



Approved (as corrected): January 2022 Board of Directors Meeting Minutes

Date/Time: January 13, 2022, Thursday, 6:30 PM – 8:00 PM

Location: Zoom Session, hosted by Katy Hintze

Attendees: Board: Katy Hintze, Barbara Walker, Ann LeBlanc, Fendy Chan, Caroline Inouye, Sally Kidwell, June Matlock, Barbara Bedwell, Heather Patton

REGULAR BUSINESS

1. Call to order: 6:33pm by Katy Hintze
2. Approval of Board Meeting Minutes for November 2021 (no meeting in December)
Motion to Approve: K. Hintze
Second: A. LeBlanc
3. Submit volunteer hours for November, December to Heather
4. Membership update
 - a. 29 members are current for 2022, including those that came in today (1/13)
 - b. Membership drive for 2022 underway, need to send reminders re renewal
5. Treasurer's Report: Fendy Chan
 - a. Notes from Monthly Update: lanterns expected to cost at least additional \$70 this year; however there may be funds remaining that were earmarked for the Library LNY program and the 2021 Annual Meeting; discussion re increasing budget.
Motion to increase budget with additional \$250 for lanterns: H. Patton
Second: A. LeBlanc
Vote: 8 in favor; 0 opposed
 - b. \$250 sponsorship funds from pest control company received; they will be added to website as sponsor for full year; funds will be used to support Lunar New Year activities

UPCOMING EVENTS

6. Youth Board Meeting: January meeting will be rescheduled due to COVID
7. Presentation of Mug Artwork winners and Quilts to City Council: Thursday, 1/18/22
 - a. All welcome to attend; arrive by 5:20 for 5:30pm meeting
8. Lunar New Year at Southlake Library with Angela: Tuesday, 1/25/22
 - a. Ann & June working to make more interactive this year; will be decorating third floor; 100 bags stuffed and delivered to library for storytime
 - b. Southlake Senior Activity Center – goodie bags
Soheila requested possible support with goodie bags for seniors LNY luncheon; extra supplies available and SSC will prepare 70 bags for luncheon on 1/31
9. Spring Festival: 2/5/22; ACAST asked to do festival with City to coincide with Lantern Walk. Will include food trucks, performances and decorations. SSC's commitment is to lantern walk and budget for lanterns.
 - a. Fendy making 500 patterns for lantern decorations
 - b. rock painting
 - c. temporary tattoos
10. YAAS Artwork contest – 4/1/22 deadline to submit winning artwork to SCI

- a. B. Bedwell described this year's competition theme; 3 winners in each category of digital and hand drawn artwork
 - b. Allison Bedwell to make poster for this year and deliver to CHS, CSHS and middle schools
 - c. Entries due 2/28 for judging the week before spring break
 - d. Prizes: \$75, \$50, \$25 for each category (\$300 total)
11. Celebrate Southlake: 3/25/22; will need separate meeting to discuss and committee to coordinate
- a. SSC to have two booths, one Japan and one China
 - b. Discussion re performances and applications for performers

OTHER BUSINESS:

12. HS Seniors Scholarships – B. Walker submitted information to CSHS
- a. Submit winners to CSHS by 4/19; presentation of awards 4/27
 - b. Scholarship application window to be March 1-31; committee to review on or around 4/1
 - c. A. LeBlanc to post application on website
13. Additional Sister Cities: Mayor Huffman wants to add two new sister cities during his tenure and suggested Cartagena, Colombia; Saudi Arabia
- a. K. Hintze and B. Walker met with him by phone to discuss work level and time commitment; Mayor indicated he might have people who would handle new cities and support SSC in process
14. Japan Trip 2022 has been cancelled
- a. Keiko said they're understandably not receptive to receiving students right now
 - b. Possible adult delegation to be explored for Fall 2022
 - c. Revamp process for 2023 trip selection as spots are in demand
15. Partner Activities
- a. FW Japanese Society Sukiyaki Lunch: 2/13/2022
 - b. FWSC Youth Opportunities: International Book Club, JILA, ILA (will be in person this year)
 - i. SSC scholarship committee to discuss application/selection process for JILA scholarships
 - c. F. Chan discussed traditional tea ceremony instruction in Irving, trial classes \$20 (max 3 people per class due to COVID restrictions)
16. K. Hintze shared a card/greeting she received from Japan; she will send notes to both Japan and China

