



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

**Dayton Sister City Committee/Foundation
Meeting Minutes of
Tuesday, September 11, 2018
Coolidge Wall Law Office, 5:30 pm**

Present: Hunt Brown, Merle Wilberding, Arch Grieve, Monica Jones, Peggy Kelly, Kevin Lydy, Tony Ricciuto, David Klass and guests Thomas Siafa, Bonnie Kling and Randy Nye from Hudson, Ohio.

- 1) General Welcome - Hunt introduced Randy Nye from Hudson, Ohio. Randy is reorganizing and restarting his Sister Cities chapter in Hudson, Ohio with a strong interest in Germany and would like to start a collaboration of Sister Cities in Ohio.
- 2) Call to Order at 5:38 pm
- 3) A motion was made by Merle Wilberding to approve the August Minutes and Tony Ricciuto seconded-Motion passed.
- 4) Committee Reports:
 - a. Budget(Peggy Kelly) See attached report. Chairs need to submit proposed 2019 budgets by October 1st, 2018. Kelly Geers made a motion to approve the August Financial Report and Arch Grieve seconded and the motion was approved.
 - b. Youth (K. Geers) –Tony Ricciuto reported that CJ students will travel to Augsburg on June 23 or June 24, 2019.
 - c. Augsburg (D. Klass) – David Klass is traveling to Augsburg for a week or so and is looking into a possible future trip to Augsburg. Hunt will be attending the kick-off of German-American Friendship Year in Indianapolis in place of Mayor Nan Whaley.
 - d. Oiso (K. Lydy) – See attached report.
 - e. Monrovia (H. Brown) – Searching for a chairperson. Thomas Siafa continues to be interested in rejoining the DSCC and will submit his application to the City of Dayton. Thomas will be in Monrovia in November 2018 and will try to schedule a meeting with the Mayor of Monrovia. The committee will work on getting a letter from Mayor Whaley for the Mayor of Monrovia.
 - f. Holon (C. Rice/L. Simms-Parks)- No report.
 - g. Sarajevo (M. Jones) – Monica provided an update on the Water Conference and is waiting to hear back from BiH for confirmation in the next day or two. Hunt reported on a possible dinner hosted by DSCC on October 26, 2018.
 - h. Marketing (A. Robinson) - No report.
 - i. Scholarship Committee Update (Peggy Kelly and Kelly Geers) - Kelly reported that the committee would like to offer scholarships to two students for airfare only based on financial need. The committee plan to request an extra letter attesting to the need and how the rest of the student’s money will be raised.
- 5) Old Business - None.

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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6) New Business -

- a. Arch Grieve reported a grant was awarded to the Dayton Mediation Center by the United States Embassy in Bosnia and Herzegovina (BiH) in the amount of \$120,000 to fund 18 students between ages 15-17 and 3 teachers from BiH. \$20,000 of the amount will go to per diems and advertising to DSCC. The group will be visiting October 2019 for 3 weeks.
- b. The City of Dayton Regional Neighbors event. Hunt asked for volunteers to staff a possible booth at the event. Email Hunt if interested.

7) Other Items for the Good of the Committee - None.

Meeting adjourned at 6:33 pm.

Respectfully Submitted- Lori Simms Parks, Secretary

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

December - No Meeting

Treasurer Report
 September 9, 2018
 Submitted by Peggy Kelly

Our only activity this past month was in the form of a \$250 donation for the BiH Water Conference that is coming up in October.

However, the activity that YOU need to contribute to is planning the budget for 2019. The first step is seeking requests from each committee for funds. This process should be led by the committee chairs, who should send to me the following information (using a spreadsheet emailed to you) **no later than October 1st, 2018:**

- Amount of money expected to be received as income *by account number* (including through fundraising, donations, and/or student travel reimbursements)
- Amount of money requested *by account number*
- Rationale/explanation for why this money needed (or will be raised) and/or how it will be spent

Currently, I have heard from Kevin with a request for the Oiso 50th Anniversary Celebration and the Scholarship Committee with a request for funds to support youth travel.

