OKSCA Annual Meeting

Monday, October 2nd, 2023

Olympia City Hall, room 207

# Call to order

Cheryl Selby called the meeting to order at 7:03 PM. Attendees introduced themselves.

# Membership

Bob Nakamura welcomed attendees and collected $15 membership dues from new members

# Attendance

Recorded by Sharyn Merrigan

1. Tim Grisham (Kato delegation)
2. Sharyn Merrigan (acting secretary)
3. Jack Merrigan (adult delegate)
4. Sam Sullivan (VP)
5. Bob Nakamura (JACL president for Olympia area)
6. Debbie Macy (on zoom) (involved since 2000)
7. Ross Boylan (on zoom) (adult delegate)
8. Karen Fraser (involved for a long time, delegate)
9. Cheryl Selby (mayor of Olympia)
10. Tricia Shaw (past president)
11. Margo Morales (has lived in Japan and participated in exchange)
12. Jennifer Herman (new)
13. Marie Sullivan (parent of delegate)
14. Terry Sullivan (parent of delegate)
15. Yen Huynh (adult delegate)
16. Myrna Lance (came in at 8:15)

# Approval of minutes

Copies of the July 25, 2023 minutes were presented. The minutes were approved.

[OKSCA meeting minutes July 25, 2023.docx](https://docs.google.com/document/d/1QYZJFzuSyPIkZVZygPDujVqCP3hoJngQ/edit?usp=sharing&ouid=102542955030492325226&rtpof=true&sd=true)

# Treasurers report

Bob Nakamura presented a Treasurer’s Report including balances on the accounts.

| First Citizens Bank fundraiser account | $474.72 |
| --- | --- |
| First Citizens Bank checking account | $11,273.67 |
| First Security Bank CD, matures 7/9/24 | $18,097.27 |

Checks issued for delegation expenses to date: $1,741.87

Attendees asked clarifying questions about the balances and the CD. A request was made for a more detailed budget report. It was explained that the fundraising account used to be for community donations and fundraising. Expenses still outstanding for the delegation visit include Cheryl’s check, which has been recently issued. The farewell party possibly still needs to be reimbursed. Karen will check on this.

# New business

1. Bylaw amendments - consider 2009 bylaws (not adopted) and change month of annual meeting to October.
	1. Debbie Macy talked about the difference between 2006 and 2009 bylaws. She requested that future business of board be to update bylaws. Tim concurred that committee should go through all versions to draft updated bylaws as well as separate policies and procedures.
	2. Tim moved to approve 2006 bylaws with addition of moving meeting to Oct for purpose of electing offices Terry Sullivan seconded. Cheryl spoke to the motion, citing the need to plan for the upcoming delegation as well as apply for Inspire Olympia grants, due Jan 1. Grant requires organizational match, which can include in-kind hours. There is a sense of urgency to move the organization forward. The motion was voted on and **APPROVED**.
2. Solicit names for board appointees - up to 18 total
	1. The following names were put forth to serve on the board:
		1. Tim Grisham
		2. Sharyn Merrigan
		3. Jack Merrigan
		4. Sam Sullivan
		5. Bob Nakamura
		6. Debbie Macy
		7. Margo Morales
		8. Terry Sullivan
		9. Patricia Thulin
		10. Junryo (past president)
		11. Cheryl Selby (Mayor, non voting)
	2. Questions were raised about the status of OKSCA with IRS and state as a charitable organization. Members expressed concern that they could not find OKSCA filed with Secy of State. Additional questions were raised about whether OKSCA is a 501c3 or 501c6. 501c3 must have educational component to it. 501c6 are more service organizations. This needs further research. OKSCA may need to refile to come back into compliance. An audit every 4 years is also a requirement.
	3. Bob recalls filing and communicating with SOS in February 2023, and this was confirmed. There are some inconsistencies with the official name of organization. SOS has it registered as Olympia Yashiro Sister City Association. The Articles of Incorporation use Olympia Sister City Association. The bank accounts and EIN refer to Olympia Kato Sister City Association.
	4. It was clarified that members approve board - only approved board members can vote for officers.
	5. A vote was called and the board members were **CONFIRMED**.
3. Officer elections
	1. Nominations were solicited for President, Vice-President, Secretary, Treasurer
	2. The following nominees were put forth:

President: Tim Grisham (Sharyn Merrigan was also nominated and declined)

VP: Sam Sullivan

Secy: Sharyn Merrigan

Treas: Bob Nakamura and Debbie Macy

* 1. For the contested offices, each nominee had the opportunity to speak.
	2. Ballots were distributed by Cheryl Selby. It was clarified that only approved board members can vote for officers.
	3. Votes were collected and counted by Marie and Jennifer.
	4. **Officers were ANNOUNCED**.

President: Tim Grisham

VP: Sam Sullivan

Secy: Sharyn Merrigan

Treas: Debbie Macy

* 1. Chairing of meeting was turned over to Tim Grisham. Tim spoke to creating audit committee with Bob on it.
1. A motion was made by Karen Fraser for a bylaw amendment to add the office of Deputy Treasurer. The motion was **APPROVED.**
2. Bob Nakamura was nominated for the position of Deputy Treasurer. He was **CONFIRMED** through voice vote.
3. Tim called for an ad hoc bylaw committee with officers and additional members and asked for volunteers: Marie Sullivan, Terry Sullivan, and an invitation will be extended to Junryo
	1. Bob noted that Junryo will continue to have the title of **Immediate Past President** and is a member of the Executive Board.
4. Tim asked for the creation of a sub-committee to plan the Olympia student visit to Kato next summer.
	1. The following people volunteered: Sam, Sharyn, Bob, Jennifer, Debbie, Margo, Yen.
	2. Tim will send out Doodle poll for meetings.
	3. Sam noted that Kato is eager to plan the visit. We have some other organizations to update contacts with.
5. Tim spoke to the need to select regular meeting times and suggested quarterly board meetings and monthly executive team Meetings must be open and transparent for all org members and community members. The main board meetings will be quarterly; Executive board meetings monthly; Subcommittee meetings monthly or ad hoc; Exchange season necessitates meeting more often. A member expressed that 7pm on weekdays is preferable.
	1. Question were raised about the frequency of meetings, that quarterly might be too long between. Tim responded that the role of the Executive Committee is to communicate better. Meeting minutes will go out to all. Exec board meetings will be open to all members who wish to attend.
	2. An Idea was offered to have a limited agenda at quarterly meetings, examples: updates from Kato or JACL, updates from Japanese teachers in OSD.
	3. Tim welcomes ideas and communications. Will accommodate in-person and online, may depend on the meetings purpose and make-up. Tim will ensure appropriate spaces.
6. Debbie pointed out that we may be able to get the domain name back. There is also a FB page and group. We need to work on engagement. Junryo is the only admin on the FB group, so we can work to increase participation and posts.
	1. There is a need for a detailed analysis of past membership to figure out how to reengage them.
	2. New business for next time: membership development

# Old business

1. Debrief on recent hosting of Kato students
	1. General agreement that it was “Awesome except for COVID.”
	2. We need a contingency plan for contagious diseases.
	3. We need a better way to communicate with families and delegates.
2. Thank you notes to host families and party hosts
	1. The notes were not brought to the meeting, but we still need to do this. This is a good opportunity to invite all the host families to join OKSCA.
	2. Hiroko needs an extra thank you for making all the meals for the sick kids

# Good of the order

* Thank you to Bob for years of service, for keeping the books, and being able to keep the organization afloat.
* Myrna Lance arrived late but has packet for student recruitment and will work with the next person going forward.
* Bob needs to schedule with Tim and Debbie to create a new signature card at the bank. Need to have the minutes approved, so they will be sent out by email.
* Tricia: how does OKSCA connect with city? Tim: no MOU but city has given funds to OKSCA and there is a budget request for future funding. Grant funding is intended to provide scholarships to students to go to Kato to expand access.
* Tim will look at filings to verify 501c3 status of OKSCA.

# Adjournment

The meeting was adjourned at 8:26 PM.

Minutes respectfully submitted by Sharyn C. Merrigan, Oct 3, 2023.