RECAP OF PAST EVENTS

17. End of Year Meeting – fantastic event, great feedback!!

Adjourn: 7:53pm

Next Adult Board Meeting: 2/3/2022



February 2022 Board of Directors Meeting Minutes

Date/Time: February 17, 2022, Thursday, 6:30 PM – 8:00 PM
Location: Home of Fendy Chan for Lunar New Year Dinner & Meeting
Attendees: Board: Katy Hintze, Barbara Walker, Ann LeBlanc, Fendy Chan, Caroline Inouye, Sally Kidwell, June Matlock, Heather Patton
Guests: Siew-Lee Chin, Cynthia Pfledderer (City Librarian)

REGULAR BUSINESS

1. Call to order: 6:48pm by Katy Hintze
2. Vote to Confirm Appointees for 2022 (done annually per By-Laws)
Motion to Approve: B. Walker
Second: A. LeBlanc
Ayes: 8; Opposed: 0
3. Approval of Board Meeting Minutes for January 2022 (with one correction)
Motion to Approve: A. LeBlanc
Second: B. Walker
4. Submit volunteer hours for January
5. Membership update
 - a. Discussion re honorary membership to local figures (i.e. Mayor Huffman, City Librarian) and letter to be sent to these new honorary members by K. Ponzo
Motion to Approve: K. Hintze
Second: B. Walker
Ayes: 8; Opposed: 0
 - b. Discussion re trip chaperones and membership requirements
6. Treasurer's Report: F. Chan
 - a. Revenue: \$2600 in membership fees received through January 2022; City of Southlake funds received in December 2021
 - b. Costs for Spring Festival came in under budget of \$850; SSC was listed as sponsor of festival as SSC's total contribution was above the \$750 threshold.

RECAP OF PAST EVENTS

7. Spring Festival, A. LeBlanc and Cynthia Pfledderer
 - a. Review of what worked (great attendance, positive feedback) and what didn't (lack of bathroom facilities, vandalism in town hall, no police support and small attendance for Lantern Walk)
 - b. Cynthia says library volunteers can prepare any lantern decorating kits in the future; plan for 1000 lanterns for 2023

UPCOMING EVENTS

8. Celebrate Southlake:
 - a. A. LeBlanc submitted applications for 2 booths, 2 dance groups, 1 martial arts performance, 1 taiko drummers performance
 - b. Planned schedule: 1:30pm setup, 3-6pm event, followed by cleanup

- c. Discussion of booth activities and how to split between China/Japan
 - i. Katy will take input for how much each craft and snacks will cost and vote on adding (if needed) to budget at next meeting.
 - ii. Currently considering and to finalize at next meeting: Japanese bookmarks/calligraphy (Caroline); bookmarks with Chinese lettering & stamps, red bags (Sally); corn hole games (Caroline); Spinner game; chopsticks; fish craft, oni masks (Caroline); origami (June)
- 9. Youth Board Meeting: scheduled for 2/27/2022
- 10. YAAS Artwork contest – Summer Neimann requested that we push back due date by one week
- 11. Street Cleanup: scheduled for 3/5/2022
- 12. Quilt Video: K. Hintze to follow up with Pilar at City of Southlake re video
- 13. Website: A. LeBlanc has access to site again through new owners of hosting company; B. Walker and Ann to schedule meeting with new owners/management to discuss future fees/access.

OTHER BUSINESS:

- 14. HS Senior Scholarships: B. Walker and C. Inouye to review applications by 4/1; cross-reference to membership list
- 15. JILA: July 8-12, 2022
 - a. Discussion re offering half scholarship to 8 students (\$162.50 each, \$1300 total); table further discussion and vote on scholarships until March meeting
- 16. Taxes: F. Chan submitted SSC's tax forms to IRS for FY ending 9/30/2021.

Adjourn: 9:08pm

Next Adult Board Meeting: 3/3/2022 at Caroline Inouye's home

Southlake Sister Cities
Minutes for March 3, 2022 Meeting

Date/Time: March 3, 6:30 - 8:45 p.m.

