

Sister Cities of Durham, NC, Inc. Bi-Monthly Meeting, Board of Directors

7pm, Thursday, November 2, 2023 at Durham City Hall

Minutes

Present:

Tom Harris, Chris Boyer, Mark Goodwillie, Gwenn Bookman, Ronda Pierce, Randy Griffin, Yuki Temma, Brady Surles. Susanna Ochala, Min Shu, Nancy Cox, Yuki Temma and Mitch Scrutu

Guest: Brady Surles, representing Durham, UK **Absent:** Patricia Sheppard, Bob Ashley.

The meeting was called to order at 7:02pm by President Tom Harris.

1. Updates and Reports

- a. Recognition of new Board members – Nancy Cox, Mark Goodwillie, Chris Boyer and Gwenn Bookman.

b. Minutes

Ronda Pierce motioned that the September 7, 2023 minutes reflect that the result of the closed session on July 6th meeting was that approval of the administrative task list was tabled.

Mitch Scrutu seconded.

Tom Harris indicated that the minutes would stand approved unless he heard an objection -there was no objection.

Approved unanimously.

The Board went into Closed session at 7:15 pm to approve the closed session minutes from the July 6, 2023 closed session.

The Board came out of closed session at 7:22pm

c. Financial Update: FY 2023-24 1st Quarter Financial Report

1st Quarter – Tom Harris shared that we are just in receipt of the report from our bookkeeper and Min Shu, our recently appointed Treasurer, has not been able to review the report. Deferred to the next meeting.

Adoption of FY 2023-24 Budget

Mark Goodwillie presented this budget which started July 1, 2023 when he was the Treasurer. Tom Harris commented that this is a living budget, we are able to make changes as we move forward.

Mark Goodwillie, Dot Borden and Chris Boyer developed the budget and indicated that the focus was to shift more funding to each city committee. Discussion online was received by Mark Goodwillie from members.

A discussion was held during which several questions were answered.

Mitch Scrutu motioned to approve the Budget.

Ronda Pierce seconded.

Unanimously approved.

2. Election of Officers

Tom presented the nominees for Secretary and Vice President

Chris Boyer is nominated for Vice President and

Nancy Cox for Secretary

Mark Goodwillie motioned to approve through acclimation.

Gwenn Bookman seconded.

Unanimously approved.

Gwenn Bookman, Chair of the Nominating Committee, presented the nominee for President, Tom Harris.

Randy Griffin moved to approve.

Mark Goodwillie seconded.

Unanimously approved.

3. Ratification of City Committee Chairs

Arusha – Ronda Pierce and Gwenn Bookman co-chairs (Rhonda will serve as the committee chair)

Celaya – not present Elsa Jimenez will continue.

Durham – Brady Surles, a member of the committee, reported that Nancy Proia has stepped down as the Chair. The committee will be meeting to elect their new Chair.

Kavala – Randy Griffin will continue.

Sibiu – Mitch Scrutu will continue.

Tilaran – Melissa Perez will continue.

Toyama – Chris Boyer will continue. Yuki Temma will represent the committee at Board meetings given that Chris Boyer serves at Board meetings in the role of Vice President.

ZhouZhou – Luisa Liu will continue.

Kunshan – not a formal committee

Randy Griffin moved to accept the ratification of these City Chairs

Ronda Pierce seconded.

Unanimously approved.

4. City Committee Reports

- Arusha – Ronda Pierce reported that previous discussions regarding a garbage truck that has been secured for a donation are underway per a request by the Mayor of Arusha to Durham Mayor Elaine O’Neal.

