

## **Olympia Kato Sister City Association Board Meeting | February 21, 2024**

Board members present: Timothy Grisham, Bob Nakamura, Debbie Macy, Maro Morales (in person); Samantha Sullivan (virtual). A quorum was established.

Guests: Karen Fraser, Tricia Shaw, Marie Sullivan (OKSCA members); Susan Grisham, Sister City, City of Olympia liaison.

The Board meeting was called to order by Timothy Grisham at 6:41 PM in Room 207, Olympia City Hall, 601-4<sup>th</sup> Ave East, Olympia WA 98501.

### **Action Items:**

- The agenda was approved (Macy/Nakamura).
- The minutes from the October 2<sup>nd</sup> OKSCA Annual Meeting were approved (Morales/Macy).
- The Board adopted a membership dues structure for 2024 (Morales/Macy), with a payment due date of March 31, 2024 (Thulin/Macy):
  - \$10 student
  - \$20 individual
  - \$30 family
  - \$50 non-profit organization
  - \$100 corporation
- The Board adopted a Financial Controls policy (Morales/Thulin)
- The Board adopted a Website and Social Media Policy (Morales/Thulin)
- By consent, the Board agreed to apply for an Inspire Olympia grant from the City of Olympia and to use the funding to support sending students to Kato in July 2024. The Board will review the application, and it is due March 15<sup>th</sup> prior to the next Board meeting.

### **Treasurer's Report**

Treasurer Debbie Macy presented the financial report. The Income statement shows \$40,052, with a breakdown of \$474.72 (fundraiser account), \$6,480.32 (checking account), \$23,097.27 in CD (which matures 7/9/2024); a \$5,000 transfer from CD to checking; and a grant from the City of Olympia for \$5,000. On the expenses side, she reported that the 2023 Japanese student visit had a cost of \$5078.

Debbie said the \$5,000 from a CD could be rolled back as a CD (consensus was to roll over).

She said that they had set up a Zelle account but reminded board members that there is a \$2 fee each time Zelle is used.

Debbie said they have closed the "fundraiser" account since it was duplicative, and funds were rolled into the main checking account at First Citizen's Bank. She said an interest-bearing savings account had been opened. Timothy suggested that while the fundraising account was closed, we might want to track fundraising as a separate line item on the balance sheet going forward. Debbie agreed.

### **Dues discussion – Action Items**

Debbie said that dues needed to be established, and every member asked to pay. She presented a flyer which showed a breakdown of previously applied dues, ranging from \$10 for a student to \$100 for a corporation.

The Board and guests discussed whether the amounts were reasonable, how to engage others and expand membership, and what might be offered as part of the membership, including an end of the year membership celebration. In addition, they discussed whether people who traveled as part of a student or adult delegation should pay \$100 and then dedicate that funding to the group that is traveling. On the latter conversation, there was concern raised that it could be a barrier to participating, and it was decided that the dues structure was a separate discussion, and that participation fees and corporate sponsorships should be discussed at another time.

Margo Morales made a motion/seconded by Debbie Macy to adopt the dues structure as described in the flyer:

- \$10 student membership
- \$20 individual membership
- \$30 family membership
- \$50 non-profit membership
- \$100 corporate membership

Motion passed unanimously.

The group discussed when the dues should be due. Patricia Thulin made a motion/seconded by Debbie Macy to set a due date of March 31, 2024, and an annual due date at the end of the 1<sup>st</sup> quarter of the new year, with announcements and membership push in January. Motion passed unanimously.

### **Icebreaker – Round Robin**

Everyone shared what inspired them to be part of OKSCA.

### **Policy Discussion – Action Items**

Timothy said that a by-law committee had been formed at the October annual meeting, and asked what Board members wanted in by-laws and what in policy? It was agreed that the by-laws were foundational and shouldn't be changed often, but policies could be updated when needed by the Board.

The by-laws were updated at the October 2, 2023, meeting, but there is an agreement to give them a fresh review for consideration at the October 2024 annual meeting. Timothy will convene the group after the session ends. The by-laws committee is Timothy, Marie and Terry Sullivan, and Junryo Miyashita.

Timothy presented a Financial Controls policy for Board consideration. The information was available in the meeting packet but not all the language was visible, so Timothy read the words that weren't visible. General discussion was about how many signatures were needed on a check (only one is what the bank requires); considering a limit of what the Treasurer can sign without prior Board approval; setting procedures as necessary to implement the policy; and getting a PO Box so that checks aren't opened by the Treasurer, as a check/balance and reduce fraud.

Debbie Macy left the meeting a few minutes before 8 PM. A quorum was still present.

Margo Morales moved/Patricia Thulin seconded adoption of the policy as presented. Motion passed unanimously.

Timothy also presented a Website and Social Media policy. As was the case with the Financial Controls, not all the language in the policy was in the written materials so he read the additional words. During the discussion, it was suggested that the policy include a waiver for children's images and verbal or written consent from an adult (parent or guardian) as needed. The policy was amended to include reference to photos or depictions of minors to require parent/guardian consent.

Margo Morales moved/Patricia Thulin seconded adopted of the policy as amended. Motion passed unanimously.

### **2024 Youth Ambassador Program Update - Informational**

Margo reported OKSCA had received 16 applications for the July student visit to Kato; the due date is March 1, 2024. Applicants ranged from 9<sup>th</sup>-12<sup>th</sup> graders and were mainly from Capital High School. Eighteen spots are available. The team will gather to review applications and then will hold zoom interviews with all applicants. Interviews are expected as 20 minutes questions, 10 minutes committee debrief. Margo said they are working on criteria and a draft is circulating for review and comment. Pre-departure meetings have been scheduled for students who are selected for the visit.

Regarding chaperones, Margo will be going but they still need one additional adult.

### **2024 Kato Friendship Delegation (to Olympia) - Informational**

Timothy said the approximate date of the Kato visit to Olympia will be around August 19<sup>th</sup>. They expect to be in Olympia only 1 day or 1.5 days. At this time, three Japanese guests are expected.

### **Inspire Olympia Grant - Discussion**

The Inspire Olympia Grant is a competitive grant offered by the City of Olympia. Applications are due March 15, 2024. Susan said the Inspire Olympia funds were a result of sales tax assessed to support the arts in Olympia, and that funding needs to be spent supporting Olympia residents. Susan shared that former Mayor Cheryl Selby had suggested the application seek funds for the highest and best use, which would be for the July sending student group. Timothy will complete the application and circulate for Board member comment prior to submission.

### **Yashiro Garden – Discussion**

Timothy shared that Mayor Dontae Payne is interested in having volunteers for improvement of the Yashiro Garden. He said there have been some safety issues, attacks in the garden, and asked what the OKSCA liability would be if they took over maintenance of the park. There was some discussion about a large group effort for Garden cleanup.

Susan mentioned the city is having preliminary conversations with the Squaxin Island Tribe, and the City might turn the land on which the garden sits back to the Squaxin Island Tribe or its enterprise business. Discussion was about the timing of that and transitioning the Yashiro Garden to another location in Olympia. Some concern was expressed about moving the garden, and the need and desire to keep a central and accessible location, which was part of the cultural history of the city.

The meeting adjourned at 8:18 PM.

Respectfully submitted, Marie Sullivan.