



**ABILENE OMITAMA SISTER CITY BOARD
JORDAN ROOM, ABILENE PUBLIC LIBRARY, 209 NW FOURTH STREET
JUNE 9, 2026 - 6:00 PM**

Agenda for Board Meeting:

- 1. Call to Order**
- 2. Changes to Agenda/Approval of Agenda**
- 3. Approval of Minutes**
 - a. Sister City Board Meeting Minutes — May 12, 2026
- 4. Public Comments, Correspondence**
 - a. News from Omitama
 - b. Official Correspondence
- 5. Financial Report - Kim Shafer**
- 6. Friends of Sister City - Heather Unruh**
- 7. School Programs - Jerry Rankin & Corina Ryland**
- 8. Old Business**
 - a. Bylaws
 - b. Delegation Planning
- 9. Adjournment**

**CITY OF ABILENE
SISTER CITY BOARD
MEETING MINUTES**

May 12,2026, at 6:00 p.m.

**Abilene Public Library, Jordan Room
209 NW 4th St. Abilene, KS 67410**

Members Present: Jennie Hiatt (Chair), Jerry Rankin (Vice-Chair), Kim Shafer (Treasurer), Corina Ryland (Corresponding Secretary), Mary Montgomery (Member), Samantha Geissinger (Member), Christal Hall (Member), and Heather Unruh (Friends of Sister City).

Members Absent: Jennifer Hager (Member), Kevin Unruh (Member), Kelsey Briand (Staff Liaison)

Additional Present: Harmon Geissinger

Call to Order

The meeting was called to order by Chair, Jennie Hiatt at 6:02 pm.

Approval of Agenda

Corina moved to approve the agenda as written. Seconded by Mary. All in favor.

Approval of the Meeting Minutes – March 10, 2026

Kim moved to approve the minutes with the correction of Mr. Kariya's name. Christal seconded. All in favor.

Public Comments and Correspondence

- a. News from Omitama – None
- b. Official Correspondence – None

Financial Report

New Balance: \$9,912.00

Kim shared the general fund for Sister City is at \$9,912 and \$52.30 will be paid to Jerry for Japan Club. \$5,142 is left in the scholarship fund, after paying the difference for Harmon's trip. Corina moved to accept the financial report. Mary seconded. All in favor

Friends of Sister City

Heather shared that three people donated on Donate Day.

School Programs

Jerry had the last meeting with Eisenhower Japan club today. They watched sumo and ate sushi.

Corina shared that the last meeting at AMS was last Thursday. They enjoyed Cup Noodle Ramen and found themselves in the newspaper that week.

Old Business

- a. Bylaws – Tabling until Kelsey is present.
- b. Budget – Kelsey sent out a letter about city funding. We need to present funding requests directly to the City Commission during the regular Commission meeting on Tuesday, May 26, 2026. We answered the questions in the letter for Jennie H. to share with Kelsey.
- c. Delegation Planning: Discussed ideas including the last visit. Brainstormed activities:
 - Ceramics
 - Soccer game
 - Christal – try to get kids at the schools
 - Wizard of Oz
 - Later start r earlier beginning on first day
 - Legends
 - Sporting KC
 - Farms, horses, combines, ag day
 - John Deere tour- prairieland – Kyle Adams
 - Russell Stovers
 - Museum of Art and Light in Manhattan
 - Hu Hut or Pizza Ranch
 - Manhattan Mall and Walmart and strip mall
 - Kayaking
 - Pillsbury Crossing
 - CountryMart welcome
 - Garfield Auditorium – Welcome dinner 22nd or 23rd (Holds at least 50)
 - Eisenhower day building the rocket
 - Cosmosphere
 - Sternberg
 - Roller Skating in Junction
 - Alley
 - Brown’s Park
 - Cozy Inn
 - Kenwood Cove – midweek
 - Midwest dream car museum
 - Flint Hills Discovery Museum
 - Lindsborg
 - Trevor Witt (drones)
 - STEM
 - Polytec
 - School Day
 - Library
 - Fire Station

New Business

None

Adjournment

Next meeting: June 9, 2026, at the Abilene Public Library at 6pm. Corina made a motion to adjourn, seconded by Mary. All in favor. The meeting adjourned at 7:34 pm.

Minutes Approved,

Attest:

Sister City Board

Kelsey Briand, Finance Director

CITY OF ABILENE, KANSAS
SISTER CITY BOARD
BY-LAWS

ARTICLE I. *PURPOSE and ORGANIZATION*

Section 1. The *Abilene Sister City Board*, hereinafter referred to as the **Board**, was created by authority of the City Commission of *Abilene, Kansas*, by ordinance 2922, section 1-812.

Section 2. The purpose of the **Board** is to seek, support, coordinate, foster, and develop *Sister City* exchange programs of an educational or charitable nature. The **Board** shall make recommendations to the governing body on matters relating to municipally sponsored programs, exchanges, and activities involving the Abilene/Omitama, Japan *Sister City Program*.

