

Idaho Falls Sister City Youth Approved Meeting-Minutes

This meeting was conducted using the platform Zoom

October 7, 2020

Maggie Boring	Nicholas Cebull	Melinda Cebull	Charlotte Combs
Laura Combs	Kylie Eaton	Katie Eaton	David Eaton
Abby Gallegos	Izzy Kelley	Laura Kelley	Lori Kidwell
Mark Hawker	Staci Hawker	Jorge Padron	Nathan Peck
Stephanie VanAusdeln	Rebecca Smith	Anna St. Michel	Whitney St. Michel
Carter Thompson	Jennifer Thompson		

Approval of minutes

A motion by Lori Kidwell was made to approve the September 14, 2020 meeting minutes. It was seconded by Whitney St. Michel. Passed.

Reminder

The next Zoom meeting will be **October 19, 2020 at 7:00**. Please put this on your calendar. A reminder email notice will be sent out before the meeting. Upcoming meetings: October: 19th, November: 4th and 16th and December meetings: 2nd and 14th.

Friendship Garden

David Eaton reported that there is not much raking right now at the gardens. Judy Seydel suggested the end of October or early November to schedule a date to rake leaves. The group agreed to schedule a date to help out at the Friendship Garden at the October 19th meeting.

Fundraiser-Charitable Donations

Yard Sale/Virtual Auction

The virtual yard sale made \$150.00. A check will be sent to the IFSCY Treasurer. In addition to the auction sales there was the rest of the donated magazines donated by Judy Seydel sold. The Treasure will report on the donations at the 10/19/20 meeting.

City Councils' Discussion on the Sister Cities Idaho Falls and Tokai-Mura

David Eaton proposed that a budget of expenses be created for the time when the students from Tokai-Mura are here in Idaho Falls. David will report any news he receives from the city at the next meeting.

Means of Communication

Due to some mistakes in sending out meeting reminders through text messages, we are trying to find a more reliable way to get information to participants. Suggestions were made to

check into the app on Google or to use "Simply Reminder". Nathan Peck will look into both of these. If you have any other suggestions, please let Nathan know, at lizardsfun@gmail.com.

Membership, Annual Fees and Application Due

An application will need to be filled out and sent to Katie Eaton at miskatherinejean@gmail.com. Please include the guardians' cell number as well as the student's cell phone number.

Yearly dues: Individual (\$25 – 1 student) Family (\$35 – 2 or more students) (Check payable to Sister Cities of Idaho Falls).

Please send a check to Lori Kidwell. Her address is: 1968 Sierra Idaho Falls, Idaho 83402

OR you may send membership dues using Venmo under the name of Lori Hawker.

Recruiting Members for IFSCY

If you know of any student who is interested in the Idaho Falls Sister City Youth program please invite them to the Zoom meetings. You may forward the link to the meetings to any student who is interested.

New Officers

Next meeting be prepared to nominate new officers(president, vice-president, secretary, treasurer, historian, and the student advisor). The responsibilities of each officer are located in the bylaws under ARTICLE III. EXECUTIVE OFFICERS. Attached to the minutes are descriptions of each officer's responsibilities.

Student Activity

This lesson: Today, we had Maggie Boring give us a presentation about Japanese sports. For more information, see the link below.

Next meeting: Next meeting will be on the 19th, and Izzy will present the student activity lesson.

<https://docs.google.com/presentation/d/1TfhSAm7YBnb2LljT4QXTLfcxJuGVW7K47bF3-Wn2Kb0/edit?usp=sharing>

Motion to Adjourn

Rebecca Smith motioned to adjourn the meeting. It was seconded by Jennifer Thompson..

ARTICLE II. MEMBERSHIP

Section 1. Good Standing: A member shall be deemed in good standing while membership fees are paid in full (not delinquent), and current, signed membership application and Code of Conduct forms are in the possession of the secretary. Yearly fees are to be paid as of the organization's meeting in September for the following 12 month period, and will become delinquent as of January 1. Each year a new Code of Conduct will be reviewed and signed by all members.

