes
 - a. June 2020 (no meeting in July)
Motion to Approve: BW
Second: KH (Approved: 5; Nays: 0)
 - b. August 2020
Motion to Approve: BW
Second: SK (Approved: 5; Nays: 0)
3. Submit volunteer hours for July/August
4. Membership update
 - a. Tabled this month
5. Treasurer's Report
 - a. \$2500 to be returned to city
NOTE this vote was handled via email on 9/10/2020 to confirm approval to return \$2500 in funds to City of Southlake; Katy confirmed on 9/11/2020 the vote was unanimous to return these funds; Fendy to write check and Katy to coordinate with Vicky.
 - b. Katy discussed change of tax year with attorney, no legal requirements, just accounting (notify city, IRS, complete short tax form by February 2021)

RECAP OF PAST EVENTS (none this month)

OTHER BUSINESS

Remaining relevant during COVID

1. Volunteer events
 - a. Meal donation to Public Works Dept – 45 people, prefer BBQ and Katy has quotes for \$12pp/Feedstore or \$7pp/Bartley's; Lunch planned for 9/9 at 11:30am, \$330
Motion to Approve: BW
Second: HP (Ayes: 5; No: 0)
 - b. Sr. Center Respect for the Aged Day – 9/21 will include flowers, cookies, signs and cards
 - c. Street Cleanup – Katy sent out Signup Genius, 11 kids signed up, will be street cleanup only, no lunch afterwards
2. 25 meals for elderly patients, street cleanup – Barbara suggested looking for opportunities close to SL. Group discussed possibilities for volunteering at

Watermere, mask donations to ISD or retirement communities; Caroline has pattern that she has used for other mask donation programs

3. Relaunch of Youth Board – Katy will suggest masks and/or donation collection for Grace as possible programs; Katy to send zoom survey for elections of Youth Board Officers
4. Online events – cooking class, hold until next meeting to discuss; working on possibilities for Japanese chef in Japan, \$192 for 10pp
NOTE this item was revisited by email on 9/11/2020, as the cooking class has been scheduled prior to next board meeting; discussed covering the cost of class for members, scheduled for 9/26, 10 screens (\$197.76); an additional screen was added (\$18.54) on 9/25 to accommodate everyone interested.
5. End of Year Party Ideas – need to distribute mugs wrapped in cellophane with note about renewal in January; look into options for socially distanced party (Marq or outdoor amphitheater at Marq)

ACTIVITIES AND ASSIGNMENTS

There will be two street cleanups: September 26 and October 24

Adjourn: 7:37pm

NEXT SSC Adult Board Meeting, rescheduled to October 8, 2020, Zoom meeting

[Correction made to Other Business, No. 2: changed “hospital volunteers” to “elderly patients” at 10/08/2020 Board Meeting]



October 2020 Board of Directors Meeting Minutes

Date/Time: October 8, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Zoom Teleconference, Hosted by Katy Hintze

Attendees: Katy Hintze, Ann LeBlanc, Sally Kidwell, Heather Patton, Fendy Chan, Kevin Ponzo, Alex Beres, Diron Hill

REGULAR BUSINESS

1. Call to order: 6:37pm by Katy Hintze
2. Brief introductions of Alex Beres, Youth Board President, and board members
3. Approval of Board Meeting Minutes
 - a. September 2020
Motion to Approve: KH (with one correction noted by Ann)
Second: SK
4. Submit volunteer hours for September
 - a. AL (6.5); DH (3); SK (1.5); KP (4); FC (1); KH (15); HP (12); AB (2)
5. Membership update
 - a. KP reports 58 members to receive their membership mugs. He is working with youth board to deliver mugs with a letter, to be completed by year end.
 - b. Alex & Alyssa (VP youth board) will discuss how to set up distribution; Katy confirms volunteer hours available for deliveries
6. Treasurer's Report
 - a. Fendy to handle \$2500 check for city
 - b. Need budget meeting before year end; DH suggests closeout of budget on 9/30. DH, KH and FC to meet to discuss closeout and new budget year; will follow up to everyone next month
 - c. KH and HP to review by-laws re change to FY from calendar year (vote to be retro-active to 10/1/2020) [*Note KH sent out an email to the membership on 10/16/2020 asking for survey response for/against this change from calendar year to fiscal year. Response to be discussed next board meeting.*]