Location: Caroline Inouye House

Attendees: Board: Katy Hintze, Barbara Walker, Ann LeBlanc, Fendy Chan, Caroline Inouye, June Matlock; Guest: Chizu Siewle

Regular Business:

1. Call to Order, 6:45 p.m. by Katy Hintze
2. Approval of Minutes with changes to add separate committee for Lantern Walk, also add that the annual 990 was filed to the IRS. This was the first year to complete with new fiscal year (just needed to be moved).
Motion to Approve: B Walker
Second: K Hintze
3. Volunteer Hours for February 2022:
147 A. LeBlanc: 174; C Inouye: 40; F Chan: 20; H Patton: 16; J Matlock: 20;
K Hintze, 10; B Walker 6; Chizu Siewle: 20
4. Membership Update: Caroline Inouye
46 current members. Mugs have been ordered and will arrive in 2 weeks
5. Treasure's Report: Fendy Chan
 - a. We have \$291 in membership over forecast
 - b. Expenses we were below projections for the Celebrate Southlake event but that is due to timing of expenses.
Motion to approve Treasurer's Report: Katy Hintze
Second: Barb Walker

Upcoming Events:

6. YAS Artwork contest we are on track to receive artwork by 3/25. Sustainable Water is the theme (the theme comes from International Sister Cities. Barb Walker to contact the mayor to coordinate judging. Barbara Bedwell is lead coordinator for project.

7. Scholarships - Barb Walker, Deadline is first of April, Barb & Caroline will review and make a recommendation to the board in April. Names need to be submitted to the high school by 4/19. The awards ceremony is 4/27.

8. Website Update: Ann LeBlanc – Website is moving to RedCoyote Services. We will continue to work with Michael Burns who moved his business from Southlake out of state. Ann is in discussions with them.

9. Celebrate Southlake

The majority of the meeting was to discuss the SSC booths for the citywide Celebrate Southlake. We were expecting promotional videos to promote the event.

- Fashion: Plan was to have 3 guy jackets, 2 dresses and 4-5 girl outfits
- Activities between our booths: Corn Hole, Spinning Wheel and Fishing
- Prizes: Erasers, Corn Pops, Chop Sticks, Themed Chocolates
- Booth activities: Robust discussions included origami, fans, calligraphy, bookmarks, etc. and it was decided that we would have a follow-up meeting to finalize the activities and crafts.

Meeting was adjourned at 8:45 p.m.

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April 2022 Board of Directors Meeting Minutes: APPROVED

Date/Time: April 7, 2022, Thursday, 6:30 PM – 8:00 PM

Location: Town Hall, 4th Floor

Attendees: Board: Katy Hintze, Barbara Walker, Ann LeBlanc, Fendy Chan, Caroline Inouye, Sally Kidwell, Barbara Bedwell, Kristy Edmund, Kevin Ponzo, Heather Patton

Guests: Chizu White, Ronell Smith

REGULAR BUSINESS

1. Call to order: 6:39pm by Katy Hintze
2. Approval of Board Meeting Minutes for March 2022 (with one correction)
Motion to Approve: K. Edmund
Second: K. Hintze
3. Submit volunteer hours for March (see volunteer sheet)
4. Membership update: Kevin Ponzo
 - a. +9 new members for a total of 55 memberships (this includes 6 honorary members from YAAS winners); 40 renewing members and 15 new members
5. Treasurer's Report: Fendy Chan
 - a. Revenue: \$3000 from membership fees
 - b. Costs for Spring Festival came in under budget of \$850 (receipts totaled \$818)
 - c. Color Run: to be part of Community Involvement line item (\$125 for fans/waters)
 - d. Additional fees for new website host/maintenance (\$170)

UPCOMING EVENTS

6. YAAS Artwork Competition:
 - a. Barbara Bedwell submitted entries to International prior to 3/31; Town Hall displays already booked, so these will be displayed in library instead
 - b. Winners to be announced at City Council meeting on 4/19
7. ILA/JILA:
 - a. ILA deadline extended indefinitely
 - b. JILA scholarships (3 of 8 claimed to date), \$162.50 each (1/2 cost of the camp fee)
8. Color Run:
 - a. Supplies: tent, tables, chairs, banners, coolers with ice
 - b. Barbara Walker to bring 100 water bottles; Fendy – ice; Ann – tent and tables
9. Senior Scholarships – Barbara Walker
 - a. 4/19 list of winners due to CSHS

