

Sister Cities of Durham Board of Directors Meeting Minutes
Program year 25/26

Thursday, June 11 7pm at Recity

ZOOM LINK provided to those who indicate they cannot attend in person

[Link to the June meeting folder](#)

Call to Order: 7:07pm

Attendance: [Attendance](#)

Secretary [click here](#) to record attendance

[Update](#) Board Member Contact Information
[Board Member Term Start and End Date document](#)

Quorum: Established

Review Agenda, vote as needed:

Mark Goodwillie moved that Unfinished business to the top of the Agenda

Gwenn Bookman seconded

Discussion

Unanimous

Approval of Minutes

May 2026 Meeting Minutes [DRAFT](#)

[Link](#) to the May 2026 meeting recording

Passcode: Passcode: Passcode: nr@106g.

Moved for approval by Violet

Seconded by Mark

Unanimous

[September 18, 2025](#)

[Recording HERE](#)

Moved for approval by Mark

Seconded by Violet

Unanimous

President Remarks: [CLICK HERE](#) for the Document - **No video this month.**

Voting for SCI Members

- [Candidate profiles HERE](#)
- Video Recording will be out week of June 18 and will be forwarded
- 10 candidates and 10 open positions
- Board Retreat Committee and DATE
- Board vote to authorize President to enter into contract with the City of Durham*
 - [Contract HERE](#)

**As of Wednesday, we have not heard back from the City of Durham*

Violet moved to authorize President Nancy Cox to enter into the contract with the City of Durham.

Leslie seconded

Unanimous

Treasurer remarks and Finance Committee:

- Reimbursement request to the City Timeline transitioning from individual city checking accounts
- Update on use of recent donation to SCD
- [Link to request for payments or reimbursements](#)

[Financial Reports:](#) (move to accept the report for filing) (forthcoming)

[Summary Notes](#)

Financial Position

General Fund Statement of Activities

Statement of Financial Income and Expenses

Chris moved to accept the reports for filing

Violet seconded

Unanimous

Dues and Donation Report:

- Dues YTD is
- Annual Fund YTD is
- Youth Scholarship YTD is

No report

City Committee Reports (3 minutes each): [Here is the handy template you should use to craft your report.](#) Please plan to share your report orally and submit it electronically to president@sistercities-durham.com to be uploaded into the shared google folder.

Arusha, Tanzania -

Celaya, Mexico
Durham, UK -
Kavala, Greece -
Kunshan, China
Sibiu, Romania
Tilaran, Costa Rica
Toyama, Japan -
Zhuzhou -

Goals Committee Reports: ([SCD Bylaws for your reference](#))

Governance

- Contract Negotiation with the City of Durham

Nominations for Officers for Program year July 1, 2026 through June 30, 2027

Gwenn Bookman, Chair of the Nominations committee presented the candidates for the following positions:

Mark Goodwillie - Vice President
Di Qin - Vice President
John Felheim - Secretary

Violet moved to vote to on the 3 candidates together
Leslie seconded
Gwenn conducted the vote
Unanimous

Gwenn moved that the Board appoint Nancy Cox to be the Treasurer
Chris seconded
Unanimous

New City Committee
No report

Outreach and Engagement (Membership, Marketing and Fundraising)
● Membership Drive in May

Technology
No Report

Peace Grove
No report

Youth (currently no active committee)

- [Guidelines for awarding youth scholarships](#)

No report

Economic Development

No report

Organization-wide Programs and Activities:

- City of Durham and Triangle Community Foundation grant opportunities

No report

Unfinished Business:

- [Memorandum to the SCD Board of Directors from the Governance Committee](#) regarding A Bylaws section whose meaning is in dispute - Article VI, Board of Directors, Section 2: Number, Terms and Election, a. Number, I
 - See the SCD Bylaws [HERE](#)
 - [See this document that shows our Term start and end dates](#)
 - [See this document from the Governance meeting from their May 2026 meeting with suggestions for the Board](#)
 - [See this document](#) presented by President Nancy Cox from the work of the Governance committee - this is what we will be working from at our meeting on June 11, 2026.