Section 2. A Code of Conduct shall be signed by each parent/guardian, student, and organizational representative applying for membership to Sister Cities, which will be in effect at all organizational events and exchange visits. The Code of Conduct shall include standards of attendance at scheduled activities: dress standards, abstinence from alcohol, drugs, and tobacco; no romantic physical contact (e.g. handholding, kissing, etc.) and displaying conduct appropriate to Japanese cultural norms while in Japan. All adults and students will display appropriate conduct when involved in any Sister Cities activity (i.e. meetings, fundraisers, hosting, visits, etc.)

Section 3. Membership with Sister Cities of Idaho Falls, Inc. shall be open to anyone with a desire and willingness to promote and foster better relations between people of different nationalities and cultures.

Section 4. Memberships shall be available to individuals (12-18 years old), families, other nonprofit organizations, businesses and corporations. The Sister Cities Youth Delegation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

The responsibilities of each officer are located in the bylaws under ARTICLE III. EXECUTIVE OFFICERS.

Section 11. The president shall preside at all meetings of the members. Upon approval of the general membership, he/she shall sign all contracts and other instruments. The president shall oversee committees, represent Sister Cities of Idaho Falls, Idaho, Inc., at civic functions, and maintain contacts with national and international Sister Cities organizations and with corresponding officials in Tokai-Mura, Japan. The president shall provide business agenda items to the secretary six days or more before all regularly scheduled meetings and provide agenda items for board meetings or other impromptu meetings to the secretary three days in advance.

Section 12. The past-president shall advise the president. Unless delegated by the president otherwise, the past-president shall act as parliamentarian at the meetings of the members.

Section 13. The vice-president shall assume the duties of president in his/her absence. The vice president shall be in charge of coordinating arrangements for the student exchange trips, both the Idaho Falls students' trips to Japan and the Japanese students' trips to Idaho Falls.

Section 14. The secretary shall keep minutes of all general membership meetings. Prior to each meeting, the members shall read, amend if needed, and approve the minutes of the last meeting. At the next meeting the minutes from the previous meeting will be approved. The secretary shall keep copies of the minutes and make copies available to members as requested. The secretary will keep the minutes on a shared drive and provide minutes to members as requested. All of the officers will have access to the shared drive. The secretary

shall keep current a list of the members in good standing. The secretary will also maintain the Code of Conduct file for the organization. The secretary shall sign, where required, all corporate papers in conjunction with the president. Unless delegated otherwise, the secretary shall give all members at least one day electronic, written or phone notice of meetings, stating time, place and new business to be transacted at the meeting. Notification via email message may constitute proper notification. The secretary will provide point totals to all members in good standing regularly with meeting minutes or at the request of a member, or designated representative of a member organization. At the regularly scheduled monthly meeting prior to committing funds to airfare reservations for the trip to Japan the secretary shall prepare a report declaring how many points each member in Sister Cities of Idaho Falls, Idaho, Inc. Student Delegation Bylaws – 2017 Page 4 of 10 good standing has. The secretary will provide meeting notices to the city five days prior to the meeting for regularly scheduled meetings and two days in advance for all other meetings. The secretary will provide the meeting minutes to the city after they have been approved.

Section 15. The treasurer shall be the custodian of the general funds of the corporation, depositing such funds in a bank designated by the executive officers. The treasurer shall disburse funds only as prescribed by a vote of a majority of the executive officers in accordance with the adopted budget. Bank drafts shall bear the signature of two of the following three officers: president, vice-president, treasurer, and secretary. The treasurer may disburse funds less than fifty dollars without a vote as long as the second signature is provided. A current treasurer's report shall be presented at each meeting, stating balance, money received or paid out since the last meeting, the current balance, and any outstanding bills. The treasurer will provide an initial budget for the officers to work with and approve.

Section 16. The Student Advisor shall supervise student meetings, organize students for activities and events, and coordinate student representation at civic or organizational functions. The Student Advisor will help the students draft an annual newsletter highlighting events and experiences. The student advisor will help the student officers plan their meeting activities and plan a recruiting activity after the students return from Japan.

Section 17. The historian shall maintain all historical records for Sister Cities of Idaho Falls Youth Delegation. The historian shall gather notes and other documents about both exchange trips that would be helpful for the future. The historian shall coordinate social media updates throughout the trip.