



Augsburg Germany, 1964  
Oiso, Japan, 1968  
Monrovia, Liberia, 1972  
Holon, Israel, 1997  
Sarajevo, Bosnia-Herzegovina, 1999

**Dayton Sister City Committee/Foundation  
Meeting Minutes  
Tuesday, January 9, 2018  
Coolidge Wall Law Office, 5:30 pm**

Present: Hunt Brown, Arch Grieve, Kevin Lydy, David Klass, Merle Wilberding, Monica Jones, Amelia Robinson

Guests: Laura Rea, Dean Alexander, Peggy Kelly

- General Welcome - Guests were introduced and thanked.
- Call to Order
- Review and Approval of November Minutes and November Budget Report – A quorum being present, the Minutes and Budget report were approved.
- Committee Reports
  - a. Youth (K. Geers) – No Report
  - b. Augsburg (D. Klass) – David reported communication with Matthias Fink of Augsburg International. There is interest for a citizen exchange this summer, both to and from Augsburg. The visit here, which might include as many as 20 at a time around the Dayton Air Show, June 23-24. DSCC would host some sort of an event. David will work with Liederkranz-Turner. The timing of a visit to Augsburg is more flexible. David needs assistance for making this happen.
  - c. Oiso (K. Lydy) – Kevin reported that three students have been accepted to go to Oiso this summer. They will go from July 20-31, while an official adult delegation will go from July 20-29. Members interested in participating should inform Kevin asap. He estimates the per person cost, including airfare might be \$4-5K.
  - d. Monrovia (Open) – Hunt reported that he has been unable to reach the prospective chair of the Monrovia Committee.
  - e. Holon (C. Rice/L. Simms-Parks) – Hunt passed on Carolyn's report that she and Lori will be meeting later in the week with Dayton City Manager Shelly Dickstein and others as follow-up to a city visit to Israel in December where we understand interest was expressed in rejuvenating the sister city relationship.
  - f. Sarajevo (M. Jones) – Monica reported that there is no development in efforts to get a youth exchange initiated.
  - g. Marketing (A. Robinson) – Amelia mentioned airport renovations and there was discussion about how that might impact our recently placed display. Amelia to check. She also discussed the potential fundraiser at Lily's on March 22. The committee discussed how that might relate to the BiH mayors and staff visit that overlaps in time.
  - h. Budget – (A. Grieve) – Arch reported that finances are in good shape for FY17 and that we are well positioned for carrying out efforts of the committee in 2018.
    - 2017 End of Year Report – Arch presented highlights of the 2017 Treasurer's Report

***Our Mission:*** Provide community leadership to promote Dayton internationally and increase the global awareness of its residents through developing and maintaining active Sister City relationships.



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- Old Business
  - a. Annual Reports (A. Robinson) – Amelia is working with Hunt on finalizing the 2014-2016 report. She seeks input from committee chairs on their 2017 activities.
  - b. STEM/Mostar Internship Program (Arch)
  - c. Scholarship Committee – finalization (Arch) – Arch reported that the committee has formed and includes himself, Kelly, Tony, Lori, Monica, and Carolyn
  - d. Review/Approval of (updated) draft of agreement with Dayton Foundation – After some discussion, the agreement was voted on and approved with David Klass abstaining
  - e. Wandering Griffin guest bartending fundraiser on November 21 (Arch)
  - f. Warped Wing Get-Together on December 14 (Arch)
- New Business
  - Guest Bartending in support of BiH Exchange at FSB on January 29
  - DCOWA Annual Mtg. on January 29 – reservations necessary
  - Results of Vote on Slate of Officers for 2018 – The slate of 2018 officers were voted in:
    - Chair, Hunt Brown
    - Vice Chair, Arch Grieve
    - Secretary, Lori Simms-Parks
    - Treasurer, Arch Grieve
  - Update Strategic Plan – Hunt mentioned that Arch had suggested looking at our Strategic Plan, last updated in 2012. More to follow.
  - Members leaving the Committee: Andrew Waldholtz and Kristen Welker
  - Monica agreed to arrange to have three members whose terms expired on December 31 reinstated.
- Other Items for the Good of the Committee

**Upcoming Meeting Dates in 2018**  
**5:30 pm, Coolidge Wall Law Office**

February 13<sup>th</sup>

March 13<sup>th</sup>

April 10<sup>th</sup>

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**Dayton Sister City  
Foundation  
Income Statement  
for the period of  
01/01/2017 -  
12/31/2017**

**Budget vs. Actual  
Spending 2017 by Fund**

Account Number	Account Name	General Fund	Restricted Youth and Education Fund	Annual Budget	Amount
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**Income**

