



**CITY OF DENISON  
SISTER CITIES, INC., BOARD OF DIRECTORS MEETING  
AGENDA**

**Monday, March 25, 2024**

After determining that a quorum is present, the Sister Cities Inc. Board of Directors of the City of Denison, Texas will convene in a Regular Meeting on **Monday, March 25, 2024, at 5:30 PM** in the Conference Room at the Katy Depot, 101 E. Main Street, Ste. 103, Denison, Texas at which the following items will be considered:

**1. CALL TO ORDER**

**2. PUBLIC COMMENTS**

Citizens may speak on items listed on the Agenda. A “Request to Speak Card” should be completed and returned to the City Clerk upon arrival, prior to the Board reaching the Public Comment section of the agenda. Citizen comments are limited to three (3) minutes, unless otherwise required by law. Comments related to the Public Hearings listed below, will be heard when the specific hearing starts.

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

Citizens may speak on items listed on this agenda as Items for Individual Consideration. A “Request to Speak Card” should be completed and returned to the Board Secretary before the Board considers the item listed under Items for Individual Consideration. Citizen comments on Items for Individual Consideration are limited to three (3) minutes.

- A. Receive a report, hold a discussion, and take action on approving the minutes from January 29, 2024.
- B. Receive a report and hold a discussion regarding The Big Event.
- C. Receive a report, hold a discussion, and take action on submitting a grant application for the 2025 Student Exchange Program.
- D. Receive a report and hold a discussion regarding the 2024 Exchange Program.

**4. DIRECTOR'S REPORT**

**5. ADJOURNMENT**

CERTIFICATION

I do hereby certify that a copy of this Notice of Meeting was posted on the front windows of City Hall readily accessible to the general public at all times and posted on the City of Denison website on the 22<sup>nd</sup> day of March 2024.

---

Karen L. Avery, Deputy City Clerk

In compliance with the Americans With Disabilities Act, the City of Denison will provide for reasonable accommodations for persons attending Sister Cities, Inc., Board of Directors Meeting. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the City Clerk's Office at 903-465-2720, Ext: 2437.

**MINUTES OF  
SISTER CITIES INC. BOARD OF DIRECTORS MEETING  
KATY DEPOT CONFERENCE ROOM  
MONDAY, JANUARY 29, 2024**

CALL TO ORDER

Announce the presence of a quorum.

Carrie Boettger calls the meeting to order at 5:03pm. Sister Cities Board of Directors present were Carrie Boettger, Brandon Cates, Paisley Conrad, Lee Thornton, Emily Crow, Rita Cole, and Tracy Bullard. Staff present was Tourism Manager Rachel Reinert, Communication and Media Manager Emily Agans, and Deputy City Clerk Karen Avery.

1. CALL TO ORDER

2. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Receive a report, hold a discussion, and take action on approve the Meeting Minutes from December 4, 2023.

Board Action

The minutes passed unanimously.

- B. Receive a report, hold a discussion, and take action on naming a Board Chair for 2024.

Board Action

The Board voted unanimously to vote Carrie Boettger as board chair for 2024.

- C. Receive a report, hold a discussion, and take action on approving the nominated students for the 2024 Exchange.

Board Action

The interview committee gave an overview on interviews and home visits for all of the prospective students and nominated six individuals for the 2024 Exchange Program including: Joshua Akin, Price Hotalen, Avery Pearson, Allyson Gunter, Carli Mackay, and Layne Sparlin. The board approved unanimously.

- D. Receive a report, hold a discussion, and take action on approving the chaperones for the 2024 Exchange Program.

Board Action

The board discussed all potential applicants for chaperones and reviewed their interviews. The board voted unanimously to approve co-chaperones Rachel Reinert and Emily Agans for the 2024 Exchange.

- E. Receive a report and hold a discussion regarding the Sister Cities Budget.

Board Action

The board reviewed the budget from the 2023 Exchange Program including grants, student payment, and trip costs, in preparation for the 2024 Exchange and upcoming grant applications.

3. DIRECTOR'S REPORT

4. ADJOURNMENT

The meeting adjourned at 5:44pm

---

CARRIE BOETTGER; Denison Sister Cities Board President

Attest:

---

# W. B. Munson Foundation

## Contact Information

**W. B. Munson Foundation**

**Date of application**

5/19/2023

**Name of organization to which grant would be paid:**

Please list exact legal name and include AKA or d/b/a name(s) if applicable.