Discussion on size of the Board, and who sits on the Board at this meeting - please familiarize yourself with the materials to vote at our June meeting.

Motion:

The Board of Directors shall have at least (9) and no more than (15) members. Each active city committee shall be **entitled** to one Board member, to either be the chairperson or a member of the committee elected by that committee. Other members of the Board shall be elected by the general SCD membership from the city committee membership or from the general population of Durham County.

Motion was made by President Cox to change the word **entitled** to shall

Motion failed

Discussion on the motion

5 Yes

3 No

1 Abstention

New Business:

Action Items:

- Promote the upcoming events to your network and register as applicable.
- [Update your committee membership list](#)
- Solidify plans for program and exchanges now through June 30, 2026
 - [Use this document](#) to track compliance with [Active City Status](#)
- Encourage your committee members to pay dues during May Membership Drive

Announcements:

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Adjournment:

Meetings 2026

January 8, 2026

February 12, 2026

March 12, 2026

Apr 9, 2026(Zoom)

May 14, 2026

Jun 11, 2026

August (Retreat)

Sep 10, 2026

Oct 8, 2026

Nov 12, 2026

Minutes submitted by Secretary and approved by Executive Committee June 26, 2026

Meeting Cheat Sheet:

Structure of a typical board meeting agenda

What should be included in a board meeting agenda? The structure of a typical board meeting agenda includes the following elements:

- **Call to order** – The board chair announces, “The meeting is now called to order” and states the time.
- **Welcoming remarks** – The board chair welcomes everyone and makes introductions if necessary.
- **Reading of the mission and vision statements** – This is an optional step.
- **Roll call** – The board secretary takes a roll, which can be oral and should also be written.
- **Changes to the agenda** – The board chair asks if any of the members wish to make any changes to the agenda. If so, the board votes on additions, changes, or deletions.
- **Quorum** – The board chair states whether a [quorum](#) is present.
- **Approval of minutes** – The board chair calls for a vote to approve the prior meetings’ minutes.
- **Officer reports** – The Board Chair gives a report followed by reports by the officers if applicable.
- **Financial reports** – The treasurer gives a report of donations, the budget, and any potential expenditures. (see note below)
- **Committee reports** – Committee chairs may give a brief oral report of their committee’s work.
- **Old business** – Discussion of items that were not resolved at the last meeting, those that need further discussion, and those that require a vote.
- **New business** – Discussion of new items along with the action needed to table them, delay action on them, or refer them to a committee.
- **Action items** – A review of tasks board members need to do before the next meeting.
- **Comments, announcements, and other business** – The board chair offers congratulations, condolences, and makes other special announcements.
- **Adjournment** – The board chair announces the formal closing of the meeting and states the time the meeting ended.

Financial Reports:

The Board should not vote to accept or approve financial reports, except for annual audited reports. Instead, you should note that the report was received for filing.

Explanation

Accuracy

You can't verify the accuracy of monthly financial reports, so you shouldn't vote to approve them.

Endorsement

Voting to approve a report endorses its contents, which you might not be able to do.

Robert's Rules of Order

According to Robert's Rules of Order, you should not vote to accept, adopt, approve, or receive written reports.

Annual audited reports:

However, you should vote on annual audited reports because they are different and require verification. You should make sure that the auditors' report accurately reflects the organization's finances.

Other financial report responsibilities:

Finance committees can use financial reports to understand the organization's financial status and performance. However, they are not responsible for the accuracy of the reports.

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New Business Template

Key points to include for each "New Business" item on your agenda:

- Clear description: Briefly summarize the new topic or proposal, highlighting its key aspects.
- Presenter: Specify who will be presenting the new business idea.
- Expected discussion points: Outline key questions or areas to focus on during the discussion.
- Action needed: Clearly state what decision or action is required from the group (e.g., "discuss and provide feedback", "assign further research", "vote on approval").
- Responsible person: Designate who will be responsible for following up on the action needed.

Example

"Potential partnership with [Company X]"

- Action: Review partnership proposal, discuss key terms, and decide whether to pursue further negotiations.