- b. Caroline and B. Walker reviewed 3 entries and found all 3 qualified to receive scholarship
Motion to Approve 3 \$500 scholarship winners: B. Walker
Second: K. Hintze
Ayes: 11; Nays: 0
- 10. Asia Pacific Islander Heritage Month w/ Library (May) – Fendy and Caroline
 - a. Gifts and decor from SSC room to be displayed in library; origami cranes
 - b. 5/4 library storytime (bringing kaputo hats; fish on sticks)
 - c. No origami class this year; movie to be shown this summer
- 11. Ikebana for Mother's Day (5/7): will be held at Fendy's house
- 12. Creativity Festival with Southlake Library (5/28) – library requested 300 pcs/kits for crafts; youth board to discuss on 4/24

OTHER BUSINESS

- 13. Recap re new website host Red Coyote and annual fee (Ann): fixed annual fee; email support will be \$30/hour; any updates should go to Ann, not directly to Red Coyote
- 14. Partner Activities: reminder of April events with FWSC; Fort Worth Japanese Society and JASDFW

RECAP OF PAST EVENTS

- 15. Rock Painting: held during spring break, 150 rocks painted!
- 16. Celebrate Southlake (~1500 attendees, used all fans/supplies)
 - a. Notes: consider increase in budget for next year's CSL
 - b. Confirm city will provide separate stamps for Japan and China booths
 - c. Reminder to bring flags to 2023 event

NEW BUSINESS

- 17. New mugs to be delivered to city council, library and Tamara (art judge) -Barbara Walker

Adjourn: 8:16pm

Next Adult Board Meeting: 5/5/2022 at Caroline Inouye's home



May 2022 Board of Directors Meeting Minutes

Date/Time: May 5, 2022, Thursday, 6:30 PM – 8:00 PM

Location: Caroline Inouye's Home – Japanese Boy's Day Dinner & Meeting

Attendees: Board: Katy Hintze, Barbara Walker, Fendy Chan, Caroline Inouye, Barbara Bedwell, Kristy Edmund, Heather Patton, June Matlock
Guests: Chizu White, Jeff Wang, Siew-Lee Chin

REGULAR BUSINESS

1. Call to order: 6:53pm by Katy Hintze
2. Approval of Board Meeting Minutes for April 2022 (with one correction)
Motion to Approve: B. Walker
Second: K. Edmund
3. Submit volunteer hours for April (see volunteer sheet)
4. Membership update: K. Hintze
 - a. 56 members, including 16 new (40 renewals)
5. Treasurer's Report: Fendy Chan
 - a. CD to mature on 5/10/2022; Fendy will move to checking account and reassess how to invest after next board meeting. F. Chan and B. Walker to meet at bank.
 - b. YAAS prizes totaled \$300
 - c. Discussion re flowers/expenses for Ikebana for Mother's Day
Motion to Spend up to \$250: B. Walker
Second: K. Edmund
Ayes: all;Nays: 0
 - d. Reminder that self-defense class in August will cost \$250, leaving \$900 in all-members meetings line time for fiscal year
 - e. Katy discussed request from Soheila Phelps for flowers for Mother's Day, approx. \$30; she noted that certain activities with senior center and City of Southlake will be reduced when trips restart next year

UPCOMING EVENTS

6. YAAS: B. Bedwell
 - a. Artwork will be displayed in Town Hall 8/26-9/9; hopefully will also be shown in library, more details to come
7. ILA/JILA
 - a. ILA – no youth signed up yet
 - b. JILA – 4 of 8 scholarships claimed (SSC deadline closed 5/1)