City of Denison d/b/a Denison Sister Cities

**Mailing address of organization:**

300 W. Main Street

**City:** Denison      **State:** TX      **Zip code:** 75020

**Telephone number:** 90346527202510      **Fax:**

**E-mail:** kabowen@cityofdenison.com      **Website:** www.cityofdenison.com

**President/Executive Director/CEO**

**Prefix** Mrs.      **First Name** Kimberly      **Last Name** Bowen      **Suffix** <None>

**Title**  
Grants & Special Projects Administrator

**Office Phone** 9034652720      **E-mail** kabowen@cityofdenison.com

**Development Director, Fundraising Staff or Person to Contact about this request**

**Prefix** Ms.      **First name:** Rachel      **Last name:** Reinert      **Suffix** <None>

**Title**  
Tourism Manager

**Office Phone**      **E-mail**

9034652720 rreinert@cityofdenison.com

## Organization Background

**Please enter your federal tax ID without dashes. Do not enter your state-issued tax-exempt number. Example: xxxxxxxxxx**

756000513

### Tax Registration Date:

### Total organizational budget:

(for the current year)

419388

### Describe the work of your organization addressing each of the following:

#### **A brief description of its history and mission.**

Denison, TX, and Cognac, France have a long history of friendship and cooperation. During the phylloxera epidemic of the mid-1800s, which destroyed a vast majority of wine grapes in Europe, Denison horticulturist T.V. Munson worked with Cognac native Pierre Viala to pioneer methods of creating phylloxera-resistant vines. This work earned Munson an induction into the French Legion of Honor and paved the way for the sister-city relationship we cherish today. Since 1992, Denison Sister Cities has been a part of the national not-for-profit volunteer movement initiated over 50 years ago by President Dwight D. Eisenhower. His people-to-people concept was created to further international understanding and goodwill between the people of the U.S. and the rest of the world. Today over 1,200 cities in the U.S. are linked with over 2,000 global cities in 137 countries. The purpose of the sister cities program is to enable citizens worldwide to learn more about each other through educational, social, cultural, and business exchanges. The goal is to promote understanding and appreciation at all levels of a community on a continuing, long-term basis. The Denison Sister Cities Youth Ambassador Exchange Program offers opportunities for Denison High School students to appreciate and understand the culture of our sister city through an abroad/homestay experience. Denison Sister Cities sponsors this program for Denison youth as an investment in the future. The families are also invested in the program by contributing \$1,000 towards the travel expenses of their students.

#### **The need or problem that your organization works to address, and the population that you serve, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.**

The Denison Sister Cities Youth Ambassador Exchange Program offers opportunities for Denison High School students to appreciate and understand the culture of our sister city, Cognac, France, through an abroad/homestay experience. Denison Sister Cities sponsors this program for Denison youth as an investment in the future. Students must attend Denison High School and reside in Grayson County. Registration is promoted to all students through the counselors at the high school. All are encouraged to apply.

#### **Current programs and accomplishments. Please emphasize the achievements of the recent past.**

Over the 27 years, the Denison Sister Cities Program has offered not only student exchanges but adult exchanges as well. These have included physicians, artists, and winemakers. In October 2017, Denison and Cognac, France successfully celebrated their 25th year as Sister Cities. The celebration included Denison hosting a granddaughter of President Eisenhower, the Mayor of Cognac, France, the Consul general and Deputy Consul general from the French

Embassy in Houston, and seven additional French dignitaries from Cognac. The event was significant for the City of Denison thanks to the support of the Munson Foundation. In July 2018, the Denison City Council voted to accept Denison Sister Cities, Inc. as a city entity. The Marketing & Tourism Department oversees the program and works with the seven-member board that the City Council appointed. All aspects of the programs began running under the new format in October. In 2022 when the exchange couldn't take place due to the pandemic, Sister Cities partnered with several community organizations to commission a mural telling the story of TV Munson, his accomplishments, and the Sister Cities' connection to Cognac, France, in Downtown Denison. The exchange program is taking place for the first time since the pandemic in July of 2023. Five students have been selected out of eleven applicants, along with Mr. Cates, DHS Social Studies Department Head, as a chaperone for the trip.

<b>Full-Time Staff Members</b>	<b>Part-Time Staff Numbers</b>	<b>Number of Members on Board of Directors/Board of Trustees</b>
1	0	7
<b>Regular Volunteer Numbers</b>		
0		

**Other Additional Staff Members Type and Numbers)**

None

**Your organization's relationships - both formal and informal - with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other organizations.**

We collaborate with multiple organizations to ensure that the program is successful. The Denison Independent School District, Denison Chamber of Commerce, Denison Development Alliance, Eisenhower Birthplace, and multiple departments with the City of Denison are a few of those. There are no other organizations in Denison that offer the program that Denison Sister Cities does.