4000	Membership Dues	\$320.00	\$0.00	\$320.00	\$320.00
4001	Contributions/Donations	\$0.00	\$0.00	\$0.00	\$0.00
4002	City of Dayton Annual Allocation	\$13,000.00	\$0.00	\$13,000.00	\$13,000.00
4003	Interest Earned	\$9.31	\$0.00	\$8.00	\$9.31
4100	Youth Education (Conference, Classroom Material, Etc.)	\$0.00	\$0.00	\$0.00	\$0.00
4101	Inbound Student Exchange from Augsburg	\$0.00	\$0.00	\$0.00	\$0.00
4102	Outbound Student Exchange to Augsburg	\$0.00	\$16,578.00	\$35,000.00	\$16,578.00
4103	Inbound Student Exchange from Holon	\$0.00	\$0.00	\$0.00	\$0.00
4104	Outbound Student Exchange to Holon	\$0.00	\$0.00	\$0.00	\$0.00
4105	Inbound Student Exchange from Oiso	\$0.00	\$0.00	\$0.00	\$0.00
4106	Outbound Student Exchange to Oiso	\$0.00	\$500.00	\$0.00	\$500.00
4107	Inbound Student Exchange from Sarajevo	\$0.00	\$0.00	\$0.00	\$0.00
4108	Outbound Student Exchange to Sarajevo	\$0.00	\$0.00	\$0.00	\$0.00
4109	Inbound Student Exchange from Monrovia	\$0.00	\$0.00	\$0.00	\$0.00
4110	Outbound Student Exchange to Monrovia	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Income</b>		<b>\$13,329.31</b>	<b>\$17,078.00</b>	<b>\$48,328.00</b>	<b>\$30,407.31</b>

**Expense**

5001	Bank and WePay Fees	\$8.00	\$0.00	\$10.00	\$8.00
5002	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
5100	Youth Education (Conference, Classroom Materials, Etc.)	\$0.00	\$0.00	\$0.00	\$0.00
5101	Inbound Student Exchange from Augsburg	\$0.00	\$0.00	\$0.00	\$0.00
5102	Outbound Student Exchange to Augsburg	\$3,611.97	\$23,378.00	\$39,500.00	\$26,989.97

5103	Inbound Student Exchange from Holon	\$0.00	\$0.00	\$0.00	\$0.00
5104	Outbound Student Exchange to Holon	\$0.00	\$0.00	\$0.00	\$0.00
5105	Inbound Student Exchange from Oiso	\$418.86	\$0.00	\$500.00	\$418.86
5106	Outbound Student Exchange to Oiso	\$0.00	\$0.00	\$0.00	\$0.00
5107	Inbound Student Exchange from Sarajevo	\$0.00	\$0.00	\$0.00	\$0.00
5108	Outbound Student Exchange to Sarajevo	\$0.00	\$0.00	\$0.00	\$0.00
5109	Inbound Student Exchange from Monrovia	\$0.00	\$0.00	\$0.00	\$0.00
5110	Outbound Student Exchange to Monrovia	\$0.00	\$0.00	\$0.00	\$0.00
5200	Regional Collaborative Programs	\$0.00	\$0.00	\$250.00	\$0.00
5201	Urban Nights	\$0.00	\$0.00	\$0.00	\$0.00
5202	Annual Regional Sister Cities Reception	\$0.00	\$0.00	\$0.00	\$0.00
5300	Marketing Materials	\$3,367.25	\$0.00	\$1,800.00	\$3,367.25
5301	Website (Development, Hosting, Domain, Etc.)	\$399.01	\$0.00	\$200.00	\$399.01
5302	Gifts (Shirts, Hats, Bookbags, Etc.)	\$0.00	\$0.00	\$800.00	\$0.00
5303	Young Artists/Authors	\$0.00	\$0.00	\$0.00	\$0.00
5304	Dayton Sister Cities Exhibit	\$0.00	\$0.00	\$3,500.00	\$0.00
5400	Augsburg Outbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00
5401	Augsburg Inbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00
5402	Augsburg Gifts	\$0.00	\$0.00	\$0.00	\$0.00
5403	Augsburg Misc. Expenses	\$0.00	\$0.00	\$0.00	\$0.00
5404	Augsburg Special Events	\$0.00	\$0.00	\$1,000.00	\$0.00
5500	Holon Outbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00
5501	Holon Inbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00
5502	Holon Gifts	\$0.00	\$0.00	\$0.00	\$0.00
5503	Holon Misc. Expenses	\$0.00	\$0.00	\$1,000.00	\$0.00
5504	Holon Special Events	\$0.00	\$0.00	\$0.00	\$0.00
5600	Sarajevo Outbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00
5601	Sarajevo Inbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00
5602	Sarajevo Gifts	\$0.00	\$0.00	\$550.00	\$0.00
5603	Sarajevo Misc. Expenses	\$0.00	\$0.00	\$200.00	\$0.00
5604	Sarajevo Special Events	\$0.00	\$0.00	\$3,000.00	\$0.00
5700	Oiso Outbound Adult Exchange	\$0.00	\$0.00	\$1,200.00	\$0.00
5701	Oiso Inbound Adult Exchange	\$0.00	\$0.00	\$200.00	\$0.00
5702	Oiso Gifts	\$0.00	\$0.00	\$0.00	\$0.00
5703	Oiso Misc. Expenses	\$0.00	\$0.00	\$400.00	\$0.00
5704	Oiso Special Events	\$0.00	\$0.00	\$0.00	\$0.00
5800	Monrovia Outbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00

