

Sister Cities of Durham Board of Directors Meeting
May 8, 2025, Recity Network, 7:00 – 8:30 p.m.

Call to Order 7:12pm

Attendance: Chris Boyer, Eve Marion [Katie Vanhoy SCD](#), [Patricia Sheppard SCD](#), Lusia Li
[Nancy Cox SCD](#) Logan Harris, [John Felheim](#), [Randy Griffin](#) Gwenn Bookman

Quorum: YES

Approval of Minutes March 6, 2025
Motion to Approve made by [Randy Griffin](#)
Seconded by Gwenn Bookman
Motion passes unanimously

Approval of Minutes April 24, 2025 Special meeting
Motion to Approve made by Randy Griffin
Seconded by Eve Marion
Motion passes unanimously

Nomination and Vote of New Board member:

- John Felheim

Gwenn Bookman, Chair of the Nominating committee introduced the Board to John Felheim.
The vote to elect was conducted and the Board voted unanimously to welcome John to Board service.

Nomination and Vote of New Board Secretary:

- John Felheim

Gwenn Bookman, Chair of the nominating committee presented John to serve as an officer on the Executive Committee; John agreed to be the Secretary.
The vote to elect was conducted and the Board voted unanimously for John to serve as the Secretary.

Board Chair Remarks:

President Cox commended the Board on the accomplishments of the first six months of their service which included welcoming several new board members, moving to a new office space at Recity Network, holding new programming, renewing their commitment to serving youth, and enhancing current programs and exchanges.

She also took time to review recent programs so that Board members are prepared to share our good work in their role as ambassadors of Sister Cities.

Previous Programs

- Toyama Student Visit Farewell Dinner and Departure
- Feng Shui program at Stanford Warren Library

- Women's History Event with partner Durham County Women's Commission and the Durham Main Branch Library Adult Programs
- Cinco De Mayo event to raise funds to bring dental students from Celaya, Mexico to Durham this Fall.

President Cox reminded Board members of ongoing and upcoming events and programs:

- Arusha Drone Academy in partnership with Toledo Sister Cities, and NCCU.
- Zhuzhou partnership with 1000 Miles to send high school students to Zhuzhou in June to teach and interact with their peers in a college setting.
- Washington, DC 2 night get-a-way Fundraiser coming in June.
- Update on Rick Steves invitation to the Triangle ([Performance Scheduled at NC Symphony click here for details](#)). Tickets go on sale to non symphony members on July 1st.
- NCMSA invitation to teen night participation with an art activity - Raleigh and Cary are participating. June 13 from 6-9pm
- Youth Survey
- Cora Williamson, a rising Senior in DPS, is attending the SCI Youth Leadership conference in June

President Cox reminded the Board about the resources from Sister Cities International that we enjoy as members and about upcoming opportunities to engage with SCI programming.s

- [SCI Summer Leadership and Annual Business Meeting](#) in Fort Worth, TX July 21-23rd. Last day to book hotel conference site accommodations is June 20, 2025.
- [Japanese US SCI Summit September 16-19 in Osaka](#) registration closes June 30, 2025.
- [World Expo, Osaka](#) through October 13, 2025
- ["I like Ike" fundraising campaign to support Youth Leadership Summit](#)

Vice President Remarks:

Chris Boyer shared three pieces of information with the Board.

- The Nippon Club of the Triangle Festival will be held at the end of June - she will be inviting Board members to attend.
- Mike Shiflett is the Chair of the SCD Peace Grove at Central Park; VP Boyer requested that Board members sign up for a shift on the watering team this summer.
- Dot Borden, our founder, is in good spirits as she ages gracefully - Sister Cities is never far from her mind. VP Boyer passed around a card that we signed for Dot's birthday.

Treasurer Remarks:

In the absence of our Treasurer, Min Shu, President Cox and Vice President Boyer provided an update on recent conversations with the City of Durham's Mayor's and Manager's Office regarding the process and other aspects of the reimbursement Sister Cities receives from the City of Durham. They shared that they are looking forward to a meeting this summer with the City to draw up a new contract that better reflects our current relationship.

Financial Report:

President Cox shared for information only the 3rd Quarter Reports:

- Financial Income and Expense All
- Financial Income and Expense General
- Financial Position as of March 31, 2025
- Dues and Donation Report - there was not an update but a reminder to Board members to pay their dues and for those Board members who are City committee chairs to encourage them members to pay their dues.

President Cox shared the [DRAFT Budget FY 25/26](#) (Fiscal year (FY) begins on July 1, 2025 and ends on June 30, 2026) noting the members of the Budget Committee which included herself, VP Boyer, Treasurer Min Shu, Bookkeeper David Rowson, Immediate Past President Tom Harris and Toyama Committee member, Jim Force.

Motion to approve Draft Budget FY 25/26:

Patricia Sheppard made the motion to approve the FY 25/26 budget

Gwenn Bookman Seconded.

President Cox opened discussion.

During the discussion, Chris Boyer asked that the income anticipated from the interest on the Dot Borden Fund held by Trinagle Community Foundation be lowered from \$4500 to \$4000.

Chris Boyer moved that the budget be amended as so noted.

Eve Marion seconded.

President Cox held the vote and the motion to amend and accept the budget received unanimous support.

City Committee Reports were requested for written submission. No reports were received in advance of the Board meeting.

Goals Committee Reports were requested for written submission by all but the Governance and the Membership committees - no reports were received in advance of the Board meeting.

Governance - Board Member, Logan Harris (Graduate student at Duke, Sanford School of Public Policy and a member of the SBLI program) led the discussion of:

- A bylaw change - Change from, members electing Board members, to the sitting Board electing Board members.
- A policy addition - Definition of "Active City Committee" as it relates to receipt of funding from the City of Durham Disbursement.

The Board will revisit the bylaw change and policy addition at its June 2025 meeting.

Fundraising, Marketing and Membership Committee (Outreach and Engagement)

- Due to time constraints, Adoption of SCD Volunteer Handbook will occur at the Board's June meeting.

Unfinished Business:

- Due to time constraints Payment for Interim Office Manager will be taken up at the Board's June 2025 meeting.
 - Suggest lifetime membership in lieu of \$200 payment

New Business:

All are invited and encouraged to promote the Durham, England Pub Night June 18, 2025 Solera City Tap Room in 4120 University Drive in South Durham.

Board members are asked to review and take appropriate action on the following:

- Promote the upcoming events
- Work on updating your list of youth with whom you are currently working and with whom you have worked with in the recent past.
- Update your committee membership list
- Finalize plans for your program and exchange (virtual or in person) in program year July 2024 through June 2025.
- Encourage your committee members to pay dues.
- Peruse the Sister Cities International Website in preparation for a presentation on SCI and SCD at our next meeting.

Announcements:

- The Video of Best wishes to the Wedding Group in Zhuzhou was not yet available.

Adjournment: 8:46pm

2024/2025 Retreat and Meeting dates:

Saturday, January 25th 2025 (Planning Retreat)

March 13 2025 changed to March 6

May 8 2025

June 12 2025 (May 29th Board materials provided)

September 11 2025 (August 28th Board materials provided)

October TBD 2025 (Annual Meeting)

November 13 2025 (October 30th Board materials provided)