- c. FWSC – 5 Southlake students total will participate on 2022 exchanges (Nîmes and Trier)
- d. Discussion of Tricolor Sporting event in Italy in 2023; will need to discuss with CISD athletic director
- 8. AAPI Heritage Month: C. Inouye
 - a. Fendy organized activities with library, including posters and display cases; 5/4 storytime with kids
 - b. Suggestion made to consider adding other Asian cultures in future years, SSC could do storytime more than once in May with a focus on different culture/heritage
- 9. Flower Arranging for Mother's Day (discussed above during budget)
- 10. Rock Garden Hike (5/14)
 - a. Paved path is roughly ½ mile; we will have water, granola bars along with the rocks to paint from 9-11am; this is final day of Fit City Challenge and city will be advertising the event for SSC
- 11. Youth Board – final meeting of school year (5/22, 2pm)
- 12. Creativity Festival – sponsored by library (5/28, 10-1pm) at Town Square
 - a. SSC will have booth with origami, enough for ~300 people expected to attend
- 13. 2nd Quarter street cleanup scheduled for 6/11

OTHER BUSINESS

- 14. Website (tabled to next meeting when A. LeBlanc will provide update)
- 15. Partner Activities: reminder of May events with FWSC; Fort Worth Japanese Society

RECAP OF PAST EVENTS

- 16. Color Run – 4/16
- 17. Scholarship Winners announced at CSHS

NEW BUSINESS

- 18. Quilts: F. Chan discussed shipping costs and preparing quilts to send to China and Japan; Jeff Wang reminded that we will need a point of contact for package to go through customs
- 19. Discussion of All-Member Meeting – possible picnic date in June
- 20. Discussion of Chizu traveling to Japan in June, possibility for her to meet with Tome officials; set up meeting with Kiko before Chizu departs

Adjourn: 7:58pm

Next Adult Board Meeting: 6/2/2022



June 2022 Board of Directors Meeting Minutes

Date/Time: June 2, 2022, Thursday, 6:30 PM – 8:00 PM

Location: Town Hall, Room 4A

Attendees: Board: Katy Hintze, Barbara Walker, Fendy Chan, Heather Patton, Kristy Edmund
Guests: Chizu White, Jeff & Katherine Wang, Siew-Lee Chin, Angelo Rondello, Andrew Yeager, Kiko & Dee Ekstrom

1. Call to order: 6:39pm by Katy Hintze
2. Adjourned due to lack of quorum.
3. Informational session followed adjournment.

August 2022 Board of Directors Meeting Minutes

Date/Time: August 4, 2022, Thursday, 6:30 PM – 8:00 PM

Location: Town Hall, Room 4A

Attendees: Board: Katy Hintze, Barbara Walker, Barbara Bedwell, Fendy Chan, Heather Patton, Caroline Inouye
Guests: Chizu White, Jeff & Katherine Wang, Siew-Lee Chin

REGULAR BUSINESS

1. Call to order: 6:39pm by Katy Hintze
Introduction of guests
2. Approval of Amended Board Meeting Minutes for June 2022
(Quorum not present)
Motion to Approve Adjusted Agenda: Barbara Walker
2nd: Caroline Inouye
Ayes: 6
3. June Meeting Minutes Discussion and Voting
 1. *Introduction of guests*
 2. *Approval of Board Meeting Minutes for May 2022*
 3. *Submit volunteer hours for May (see volunteer sheet)*
 4. *Membership update: K. Hintze*
 - a. *56 members, including 16 new (40 renewals); unchanged from prior month report*
 5. *Treasurer's Report: Fendy Chan*
 - a. *Donation + corporate matching donation received from K. Hintze and Sirius XM*
 - b. *F. Chan and B. Walker met with EECU Bank; renewed one CD at 0.5% interest through May 2023; 2nd CD to mature in December*
 - c. *Discussion re expenses in May:*
 - i. *\$500 senior scholarships (3)*
 - ii. *\$162.50 JILA scholarships (4)*

One JILA scholarship recipient cancelled and returned funds.

- iii. *\$220.17 Ikebana (Mother's Day activity with youth)*
- iv. *\$17.15 AAPI materials (with library)*
- v. *\$21.54 board meeting food*

Motion to approve budget as discussed (8/4/22): Caroline Inouye

2nd: Barbara Walker

Ayes: 6

UPCOMING EVENTS

6. *FWSC Germany Exchange Trip: 4 Southlake students left 6/1 for Trier*
 - a. *B. Walker discussed FW travel opportunities for Southlake residents & sporting event in 2023; JILA & ILA summary for guests*
7. *Chizu White's visit to Tome*
 - a. *Chizu emailed and arranged a meeting with Tome on 6/14/22; will deliver the quilt and cover talking points during her meeting; B. Walker*

to see about taking a letter from Mayor Huffman to go with quilt; Kiko will call ahead and discuss the visit and quilt with Sazaki-san.