Here is what Kevin has said so far:

Oiso Committee
2019 Proposed Budget
(Based on a 12-month budget)

A.	Homestay Activities (Account #5105)	Total: \$500
	Shelter Rental for Picnic	\$125.00
	Picnic Supplies	\$45.00
	Airport Parking	\$15.00
	T-Shirts	<u>\$200.00</u>
	Total	\$385

Justification

This is an estimate, based off of the 2017 expenditures, for the incoming Oiso students. The picnic supplies and shelter rental (through the Dayton Metro Parks) were utilized for the “going away” picnic held toward the end of the Oiso students’ visit. The T-shirts were gifts for the students, both DRSS and Oiso, as well as family members and DSCC members. They incorporate an image of the Wright Flyer with the Oiso mascots taking the role of the Wright Brothers. The airport parking costs are incurred when the students arrive and depart from the Dayton Airport. The majority of the rest of the costs associated with the students’ visit are incurred by the respective host families. The total requested of \$500 is to ensure that, should costs increase for rental fees, T-shirts, etc., costs would not exceed that budgeted.

B.	50th Anniversary	(Account #5704)	Total:
			\$21,770
	Event Celebration	\$14,000.00	

Hotel Rooms	\$5,000.00
Formal Reception	\$2,000.00
Rental Car	\$200.00
Gifts and Entry Fees	<u>\$570.00</u>
Total	\$21,770.00

Justification

FY 2019 marks the year in which Dayton recognizes the 50th anniversary of the sister city relationship between Oiso and Dayton. Please note that the “Event Celebration” cost is currently budgeted for a location of Courthouse Square. However, we are currently waiting to hear back from Levitt Pavilion which does not schedule events until October. Should the venue for the event be Levitt Pavilion, the costs listed here would be dramatically reduced as that venue provides a large number of services/amenities (e.g., restrooms, trash removal, etc.) that Courthouse Square does not. Additionally, members of the 50th Anniversary sub-committee are currently seeking meetings with all Dayton breweries to provide beer for the event, reducing the cost of providing alcohol at the event. Hotel costs could go down if we decide to locate rooms elsewhere. Regardless, any gesture on our part to provide lodging for the adult delegation (which the budget reflects as being eight [8] adults), would be help to entice an adult Oiso delegation to travel to Dayton.

50th Anniversary Event Celebration itemized budget on Courthouse Square

Vendor	Amount	Item	Notes
Operations			
City of Dayton	\$500.00	Trash Removal	
Lowes	\$260.00	Trash Recepticals	13- We might be able to purchase these from the City
Ohio Department of Commerce	\$140.00	Liquor Liscense	
City of Dayton	\$250.00	Liscense/Applications	
Insurance Provider	\$500.00	Liability Insurance	\$1M+
Porta Kleen	\$2,535.00	Portable Restroom	10- One per 100 people per 4 hours
Scott Wright (DPD)	\$360.00	Security	2 required for alcohol sales @ \$30/hr
Rentals			
Sunbelt	\$700.00	Fencing	600' we can also rent from PT but didn't see \$ online
Prime Time	\$179.00	6' Tables	20 total tables
	\$179.00	60" Rounds	
	\$184.00	Chairs	120 seating 40 vendor/volunteer
Beer Truck	\$5,000.00		Can make back money by selling beer.
Entertainment			
Marching Band	\$500.00	Performance	Donation to the Band
Harmony of Japan	\$200.00	Performance	
Liftoff Entertainment	\$800.00	Audio	We should be able to use CH but may need extra
Cincinnati Dayton Taiko Group	\$200.00	Performance	Donation?
Martial Arts Group	\$200.00	Performance	Donation?
Marketing			
Oregon Printing	\$500.00	Printed Materials	
Facebook	\$50.00	Ad Boost	
DDN	\$100.00	Print Ads	
Four Ambition	\$500.00	Volunteer Tshirts	40 shirts + set up fee
Total For Event	\$13,837.00		

Itemized Budget for hotel rooms, etc. for Oiso adult delegation

Vendor	Amount	Item	Notes
Dayton Crowne Plaza	\$5,000.00	Hotel Room	Proposed 4 rooms, 7-nights stay.
Enterprise Rental Car	\$500.00	7-passenger van	Not sure if the city owns vans that could be utilized
Dayton Racquet Club	\$2,000.00	Facilities Rental	Estimated cost based on web search.
Dayton History	\$70.00	Entrance Fee	Carillon Historical Park
Dayton History	\$200.00	Gifts	Gifts to present to adult delegation
Total	\$7,770.00		

The Scholarship Committee would like to request \$5000 from the general fund in 2019. The planned use is for \$2500 to support Dayton area student travel to a sister city and \$2500 to support student travel from sister city students who need support to come to Dayton. The rationale is that a large portion of the work of the committee is in support of these two types of exchanges and putting a small portion of our general fund to this use should benefit the Dayton area and our sister cities by assisting in the mission of the committee. Since this money would be restricted for scholarships for youth exchanges, any money not spent would go into the Dayton Foundation Scholarship Fund (#1405) to help build the base so that as word gets out about the scholarships, more students will be able to take advantage of them as time goes on and we have a larger base from which to pull money.