RECAP OF PAST EVENTS

1. Public Works Meal Donation (big success, very well received, post on Mayor's Facebook page)
2. Youth Board elections (completed)
3. Senior Activity Center Respect for the Aged Day (youth made cards and signs; gave out flowers and small gift bags; well received by seniors during lunch pickup)
4. Online Japanese cooking class (had 11 participating individuals/families; everyone enjoyed it and shared lots of photos)
5. Street cleanup (3rd quarter) – youth board [*Note HP took care of reporting quarterly cleanup to the city using their Experience Southlake online form.*]

UPCOMING BUSINESS/EVENTS

1. Membership mug design – Kevin working on this with Summer at high school for 2021 (Year of the Ox)
2. Street Cleanup (4th Quarter) – scheduled with youth board for 10/24
3. Other online activities – possibilities for calligraphy class; KH also suggested a craft-in-a-bag activity to share with kids through the SL library

OTHER BUSINESS

1. AL asked about how communications are working currently with contacts in Japan and China. Keiko is maintaining contact with Japan. Ann will take over communications with China from Jeff Wang, since he is no longer active with the board.
2. Ideas for working with partners
 - a. Southlake Library (discussed culture in a bag/craft, but did not move forward with any plans for this as youth board is currently engaged in other activities)
 - b. Southlake Senior Activity Center (treat bags for SSAC)
 - c. FW Sister Cities (Evolution of Language event on 10/25)
 - d. FW Japanese Society
 - e. JASDFW Annual Event – requested sponsorship of 50th Anniversary celebration on 10/29 (\$100), event to be livestreamed, SSC members are invited; AL motion to approve the \$100 sponsorship
Ayes: 6; Nays: 0
3. YAAS – youth board will have a member working on this with Summer (waiting for 2021 theme)
4. Quarterly Meeting – FC suggested an online zoom meeting/party where students could create a video of photos/activities to share in place of year-end party/meeting
5. Discussion of tailgating at next football game, bringing water bottles, could be additional publicity for SSC
6. November board member elections due for new 2-year terms; KH will send out newsletter to ask if any members are interested in joining the board

ACTIVITIES AND ASSIGNMENTS

November

- 11/5 Adult Board Meeting, 6:30pm
- 11/9 Youth Board Meeting, 5:30pm

December

- 12/3 Adult Board Meeting, 6:30pm
- All-Members Event?
- Youth Board Meeting. TBD

Adjourn: 8:03pm

NEXT SSC Adult Board Meeting, December 3, 2020, Zoom meeting



November 2020 Board of Directors Meeting Minutes

Date/Time: November 5, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Zoom Teleconference, Hosted by Katy Hintze

Attendees: Katy Hintze, Ann LeBlanc, Diron Hill, Heather Patton, Fendy Chan, Kevin Ponzo, Alex Beres, Barbara Walker, Caroline Inouye

REGULAR BUSINESS

1. Call to order: 6:35pm by Katy Hintze
2. Approval of Board Meeting Minutes
 - a. October 2020
Motion to Approve: AL (with one correction noted by Kevin)
Second: KH
Ayes: 7 Nays: 0
3. Submit volunteer hours for October:
 - a. AL (.5); DH (2); SK (need to add); KP (5); FC (4.5); KH (10); HP (4.5); AB (2.5); BW (1); CI (2)
4. Membership update
 - a. KP put together delivery of gift bags with mugs to be delivered by Youth Board over the next few weeks, beginning on Saturday, November 7
 - b. After first notice of membership renewal change to January, several memberships came in right away
5. Treasurer's Report
 - a. Fendy reported on new budget. Budget notes include:
 - i. need to fill out P.O. for funds from City of Southlake (\$7500);
 - ii. Diron reports Celebrate Southlake will be cancelled for 2021;
 - iii. Ann reports PVSA fees have increased, will need to be considered for future budgets;
 - iv. Added \$150 for Youth Board Projects (moved from Community Involvement)
 - v. \$11,000 estimated budget total for 2021Motion to Approve, as presented: DH
Second: HP
Ayes: 9; Nays: 0