- b. Discussion of possible Zoom meeting between students here and in Japan/China to foster relationship.*
- c. Discussion of typical exchange schedule during Southlake visits.*
- 8. Q2 All-Member Event: picnic discussion; members only attending this year*
- 9. YAAS Discussion: consider opportunities to reach more students by expanding to additional areas (music, poetry, etc.); consider larger budget for prizes for 2023*
- 10. Q2 street cleanup scheduled for 6/11 – C. Inouye to handle*

OTHER BUSINESS

- 11. Website (tabled to next meeting when A. LeBlanc will provide update)*
- 12. Partner Activities: reminder of upcoming June events with FWSC; Fort Worth Japanese Society; Japan-America Society of Dallas*

RECAP OF PAST EVENTS

- 13. Summary of recent events to bring guests up to date: ILA/JILA program; AAPI Heritage Month with library; Rock Garden Hike; Creativity Festival with library*

NEW BUSINESS

- 14. Discussion of additional sister cities and requirements/timeline to bring new cities on board; J. Wang explained the China agreement took one year to finalize; Southlake had a prior agreement with town in Mexico many years ago.*
- 15. Discussion of exploring additional sister cities with Rotary Club.*

RETURN TO AUGUST AGENDA

- 4. Membership Update from Katy Hintze: 57 total members; mugs are being delivered
- 5. Treasurer update:
 - a. July expenses included: insurance renewal (\$300); all-member picnic (\$433.47) and PO Box renewal (\$182) – Note Fendy suggests increasing budget for PO Box to \$200 for 2023 due to rising cost.
 - b. Unused funds remain in Volunteer Recognition category (\$500); suggestion to use funds for dinner to recognize board members and long-time members
 - c. Invoice for mugs not yet received (\$800)
 - d. Suggestion to increase the number and amount of scholarships next year, to be discussed further at budget meeting
 - e. Katy suggested additional funds could be used for Homecoming booth giveaways
 - f. Jeff Wang suggested additional funds for cultural speakers, possibly from JASDFW
 - g. Barbara Walker will learn more about event hosted by Chamber of Commerce for non-profits (8/28/22); SSC could consider paying for a table at the event.
 - h. Respect for Aged Day in September (\$200 budgeted for flowers/cards/goodie bags)
 - i. Caroline suggested expanding Respect for Aged Day to nearby senior facilities (Keller Oaks, Watermere, etc)
 - ii. Siew-Lee suggested planning a cultural program for seniors (both suggestions to be discussed further at budget meeting)
- 6. YAAS Update: Barbara Bedwell
 - a. Artwork to be displayed in Town Hall 8/26-9/9 and in library after 9/9
- 7. Youth Board kick off – 8/14 at 2pm, Graduate Coffee offered free drinks for youth board; elections will be held this month

August 2022 – Meeting Minutes continued

8. Scholarship winners will be presented to City Council on 8/16, 5:15pm
9. Self-Defense Class will be held on 8/18
10. Keiro No Hi - Respect for Aged Day (see discussion above)

OTHER BUSINESS

11. Website – tabled until Ann can report
12. Newsletter – Caroline is working on this, tabled to next month
13. Partner Activities – JASDFW hosting Otsukimi Moon Viewing Festival on 9/10, 7-10pm

NEW BUSINESS

14. Katy donated leftover door prizes from summer activities to library.
15. Library has decided to not participate in Spring Festival 2023 – discussion about how to support their programs (i.e. Lantern Walk; AAPI May 2023, perhaps lead dumpling class; Lunar New Year mochi-making class)
16. Discussion about China relationship and how to address pause in exchange on website; discussion about how and when to reach out to sister city leaders in China.
17. Discussion about committees going forward and need to have multiple people for each process/procedure (i.e. website, social media, PVSA)
18. Discussion about PVSA Team Lead – SSC will need an additional person qualified to handle awards; Caroline and Barbara Bedwell will look into possibility of combining hours with other groups for SSC volunteers to reach minimum hour thresholds for awards in 2023