DAYTON
SISTER CITY COMMITTEE
since 1964

Dayton Sister
City Foundation
Income
Statement for
the period of
01/01/2018 -
09/09/2018

Budget to Actual

Account Number	Account Name	General Fund	Restricted Youth and Education Fund	Restricted Funds (Other)	Dayton Foundation Scholarship Fund #1405	Annual Budget	Amount
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Income

4000	Membership Dues	\$220.00	\$0.00	\$0.00	\$0.00	\$320.00	\$220.00
4001	Contributions/Donations	\$0.00	\$0.00	\$5,800.00	\$0.00	\$0.00	\$5,800.00
4002	City of Dayton Annual Allocation	\$15,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	\$15,000.00
4003	Interest Earned	\$2.30	\$0.00	\$0.00	\$0.00	\$10.00	\$2.30
4004	Fundraisers for Scholarship	\$784.00	\$0.00	\$481.26	\$0.00	\$0.00	\$1,265.26
4005	Adult Outbound Travel	\$0.00	\$0.00	\$4,120.58	\$0.00	\$0.00	\$4,120.58
4006	Investment Income	\$0.00	\$0.00	\$0.00	\$54.40	\$0.00	\$54.40
4007	Increase in Market Value	\$0.00	\$0.00	\$0.00	\$225.12	\$0.00	\$225.12
4100	Youth Education (Conference, Classroom Material, Etc.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4101	Inbound Student Exchange from Augsburg	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4102	Outbound Student Exchange to Augsburg	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4103	Inbound Student Exchange from Holon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4104	Outbound Student Exchange to Holon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4105	Inbound Student Exchange from Oiso	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4106	Outbound Student Exchange to Oiso	\$0.00	\$3,845.00	\$0.00	\$0.00	\$0.00	\$3,845.00
4107	Inbound Student Exchange from Sarajevo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4108	Outbound Student Exchange to Sarajevo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4109	Inbound Student Exchange from Monrovia	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4110	Outbound Student Exchange to Monrovia	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income		\$16,006.30	\$3,845.00	\$10,401.84	\$279.52	\$13,330.00	\$30,532.66

Expense

5001	Bank and WePay Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00
5002	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5003	Investment Manager's Fee	\$0.00	\$0.00	\$0.00	\$22.62	\$0.00	\$22.62
5100	Youth Education (Conference, Classroom Materials, Etc.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5101	Inbound Student Exchange from Augsburg	\$0.00	\$1,048.00	\$0.00	\$0.00	\$1,000.00	\$1,048.00
5102	Outbound Student Exchange to Augsburg	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5103	Inbound Student Exchange from Holon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5104	Outbound Student Exchange to Holon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5105	Inbound Student Exchange from Oiso	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5106	Outbound Student Exchange to Oiso	\$1,695.00	\$5,280.00	\$0.00	\$0.00	\$1,600.00	\$6,975.00
5107	Inbound Student Exchange from Sarajevo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5108	Outbound Student Exchange to Sarajevo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5109	Inbound Student Exchange from Monrovia	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5110	Outbound Student Exchange to Monrovia	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5200	Regional Collaborative Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00
5201	Urban Nights	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

5202	Annual Regional Sister Cities Reception	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5300	Marketing Materials	\$235.95	\$0.00	\$0.00	\$0.00	\$830.00	\$235.95
5301	Website (Development, Hosting, Domain, Etc.)	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00	\$0.00
5302	Gifts (Shirts, Hats, Bookbags, Etc.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5303	Young Artists/Authors	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5304	Dayton Sister Cities Exhibit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5400	Augsburg Outbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5401	Augsburg Inbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5402	Augsburg Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5403	Augsburg Misc. Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5404	Augsburg Special Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5500	Holon Outbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5501	Holon Inbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5502	Holon Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00
5503	Holon Misc. Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5504	Holon Special Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600	Sarajevo Outbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5601	Sarajevo Inbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00
5602	Sarajevo Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00
5603	Sarajevo Misc. Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00	\$0.00
5604	Sarajevo Special Events	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00
5700	Oiso Outbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00
5701	Oiso Inbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5702	Oiso Gifts	\$300.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$300.00
5703	Oiso Misc. Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5704	Oiso Special Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800	Monrovia Outbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5801	Monrovia Inbound Adult Exchange	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5802	Monrovia Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00