RECAP OF PAST EVENTS

1. Street cleanup – last one completed on 10/24/2020, SSC will skip doing a 4th cleanup this year; next will be in 2021

UPCOMING BUSINESS/EVENTS

1. Membership mug design – Board reviewed 5 designs and voted to approve Design #1. Kevin will tell Summer the selection, get the winner's name for newsletter, and work with Phyllis to order new mugs
2. End of Year party

- a. Vote done per by-laws to amend the fiscal year in by-laws, sent via email survey. Results: 33 members agreed to amend, 1 dissent from Jeff Wang who voted to amend only at a meeting per by-laws.
 - b. Annual Meeting will be held via Zoom
 - i. Youth Board to meet on 11/9; will discuss making video
 - ii. Barbara will ask Mae Ferguson with FWSC to do a shortened version of her cultural protocols speech, may make a donation to FWSC
 - iii. Door prizes
 - c. Officer Elections: 5 officers and up to 8 appointees must be elected every even numbered year; Katy will include a note in the annual meeting notice a call for anyone interested in joining the board to reply
3. Other online activities: start thinking about ideas for 2021

ACTIVITIES AND ASSIGNMENTS

November

- 11/5 Adult Board Meeting, 6:30pm
- 11/9 Youth Board Meeting, 5:30pm

December

- 12/3 All-Members Event
- Youth Board Meeting. TBD

January

- 1/7 Adult Board Meeting
- Youth Board Meeting. TBD
- 1/15 Annual Report due to City of Southlake

Adjourn: 7:56pm

No Adult Board Meeting in December



Annual Member Meeting Minutes

Date/Time: December 3, 2020, Thursday, 6:30 PM – 8:00 PM

Location: Zoom Teleconference, Hosted by Katy Hintze

Attendees: 20 screens joined the Zoom call

AGENDA (refer to prepared agenda on following pages, led by Katy Hintze and Barbara Walker)

1. Meeting Opens: 6:35pm by Katy Hintze
2. Introductions of Board and Youth Board – Barbara Walker
3. Video – prepared by Surina Kishinchandani, narrated by Katy Hintze
4. Discussion of Renewal Change to January 1, calendar year
5. Vote held re Board Elections, all current members returning for 2 years
Ayes: 20 screens, Nays: 0 screens
Motion to Approve: BW
Second: HP
6. Vote held re fiscal year move to match City of Southlake, October 1-September 30
Ayes: 20 screens, Nays: 0 screens
Motion to Approve: BW
Second: DH
7. Announcement of 2021 artwork selection for mugs
8. Presentation by Mae Ferguson, FWSC
9. Door prizes
10. Adjourn: 7:40pm

Agenda for SSC End of Year Party 2020

Barbara: Welcome to the Southlake Sister Cities Year-End Annual Party

Barbara: Introductions of Board Members/Youth Board members/Speaker - Mae Ferguson

Katy: Thank you Barbara for the introductions! Welcome everyone! We are so pleased to have everyone here! I know things look a little different this year, in the past we all enjoyed sharing a meal and friendly conversations around this time of year. Unfortunately we aren't able to do that this year, but we can still celebrate our organization and you, our members!

We so appreciate your membership, and donations. And to show you what we do with those membership dues and donations, one of our Youth Board members, Surina Kishinchandani has prepared a short video highlighting some of the things we did this year.

- This is Andrew Mayfield, he was the Vice President of our Youth Board last year. He is going to NYU Shanghai this year, and he also received one of our scholarships for graduating seniors.
- This is a goodbye celebration for our Secretary from last year, Melanie Torres.
- This is the City of Southlake Lunar New Year with our partners at the Southlake Library, ACAST, and the Chinese Club from the High School. We borrowed the dragons from the Southlake Carroll Band to be included in the Lantern Walk around the Town Square. (there's Surina, the student who created this video!) After the Lantern Walk, we had cake and hot chocolate in the Town Hall. This is Wendi in a traditional Chinese dress.
- This is lunch after we conducted a litter clean up at Dawson/Eubanks schools as a show of our appreciation for when they hosted our Chinese visitors last Fall.
- This is artwork that one of our Youth students, Kaitlyn Guesner, created from a photo she took while she was on a student exchange visit last year to our sister city Tome, Japan.
- These are some of the 25 artworks we received from Southlake High School students who entered the Sister Cities International Youth Art contest (YAAS), and this is the gallery showing we had for these submissions. Our own Mayor, Laura Hill, was the judge and was there to present the cash prize awards. This year's theme was "One World, out of many, we are one." Councilmember Ronell Williams was also in attendance. Our High School art teachers, Summer Neiman and Eric Horn helped prepare the artwork for the gallery showing.
- This is our Youth Board preparing for the Celebrate Southlake event that unfortunately, was canceled.
- This is another Youth Board activity: we donated over \$100 worth of groceries to the Grace Food Bank.
- With all of our Volunteer Opportunities, many of our students earn the very prestigious Presidential Volunteer Service Award.
- As I mentioned before, we offer Scholarships for graduating HS seniors going to college, we awarded 3 this year: Andrew Mayfield (going to NYU Shanghai), Sachi Kishinchandani and Kayin Jones (both going to Rice)