Adjourned: 8:23pm



September 2022 Board of Directors Meeting Minutes

Date/Time: September 1, 2022, Thursday, 6:30 PM – 8:00 PM

Location: Town Hall

Attendees: Board: Katy Hintze, Barbara Walker, Fendy Chan, Barbara Bedwell, Kristy Edmund, Heather Patton, Caroline Inouye
Guests: Chizu White, Jeff & Katherine Wang, Siew-Lee Chin, Kathy Talley, John Terrell, Bryce and Preston Inouye

REGULAR BUSINESS

1. Call to order: 6:36pm by Katy Hintze
2. Approval of Board Meeting Minutes for August 2022
Motion to Approve: K. Edmund
Second: B. Walker
Ayes: 6 No: 0
3. Introduction of Guests
4. Submit volunteer hours for August (Reminder FY hours to be compiled for annual report due first week of October)
5. Membership update: K. Hintze
 - a. No new members reported this month
 - b. This year's mugs still have to be distributed; next year's mug design will be Year of the Rabbit
6. Treasurer's Report
 - a. Katy Hintze met with City of Southlake, SSC budget is going up 8% to \$8100 per fiscal year. This will require an amended Community Services Agreement, with the only change expected to be the dollar amount; Katy will sign.
 - b. Review of Budget Meeting Minutes – refer to budget spreadsheet for proposed budget for FY2022-2023
 - i. Summary: FY23 budget estimated at \$13,750 (expenses) and \$11,850 (revenue)
Motion to Approve budget as proposed by committee: B. Walker
Second: K. Edmund
Ayes: 6 No: 0
7. Nominating Committee update: B. Walker
 - a. Appointees to be added through year-end 2022: Kathy Talley, Siew-Lee Chin, Chizu White, John Terrell
 - b. Jeff Wang will hold VP2 position.

Motion to Approve 2022 Board additions: B. Walker

Second: H. Patton

Ayes: 4 (officer-only vote) No: 0

- c. 2023 Board will be voted in at December all-member meeting (Officers only)

Proposed slate of officers:

John Terrell: President

Jeff Wang: VP1

Katy Hintze: VP2

Fendy Chan: Treasurer

Open: Secretary

Motion to Approve 2023 Slate of Officers & present at all-member meeting: B.

Walker

2nd: K. Hintze

Ayes: 12 (vote included new appointees) No: 0

UPCOMING EVENTS

8. YAAS: B. Bedwell - artwork will be displayed in Town Hall until 9/9
9. Scholarship winners will be presented to City Council, 9/6 at 5:15pm (2 JILA and 1 senior still in town for meeting)
10. Pocky treats with SSC stickers and notes will be distributed by youth board members to the teacher and staff mailboxes at CSHS and CHS
11. Street cleanup scheduled for 9/10
12. Board member brunch tentatively scheduled for 9/11
13. Homecoming parade booth for 9/14; will be handled by Chizu White and her son, Aidan
14. Keiro no hi – Respect for Aged Day with Southlake Senior Center on 9/19; treats and notes will be handled by H. Patton (budget of \$100)
15. German speaker for Oktoberfest (Katy will look at scheduling between 10/14-10/16 as all-members 3Q event, will try to use Town Hall meeting rooms if not already booked)

OTHER BUSINESS

16. PVSA: C. Inouye and B. Bedwell to look into certification process for the upcoming year; will need to determine if it is based on calendar year or school year hours; costs for training/certification
17. Website updates: Katy said the website refresh will be \$400; once the refresh is complete, someone with SSC can handle updates (Wordpress format)
18. Facebook updates: Katy and youth board are handling updates currently
19. Diron's chaperone website will be taken down – Katy printed each section for future reference
20. Newsletter – will go out a little later than usual this quarter, due to busy schedules

21. Partner activities

- a. JASDFW moon viewing festival 9/10
- b. ACAST moon fest @ Bob Jones pier (Fendy to send link to buy tickets)

RECAP OF PAST EVENTS

- 22. Youth Board elections – completed at August meeting
- 23. Self-Defense class
- 24. JILA with FWSC

NEW BUSINESS

- 25. John Terrell requested a contact list for Board members – Katy to create and send out to group.
- 26. FWSC student exchange trip applications are now open.

