

Corvallis Uzhhorod Sister City Association Board Minutes

February 7, 2013

Korvis Building

The meeting was called to order by President Ken Trueba at 5:35 p.m.

Board Members Present: Carla Francis, Peggy Giles, Lynne Hindman, Shelly Hunt, Robert Kokenyesi, Els Lofgren, Gary Meddaugh, Peggy Peirson, Jack Peterson, Vita Rosoha, Sue Trautwein, Ken Trueba, Marc Vomocil. **Board Members Absent:** Nandan Rao, Beverly Smith, Martin Vartanov. **Associates Present:** Alice Rampton.

Minutes—Marc Vomocil moved/Peggy Giles seconded that the minutes be approved. Motion carried.

Financial Report—Shelly Hunt presented the financial report. CUSCA has a balance of \$26,753.57 and TOUCH has a balance of \$30,899.86. Peggy Giles moved/Garry Meddaugh seconded that the financial report be approved. Motion carried.

Shelly reported on some of the sessions she attended at the Non-Profit Organizations Board Training. The importance of nonprofits being accountable for where money is spent was stressed. The IRS scrutinizes nonprofits carefully. Careful records must be kept and care must be taken to ensure we are careful about who we take money from and that we are not giving something in return to the donors.

Discussion followed on using the application form for project support. Use of the form would provide a paper trail in ensuring that project expenditures were valid should we be audited. It was suggested that the form document be shortened—it is currently five pages long which may be intimidating to some worthy applicants.

The question arose on whether or not we do internal audits. The bylaws state that the treasurer of each SCA shall provide the treasurer of the umbrella board with current budget and financial reports at the beginning of each fiscal year. It further states that the Treasurer of the Corporation, along with the Vice-President, the Treasurer of each SCA, and one other Director shall serve on a committee to conduct a review of the previous year's finances. It was decided that an annual internal review would be a good idea prior to submitting the report to the umbrella board. A committee was appointed to do this review—Marc Vomocil, Sue Trautwein, and one other to be appointed will meet with our treasurer for this purpose. Shelly reminded us that she has been unable to open the records from our previous treasurer. Jack Peterson pointed out that materials kept on CDs have a limited life—as little as two to three years. Permanent records should be kept on a backup hard drive.

Membership—Membership reminders will go out with the newsletter. We have approximately 110 members. Robert Kokenyesi suggested that the due date be removed from the form published in the newsletter. Membership will be an agenda item for next month.

Brochures—Jack Peterson will check prices and will email board members for approval to order 1,000 copies. Carla Frances suggested that we try using Doodle polls for online voting. Alice Rampton suggested that the brochure include photo credits.

Newsletter—Jack Peterson requested more information about the presentation made by Alice Rampton, Peggy Giles, and Els Lofgren at the Veterinarian School fundraiser. Other suggestions for the newsletter included flower basket sales, Spring Garden Festival on May 5, and an article on what is currently going on in Uzhhorod. Jack will email Maya Tarsova asking for information; Vita Rosoha said she would send board members a link to a news site for Uzhhorod.

Sister Cities Award—It was suggested that we formally present our Best City Award to the City Council after we display it in the Footwise window during Sister Cities Week. These types of awards are kept in a display case at City Hall.

Sister Cities Week—Another group has reserved the week of May 4-11 for displaying a banner on Harrison Street. Ken Trueba will see if he can negotiate a trade so that we can display our banner during Sister Cities Week. He will also check into the question of insurance for displaying the banner.

The consensus was that we should host a bogrash dinner on May 4 during Sister Cities week. Lynne Hindman agreed to chair the Sister Cities Week committee that was established in December. Ken Trueba asked that the committee also look at new ideas for putting together the Footwise window.

Alice Rampton reported that Dr. Paul Kolesnyk, current Uzhhorod Sister City president, will be coming to Portland and Corvallis in June 2013 to spend time in Primary Care offices in Corvallis and at the Family Medicine training clinics at OHSU. Discussion followed on how we could assist with this visit. It was suggested that the Application for Project Support be completed for discussion at our next Board meeting.

TOUCH—Alice Rampton reported that TOUCH now has 320 sponsors and donors—currently there are only seven children without sponsors. TOUCH has recently received several scholarship donations totalling over \$7,000. She distributed a written summary of TOUCH finances along with a list of 19 people who are interested in joining the 2013 delegation to Uzhhorod. The dates selected for this trip are September 19 to October 1.

Other—Peggy Peirson plans to put together a PowerPoint show highlighting the sessions she attended at the Nonprofit Organizations Board Training event. She highly recommended that we send people from our board to this training every year.

Adjournment—The meeting was adjourned at 7:20 p.m. Our next meeting will be March 14 at 5:30 at the Korvis Building.

Respectfully submitted,
Sue Trautwein, Secretary

Future Meeting Dates:

- March 14
- April 11
- May 2
- June 13
- June 20—Annual Meeting
- Sister Cities Week—Tentatively May 4-11
- Footwise Display—April 30-May 13