- This year, we provided lunch for the Southlake Public Works department to show our gratitude for their hard work every day in Southlake.
- For September 21, which is the Japanese holiday Respect for the Aged, our Youth Board created beautiful hand-made cards for the seniors who came to the Southlake Senior Activity Center for a drive through lunch that day. SSC also provided roses and gift bags with latex gloves and a mini bottle of hand sanitizer.
- This is one of our Quarterly Street Cleanups, part of the Keep Southlake Beautiful City initiative.
- In October, we had an online Bento box cooking class hosted by a chef in Japan. Everyone had a great time making their Totoro character.

Before we get to our speaker, we have a few Housekeeping items that we need to discuss:

You may have already heard, but we have changed membership renewals to once a year, in January. This will make it easier for you to remember when you are due for your renewal. Everyone is due in January! If you haven't renewed for the coming year, you can go to Southlakesistercities.org and click on "Get Involved" and "Membership Renewal".

Vote on Board Officers

Every even numbered year, we have SSC Board Officer elections/re-elections. All of our officers have agreed to return for another 2 years, so I'd like to put it to a vote to re-elect them. I'll ask them to wave when I call their names. President: Katy Hintze, VP1: Barbara Walker, VP2 Ann LeBlanc, Treasurer: Fendy Chan, Secretary: Heather Pattons. We also have our Membership Chair: Kevin Ponzo, our Historian: Caroline Inouye and our 2 Advisors: Diron Hill and Sally Kidwell. **(Barbara make a motion, Heather second it to take a vote)** All in favor say aye, any opposed?

Also, if you are interested in becoming a board member or advisor or just assisting us, please let me know, we would LOVE to have you join us!

Fiscal Year change to match City of Southlake

One more housekeeping item we need to cover is the change in the fiscal year I sent you all an email/survey about earlier this year. This is simply a back office change that we decided to make to better align our finances with those of the City of Southlake.

I know many of you already gave me your approval to make this change, but I'd like to take an official vote now. **(Barbara/Heather make a motion to change the fiscal year to match the City of Southlake fiscal year, then take a vote.)**

One of your Benefits of membership: 2020 membership mug distribution

You should have received your 2020 membership mug by now. We usually distribute them at our in-person events, but since we weren't able to have those this year, our Youth Board members distributed them to you in person. Many of you commented on how nice it was to receive the mugs from one of our smiling students. Many thanks to the Youth Board for distributing these!

2021 Mug Design

For the 2021 Year of the Ox mugs, we had another art contest and we received 5 very good submissions, it was really hard to choose one!

Here is the design we will have for the **2021 membership mugs**. The design this year was done by one of our Southlake Carroll art students, **Kristen Mader** (is she here? If so, have her wave)



These mugs are our gift to the families that renew their paid membership each year. Each collectible mug has the Year of the (Lunar Zodiac Calendar) ... and a picture. One per family. The 2021 mugs will be distributed when/if we have in-person events in 2021 and if not, then the Youth Board will distribute, as they did this year's mugs.

And, now Barbara will be introducing our speaker, but first I want to remind you that we will be having door prizes after the speaker, so be sure to stick around. I'll explain more about the door prizes after our speaker.

Barbara: Speaker Introduction – Mae Ferguson

Mae speaks

Door prizes – spin the wheel <https://pickerwheel.com/>

Rules:

- **Have your prize in mind**
- **You can only win once**
- **Make sure you can see your name on the wheel**
- **We will have your prize delivered to your door step via the Youth Board or myself**

Thank you everyone for attending!