ARTICLE II. *PURPOSE and DUTIES OF THE BOARD*

Section 1. The **Board**, after qualifying as provided by law, shall be vested in the following powers and authority:

- a. To sponsor exchange activities, including social events that provide cultural enrichment of an educational or charitable nature.
- b. To encourage such activities that may result in greater cultural understanding and subsequent business, economic, and governmental relationships.
- c. To appoint such project subcommittees as to fulfill the obligations of the Board best.
- d. To approve all purchases and bills submitted for payment.
- e. To develop a selection process and support mechanisms for AET (Assistant English Teacher)/Friendship Ambassador, as needed.

Section 2. The **Board** shall act on all formal matters as requested, in an official manner.

ARTICLE III. *MEMBERSHIP*

- Section 1.** The **Board** shall consist of no more than **nine (9)** members appointed by the *City Commission* for three (3) year terms.
- Section 2.** Members may be reappointed upon expiration of their three-year term.
- Section 3.** Any vacancies in membership of the **Board** shall be filled by the city commission's appointment of a new member for the unexpired term of a member whose office is vacant.
- Section 4.** All members of the **Board** shall serve **without** compensation.
- Section 5.** The President of *Friends of Sister City* organization (or his/her designee) shall serve as an *ex officio* member of the **Board** and will represent *Friends of Sister City* at each regular meeting for the **Board** without voting rights.
- Section 6.** Any **Board** member who has an unexcused absence for three (3) consecutive regular meetings shall be deemed to have resigned, and the *City Commission* shall appoint a successor.

Written notices hereunder shall be delivered by registered mail to the members' last-known address.

ARTICLE IV. *OFFICERS and THEIR DUTIES*

- Section 1.** The following officers shall be elected from the **Board**. The *officers* shall consist of the **President, Vice-President, Treasurer and Corresponding Secretary**. The **Secretary** shall be the **City Finance Director** or *designee* and shall serve as an *ex officio* member on the Board, without voting rights.
- Section 2.** Elections will take place following member appointments made at the first City Commission meeting in January. The term of office for officers shall be **one** year. Should a vacancy in any office occur, the **Board** shall present candidates for such vacant office, and such officer will serve until the following January.
- Section 3.** The Duties of the Officers are as follows:
- a. **PRESIDENT:** The **President** shall preside at all meetings of the **Board**, appoint the **chairperson** of standing and special committees,

serve as an *ex-officio* member of all committees, sign and execute all documents of any kind required or authorized to be signed by the **Board**, and shall perform such other duties as may be prescribed in these by-laws or as assigned by the **Board**.

- b. **VICE-PRESIDENT:** The **Vice-President** shall act as an aide to the **President** and perform the duties of the **President** in the absence of that officer.
- c. **SECRETARY:** The **Secretary** shall keep an accurate record of the proceedings of all meetings of the **Board**, maintain and preserve the records of the **Board**, and send notices of meetings to all members of the **Board**.
- d. **TREASURER:** The **Treasurer** shall maintain the financial records of the **Board** and make regular reports to the **Board**.
- e. **CORRESPONDING SECRETARY:** The **Corresponding Secretary** will assist with the **Board's** correspondence as needed.

ARTICLE V. MEETINGS

- Section 1.** Regular meetings of the **Board** shall be held monthly or as the **Board** deems necessary. Adequate notice of the date and location of meetings shall be given as required by law.
- Section 2.** Special meetings may be called by the **President** or by any three members of the **Board**, provided that all members of the **Board** are given at least twenty-four (24) hours' notice of said special meetings.
- Section 3.** A quorum shall consist of a majority of the appointed and qualified members of the **Board**. The members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment.
- Section 4.** All meetings of the **Board** shall be conducted in accordance with *Roberts' Rules of Order*, except insofar as modified by these by-laws and the rules and procedures adopted by the **Board**.

ARTICLE VI. *FRIENDS OF SISTER CITY*

The President of *Friends of Sister City*, or a designee, shall report on Friends' activities to the Board at each regular meeting. The **Board** shall in no way be subject to the control or review by *Friends of Sister City*.

ARTICLE VII. *STANDING and SPECIAL COMMITTEES*

Special Committees, as are considered necessary, shall be appointed by the **President** and ratified by the **Board**. Committees may address issues involving, but not limited to, exchange students, scholarships, travel, fundraising, host families, and youth and/or adult delegation.

ARTICLE VIII. *ANNUAL REPORT*

The **Secretary** shall submit an annual report each year, covering the preceding calendar year. Such reports are to be filed with the **City Clerk**.

ARTICLE IX. *AMENDMENTS*

The **Board** may amend these bylaws by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting. Each member of the **Board** shall be sent a copy of the proposed amendment with the meeting notice.