

Joint Meeting of the Lincoln Council for International Visitors Board of Directors
And Mayor's Committee for International Friendship
November 3, 2014
Mayor's Conference Room
6:30 p.m.

Lincoln Council for International Visitors board members and Mayor's Committee for International Friendship members present: Debbie Engstrom, Lee Rockwell, Bob Wagner, Elaine Hammer, Brian Ridenour, Sherri Johnson, Carmelee Tuma, Lisa Lee, Crystal Bock Thiessen and Dolores Mather.

Absent: Micheal Short, Bob Stoddard, Barb Ridder, and Ron Svoboda.

The meeting was called to order at 6:30 p.m.

Open Meeting Announcement was made.

Approval of Agenda: An item for discussion of the national meeting was added to the agenda. **A motion to approve the agenda with the addition of the national meeting discussion was made by Brian Ridenour, seconded by Carmelee Tuma and was approved by a voice vote.**

Approval of Minutes: The September and October minutes were distributed. **A motion to approve the minutes for September as presented was made by Sherri Johnson, seconded by Carmelee Tuma and approved by a voice vote.** Brian Ridenour requested two corrections on the October minutes, which was to remove the Board of Directors in the first line of the heading and to add "the members" to the line. The line should read, "Joint Annual Meeting of the Members of the Lincoln Council for International Visitors and the Mayor's Committee for International Friendship." **A motion to approve the October minutes as corrected was made by Lisa Lee, seconded by Sherri Johnson and approved by a voice vote.**

Treasurer's Report by Elaine Hammer: The treasurer's report for September and October were distributed. She requested that the date of the report be changed to November 1, 2014. **A motion to approve the reports as amended was made by Brian Ridenour, seconded by Crystal Bock Thiessen and approved by a voice vote.**

Newsletter Report by Carmelee Tuma: The board was complimentary of the last newsletter, which came out in October 2014. Carmelee Tuma reported that the next newsletter should go out in January. The deadline for articles is January 1, 2015. Carmelee Tuma asked to have a profile from Lee Rockwell, the new president. She also indicated it would be nice to have an article from Brian Ridenour reflecting on his three years and an article from Crystal Bock Thiessen, the new vice president. All three agreed to provide the basis for an article on each.

Presidents Report: Lee Rockwell asked if members wanted any discussion on the two policies distributed and approved at the annual meeting; the Time and Effort Record Keeping Policy and the Whistleblower Policy.

There was discussion regarding the need for the policies. Brian Ridenour indicated that both policies are addressed in the grant eligibility form and the grant application. If the policies are not in place, a lengthy explanation must be provided explaining why we do not have the policies. The Time and Effort Record Keeping Policy requires members record their volunteer hours and activities. Hours are to be submitted quarterly to the LCIV Secretary with the first report due January 1st. Brian Ridenour will modify the reporting form to list different categories of activities. The Whistleblower Policy is a requirement from Global Ties. After discussion it was decided to add a sentence reflecting that the "whistleblower" is able to remain anonymous. The new sentence in #2 of the policy reads, "Upon request of the complainant, the president shall not disclose to others the identity of the complainant." **A motion to amend the Whistleblower Policy was made by Crystal Bock Thiessen, seconded by Carmelee Tuma. There was further discussion. The motion to approve the amendment to the policy was approved by voice vote. A motion to approve the amended policy was made by Lisa Lee, seconded by Crystal Bock Thiessen, and approved by a voice vote.**

Lee Rockwell called for a discussion on the date and time of our regular meetings. After discussion it was agreed to meet at 6p on the second Tuesday of the month, starting in December 2014. After further discussion it was agreed that a meeting in December may not be necessary and a notice will be sent to members if there will be a December meeting.

First Contact Reports report by Lisa Lee: The last IVLP group was cancelled and there have not been any calls from agencies of groups coming to Lincoln. During the fiscal year ending in September 2014, there were 8 IVLP programs with 39 guests. There was one group from the Asia Foundation with 3 guests. There was also a group from Ghana that may be able to be counted in the visitor statistics. Lisa Lee has not submitted any proposals in seeking visitors. Based on the Procurement Policy, Brian Ridenour reminded Lisa Lee to request bids from transportation companies every year and to obtain their commitment in writing to adhere to the GSA government rate. Lee Rockwell requested a meeting with Lisa Lee to better understand her role as First Contact.

New Business: Lee Rockwell asked for a discussion on the national meeting next year. It was explained that typically Global Ties provides funds to cover two people's air fare to the national meeting. They also provide one room at the hotel for the conference. If you send three persons, they will provide funds for a second room. In the past, LCIV has paid for the registrations for those attending. The national meeting is in Washington, D.C., February 4 thru February 7th. Lisa Lee indicated she would like to attend the meeting again. Lee Rockwell indicated he should attend as new president and Brian Ridenour and Dolores Mather also indicated an interest in attending the meeting as well. **Brian Ridenour made a motion that LCIV pays the registration fees for board members and MCIF appointees attending the national meeting and that the funds received from Global Ties be divided equally among those attendees. Carmelee Tuma seconded the motion and it was approved by a voice vote.**

Elaine Hammer brought up the issue of increasing membership. Unless people have paid dues for 2014-2015, they are no longer members. Lee Rockwell agreed that to increase membership is one of his top projects as well, not only to build the membership but also to get more people involved in programming. Brian Ridenour

suggested a letter from the new president be sent to prospective members. Lee Rockwell will draft a letter. Dolores Mather volunteered to work on getting articles in the Neighborhood Extra. Crystal Bock Thiessen talked about the need for a LCIV Facebook page. Carmelee Tuma will be doing a release about the annual meeting.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted by
Debbie Engstrom
Secretary, MCIF/LCIV