Adjourn: 8:15pm

Next Adult Board Meeting: 10/6/2022



October 2022 Board of Directors Meeting Minutes

Date/Time: October 6, 2022, Thursday, 6:30 PM – 8:00 PM

Location: The Marq

Attendees: Board: Katy Hintz, Barbara Walker (via phone), Caroline Inouye (arrived at 7:10), Chizu White, Fendy Chan, Jeff Wang, John Terrell, Kathy Talley, Kevin Ponzo, Kristy Edmund, Siew-Lee Chin

Guests: Vicky from the City

REGULAR BUSINESS

1. Call to order: _6:34_____pm by Katy Hintze
2. Approval of Board Meeting Minutes for September 2022
Motion to Approve: _____
Second: _____
Ayes: _____ No: _____

No minutes from last time; will have to vote on them at the next meeting

3. Submit volunteer hours for September (see chart) Chart submitted in different document
4. Membership update
72 members: 1 ambassador, 9 diplomat, 33 family, 9 individual, 9 honorary
Still distributing the tiger mugs to those who haven't gotten them

5. Treasurer's Report
Last month's expenses: insurance \$16.29
Streat clean up \$201.47
Senior Center \$70.42
Website \$400.00
Volunteer (Pocky expenses) \$422.94
Total \$1094.83

End of FY: \$478.63 more than we expected due to memberships and donation from pest control company.

Complete fiscal year report from 10/1/21-9/30/22 was distributed. See attachment for that report.

There was also a discussion of current CD and money market rates. Decided to wait some time to decide if money would be moved. Of note, one CD matures in December.

Motion to accept: Jeff Wang

2nd: John Terrell

Ayes 11 Nays 0

Nominating Committee Update from Barbara Walker:

Still need to nominate a secretary. Joann Terrell was nominated to fill this position. With this nominee, a note from Jeff Wang. He discussed the IRS standards of related parties serving on same board. Through the discussion, it was decided that Joann would be listed as a Non Voting Member of the Board to alleviate any type of confusion.

Motion to Accept: Barabara Walker

2nd: Jeff Wang

Ayes 12 Nays)

UPCOMING EVENTS

Octoberfest 10/11/22 – UNT professor. \$250 speaker fee, free German food. Members are encouraged to attend

Street Clean Up @ White's Chapel - 11/12/22 at 10:30 last for the year

2023 Planning Meeting – Katy will send out email to board members to decide on a date. It was brought up to have this meeting ASAP because of Chinese New Year preparations.

OTHER BUSINESS

- Presidential Service Award Process – Jeff Wang spoke with Ann LeBlanc about the process. Online class needs to be taken to get certified. Discussion that maybe we work with someone from the City of Southlake who is already certified. Discussion also occurred about setting dates for service year to ensure graduating seniors could get this award completed before college applications. Conclusion that a committee should be formed to make decisions on the process.

- Newsletter – Caroline Inouye has the newsletter completed through July. It was decided to use the newsletter to remind renewals for membership. Caroline also said she need pictures from the YAAS competition.
- Partner Activities: Fort Worth Japanese Society Ikebana International Fort Worth Chapter 38 – Friday, October 14, 2022 10-3 at FWJS Building

RECAP OF PAST EVENTS

- YAAS Artwork was displayed in Town Hall and was recently taken down
- Street Cleanup on 9/10 – Katy
- Going Away Brunch – Held at Manny's. Well Attended
- Homecoming Parade 9/14 – Booth organized by Chizu/Aiden White and was successful
- Keiro No Hi – Respect for the Aged Day w/ Senior Center 9/19

NEW BUSINESS

- Holiday party on December 1. Kathy Talley offered her home if needed. Siew-Lee Chin has been looking for restaurants to accommodate possibly 100 people. There will probably have to be a charge per person to help offset the costs at a restaurant. Siew-Lee will talk to Feedstore and the Hibachi place in Grapevine if they can accommodate our group.

Adjourn: ____7:46____pm

Next Adult Board Meeting: 11/3/2022