5803	Monrovia Misc. Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00
5804	Monrovia Special Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5900	Unplanned Opportunities	\$150.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$150.00
5901	Attorney General COIN Fee & Sec State Fee	\$50.00	\$0.00	\$0.00	\$0.00	\$100.00	\$50.00
5902	Discretionary Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00
5903	Accounting Expenses	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Total Expense		\$2,730.95	\$6,328.00	\$0.00	\$22.62	\$15,660.00	\$9,081.57
Net Income / (Loss)		\$13,275.35	(\$2,483.00)	\$10,401.84	\$256.90	(\$2,330.00)	\$21,451.09

Summary:

Beginning Fund Balance	\$50,031.64	\$500.00	\$0.00	\$0.00
+ Other Fund Balance Movements	(\$10,784.00)	\$0.00	\$0.00	\$10,784.00
+ Net Income / (Loss)	\$13,275.35	(\$2,483.00)	\$10,401.84	\$256.90
= Ending Fund Balance	\$52,522.99	(\$1,983.00)	\$10,401.84	\$11,040.90



Dayton Sister City Foundation
 Income Statement by Fund
 for the period of 01/01/2018 to 09/09/2018

General Fund

Account Number	Account Name	Amount
Income		
4000	Membership Dues	\$220.00
4002	City of Dayton Annual Allocation	\$15,000.00
4003	Interest Earned	\$2.30
4004	Fundraisers for Scholarship	\$784.00
Total Income		\$16,006.30
Expense		
5106	Outbound Student Exchange to Oiso	\$1,695.00
5300	Marketing Materials	\$235.95
5702	Oiso Gifts	\$300.00
5900	Unplanned Opportunities	\$150.00
5901	Attorney General COIN Fee & Sec State Fee	\$50.00
5903	Accounting Expenses	\$300.00
Total Expense		\$2,730.95
Net Income (Loss)		\$13,275.35
Summary		
Beginning Fund Balance		\$50,031.64
+ Other Fund Balance Movements		\$-10,784.00
+ Net Income / (Loss)		\$13,275.35
= Ending Fund Balance		\$52,522.99



Dayton Sister City Foundation
 Income Statement by Fund
 for the period of 01/01/2018 to 09/09/2018

Restricted Youth and
 Education Fund

Account Number	Account Name	Amount
Income		
4106	Outbound Student Exchange to Oiso	\$3,845.00
Total Income		\$3,845.00
Expense		
5101	Inbound Student Exchange from Augsburg	\$1,048.00
5106	Outbound Student Exchange to Oiso	\$5,280.00
Total Expense		\$6,328.00
Net Income (Loss)		\$-2,483.00
Summary		
Beginning Fund Balance		\$500.00
+ Other Fund Balance Movements		\$0.00
+ Net Income / (Loss)		\$-2,483.00
= Ending Fund Balance		\$-1,983.00



Dayton Sister City Foundation
 Income Statement by Fund
 for the period of 01/01/2018 to 09/09/2018

Restricted Funds (Other)

Account Number	Account Name	Amount
Income		
4001	Contributions/Donations	\$5,500.00
4004	Fundraisers for Scholarship	\$481.26
4005	Adult Outbound Travel	\$4,120.58
Total Income		\$10,101.84
Expense		
5700	Oiso Outbound Adult Exchange	\$4,621.76
Total Expense		\$4,621.76
Net Income (Loss)		\$5,480.08
Summary		
Beginning Fund Balance		\$0.00
+ Other Fund Balance Movements		\$0.00
+ Net Income / (Loss)		\$5,480.08
= Ending Fund Balance		\$5,480.08



Dayton Sister City Foundation
Income Statement by Fund
for the period of 01/01/2018 to 09/09/2018

Dayton Foundation
Scholarship Fund #1405

Account Number	Account Name	Amount
Income		
4006	Investment Income	\$54.40
4007	Increase in Market Value	\$225.12
Total Income		\$279.52
Expense		
5003	Investment Manager's Fee	\$22.62
Total Expense		\$22.62
Net Income (Loss)		\$256.90
Summary		
Beginning Fund Balance		\$0.00
+ Other Fund Balance Movements		\$10,784.00
+ Net Income / (Loss)		\$256.90
= Ending Fund Balance		\$11,040.90