- Celaya – Brady Surles shared that 3 dental students will arrive Sunday, November 5th to the UNC School of Dentistry. There will be a welcome luncheon.
- Durham – Brady Surles shared that there is work around linking young people there with Durham, NC young people around a project to explore climate control.
- Kavala – No new report.
- Sibiu – Mitch Scrutu shared that a report was sent to the Cultural Attaché in Sibiu to support the book launch: Green Horses on the Wall by Dr. Christina A. Bejan. A discussion with the Mayor of Sibiu will hopefully lead to funding for the Classical Concert. A student exchange program is in the planning stages with Cardinal Gibbons School indicating that they are interested in a one-week exchange.
- Tilaran – No new report.
- Toyama – Chris Boyer shared that the College of Foreign Language in Toyama will be sending students - 12 females and 5 males, to Durham to study English at Durham Tech. Host families need to be identified. Feb 23 Wednesday, March 13th.
- Zhuzhou – Mark Goodwillie shared that there is a new contact in the city office with whom they will be developing communication.
- Kunshan – Mark Goodwillie shared that there are 3 members in China attending a conference, James Long, Lusia Li, and Derek Qin. Tom Harris shared that their Mayor asked to reaffirm the commitment, via an MOU; Mayor O’Neal signed and it was taken to be presented.

5. Board Committee Reports

- Marketing – Ronda is assisting with the mock up and transition and she and Yuki met with the designers. Wednesday, November 1st zoom meeting.
- Membership – no recent activity, a meeting is being planned. Mike Shifflett has volunteered to be on the Membership committee. Brady shared that the brochure and the pen are great promotion tools.
- Fundraising – no one has yet volunteered to be on the committee. Nancy Cox and Mark Goodwillie have discussed events. Duke Chapel and Children’s Friends School.
- Gwenn Bookman – asked the difference between the fundraising committee for the board and the individual city committee’s fundraising.

- Annual Fund – This was announced at the Annual meeting and runs from October to December 7th.
 - Ronda asked about Giving Tuesday and suggested we share on social media.
 - Mitch Scrutu asked about the website. Ronda answered that each city is represented. Mitch requested that the Sibiu website be linked to the SCD website. Request will go to webmaster Yuki Temma.
 - Mark Goodwille asked about stories to use in fundraising. Mark Goodwille emphasized that we need stories that show ways that lives are changed.
 - Ronda Pierce has a story from the third-place winner from the YAAS.
 - Mitch Scrutu has a story about the New England Conservatory and the Yavanni quartet.
 - Service Enterprise Initiative Leadership Team – Tom presented that the team decided not to pursue the certification for two reasons -the rules are changing and will require more training. We will however, continue the best practices. More will be shared at the Retreat.
- 6. Action Items**
- a. Old Business – Contract for Performance of SCD Administrative Tasks. The hardcopy of the contract and the Office Administrative Tasks were shared and changes from previous meeting, noted:
 - Number 3 –10 hours per week on average. Living wage 18.46 per hour. Divide 520 hours/10 hours and that equals a living wage. The change is not exceeding 40 hours in a – week. Compliance - state wage and labor law we don't want to be in the situation of overtime pay in a week.

Motion to adopt the contract and with attachment one as amended requested:

Randy Griffin moved.

Mitch Scrutu second.

Approved unanimously.

Discussion

Yuki Temma moved that the word “printed” be added to Number 5

Chris Seconded.

Approved unanimously.

Gwenn motion to remove the newsletter editor task from number 5, the 3rd bullet.

Nancy seconded.

Yay's 10.

Chris Boyer Nay.

Motion carries.

b. New Business –

Meeting dates for 2024 were presented by Tom Harris.

Randy Griffin motioned to accept the meeting dates.

Ronda Pierce seconded.

Unanimous.

Discussion

Mark noted that there are not enough meetings of the Board to accomplish all of our business well.

No motion was made to add additional meetings or change the duration of the meetings. There was general agreement that this will be a topic for the January retreat.

7. Announcements and Adjourn

*2024 Retreat and Meeting dates

January 27 Planning Retreat

March 7

May 2nd

July 11

September 5th

October 18th Annual Meeting

November 7th

The meeting was adjourned at 8:22pm.

Respectfully submitted by Nancy Cox, Secretary.