5801	Monrovia Inbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00
5802	Monrovia Gifts	\$0.00	\$0.00	\$0.00	\$0.00
5803	Monrovia Misc. Expenses	\$0.00	\$0.00	\$1,000.00	\$0.00
5804	Monrovia Special Events	\$0.00	\$0.00	\$0.00	\$0.00
5900	Unplanned Opportunities	\$125.68	\$0.00	\$2,000.00	\$125.68
5901	Attorney General COIN Fee & Sec State Fee	\$75.00	\$0.00	\$50.00	\$75.00
5902	Discretionary Travel	\$0.00	\$0.00	\$0.00	\$0.00
5903	Accounting Expenses	\$270.00	\$0.00	\$300.00	\$270.00
<b>Total Expense</b>		<b>\$8,275.77</b>	<b>\$23,378.00</b>	<b>\$57,460.00</b>	<b>\$31,653.77</b>
<b>Net Income / (Loss)</b>		<b>\$5,053.54</b>	<b>(\$6,300.00)</b>	<b>(\$9,132.00)</b>	<b>(\$1,246.46)</b>

**Summary:**

<b>Beginning Fund Balance</b>	<b>\$44,978.10</b>	<b>\$6,800.00</b>
<b>+ Other Fund Balance Movements</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>+ Net Income / (Loss)</b>	<b>\$5,053.54</b>	<b>(\$6,300.00)</b>
<b>= Ending Fund Balance</b>	<b>\$50,031.64</b>	<b>\$500.00</b>

# Dayton Sister City Foundation Budget Report – 2017

By Dayton Sister City Foundation Treasurer, Arch Grieve

According to our bylaws the Treasurer is to “prepare an annual report summarizing the Foundation’s finances.”

## Major Changes to Treasurer’s Office in 2017

There were no major changes to the Treasurer’s office in 2017.

## 2017 Financial Situation

At the beginning of 2016, the Foundation had \$51,778.10 in our bank accounts. At the end of FY17, the Foundation had added \$5,053.54 to our General Fund while experiencing a net loss (of \$6,300.00) from our Restricted Youth and Education Travel Fund, ending the year with \$50,531.64 in the bank. In terms of our FY17 budget, we *underspent* our 2017 projected *General Fund* budget by \$5,053.54. This was due, in part, to a planned event for our Sarajevo Committee being moved to 2018 (which has been built into our FY18 budget). We also used very little of the \$2,000 set aside for “Unplanned Opportunities.” The “loss” in our Restricted Fund was due to the timing of money being received/spent for our Youth Committee’s travel going out later than I had anticipated and is not a cause for concern. Moving to the change in our budgeting process (outlined below) will help ensure problems like this don’t impact our budget unnecessarily going forward.

## Major Changes for Treasurer’s Office Coming in 2018

When I took over as Treasurer I felt it was necessary to include the entirety of the Foundation’s operations in our annual budget, including money that simply “passed through” our accounts. One unintended consequence of this change was that it made it more difficult for members to have a firm grasp of our (General Fund) operating expenses vs. our Restricted Youth and Education Travel Fund. In order to make our financial picture easier to comprehend, and after reaching a consensus on changing my reporting approach for 2018 within the Executive Committee, I will now only include our General Fund income/expenses for our annual budget in my monthly reports. This will not affect our reporting to the Secretary of State or IRS in any way and it will help provide members with a better understanding of our actual financial situation on an annual (and monthly) basis. Income/Expenditure statements for both funds will still be provided monthly – only the budget will be changing.

An additional change moving forward that I am hoping to have approved in FY18 is the creation of a fund at the Dayton Foundation that can be used to fund scholarships for student travel, particularly for students who have difficulty affording such opportunities. I am proposing that we set aside \$10,000 to invest with the Dayton Foundation, the proceeds of which we would use to fund an annual scholarship for which students would have to apply. This money would be housed under a separate fund for our accounting purposes and would be used solely to fund scholarships. I have worked with various committee members to ensure that the agreement addresses the concerns they have expressed and believe the current draft agreement addresses each of them. The (hoped-for) profits from this fund would *not* be used to subsidize our General Fund in any way. The downside of this would be that we would have \$10,000 that is “out of commission,” but given our ample reserves right now (and in light of the meager reserves we earn on the money currently sitting in the bank), I believe this is the best way to use this money in support of our mission. Once (and if) the agreement with the Dayton Foundation is approved, I will convene an ad hoc committee whose purpose will be to determine what qualifications future recipients should have, how to identify them, and how to evaluate applicants in order to award the scholarship.

## **Dayton Sister City Foundation Budget Report – 2017**

### **2018 Financial Outlook**

At the Committee/Foundation's previous meeting in November of 2017, the Sister City Foundation approved a budget with a deficit of -\$2,330 for FY18. Given that the Foundation had a budget surplus in FY17 and we have ample reserves, this is not a cause for concern and the Foundation is well positioned to support the efforts of the Committee for the foreseeable future.