**Proposal Summary**

**Grant request:**

(in dollars)  
15725

**Project name:**

(if applicable)  
2022-2023 Youth Ambassador Exchange Program

**Please summarize in a short paragraph the purpose of your organization. Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.**

The Denison, Texas twinning with Cognac, France, the Denison Sister Cities emphasis on the Youth Ambassador Exchange program, plus membership in Sister Cities International in Washington, D.C., further promotes Denison, Texas, and its citizens, both in America and France. 1- Chaperone \$2,500, 5- Denison High School Students (\$ 1,750 each) \$8,750, Hospitality- including Viticulture Tours, Meetings, Publicity, and French Visitors \$4,000, Sister Cities International Membership \$475

**Geographical Area Served:**

Local  
Other

**Population Served:**

Children

**Program Area:**

Civic Activities

**Gender:**

Not gender specific

**Ethnicity:**

No ethnicity specified

**Age Group:**

Young Adults (14-18)

**Please confirm the name of the Foundation from which you seek funds.**

W. B. Munson Foundation

## Funding Request

**General Operating Support**

**If applying for general operating support briefly describe how this grant would be used.**

1- Chaperone \$2,500

5- Denison High School Students (\$ 1,750 each) \$8,750

Hospitality- including Viticulture Tours, Meetings, Publicity, and French Visitors \$4,000

Sister Cities International Membership \$475

TOTAL \$15,725

**Project Support**

If your request is for a specific project, please explain the project including:

**Total project budget:**

(if requesting project support)

15725

**A statement of its primary purpose and the need or problem that you are seeking to address.**

Since 1992, Denison Sister Cities has been a part of the national not-for-profit volunteer movement initiated over 50 years ago by President Dwight D. Eisenhower. His people-to-people concept was created to further international understanding and goodwill between the people of the U.S. and the rest of the world. Today over 1,200 cities in the U.S. are linked with over 2,000 global cities in 137 countries. The purpose of the sister cities program is to enable citizens worldwide to learn more about each other through educational, social, cultural, and business exchanges. The goal is to promote understanding and appreciation at all levels of a community on a continuing, long-term basis.

**The population that you plan to serve and how this population will benefit from the project.**

The Denison Sister Cities Youth Ambassador Exchange Program offers opportunities for Denison High School students to appreciate and understand the culture of our sister city through an abroad/homestay experience.

**Strategies that you will employ to implement your project.**



The families are also invested in the program by contributing \$1,000 towards the travel expenses of their students. Students must attend Denison High School and reside in Grayson County. Registration is promoted to all students through the counselors at the high school. All are encouraged to apply.

**The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.**

The exchange program is taking place for the first time since the pandemic in July of 2023. Five students have been selected out of eleven applicants, along with Mr. Cates, DHS Social Studies Department Head, as a chaperone for the trip.

**How the project contributes to your organization's overall mission.**

Denison Sister Cities sponsors this program for Denison youth as an investment in the future. The Denison Sister Cities Youth Ambassador Exchange Program offers opportunities for Denison High School students to appreciate and understand the culture of our sister city, Cognac, France.

**Attachments**

<b>Title</b>	<b>File Name</b>
<b>Financial Statement</b>	<b>2023 Denison Sister Cities - Current Financial Statement.docx</b>
<b>Board of Directors</b>	<b>2023 Denison Sister Cities Board of Directors.pdf</b>
<b>Project Budget</b>	<b>2023 Sister Cities Budget.xlsx</b>
<b>List of Foundation and Corporate Funders</b>	<b>Denison Sister Cities Board Member Affiliations.docx</b>

**Files attached to this form may be deleted 120 days after submission.**



# Detail vs Budget Report

## Account Detail

Date Range: 10/01/2022 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>078 - SISTER CITY FUND</b>								
<b>Revenue</b>								
<a href="#">078-600-08010</a>	REVENUE	0.00	0.00	0.00	-9,060.00	-9,060.00	9,060.00	0.00 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
01/07/2023	GLPKT40074	JN16493		SISTER CITITES APPLICATION FEES CORREC...			-250.00	
02/11/2023	GLPKT39548	JN16248		WEEKLY CASH REPORT 2/5-2/11/23			-3,000.00	
03/04/2023	GLPKT40001	JN16403		VIOLET ROBINSON			-500.00	
04/30/2023	GLPKT41167	JN16988		WEEKLY CASH REPORT 4/23-4/30/23			-500.00	
05/20/2023	GLPKT40966	JN16856		WEEKLY CASH REPORT 5/14-5/20/23			-2,000.00	
05/27/2023	GLPKT41126	JN16981		WEEKLY CASH REPORT 5/21-5/27/23			-500.00	
08/05/2023	GLPKT42190	JN17423		WEEKLY CASH REPORT 8/1-8/5/23			-1,610.00	
08/31/2023	GLPKT42550	JN17551		WEEKLY CASH REPORT 8/27 - 8/31/23			-700.00	
<b>Revenue Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,060.00</b>	<b>-9,060.00</b>	<b>9,060.00</b>	<b>0.00 %</b>
<b>Expense</b>								
<a href="#">078-000-09010</a>	EXPENSE	0.00	0.00	0.00	24,646.49	24,646.49	-24,646.49	0.00 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
05/02/2023	GLPKT40530	JN16639		CITI CARD 0433 - STMT 04/03/2023 (MAR...			13,308.52	
05/08/2023	APPKT03741	1YPJ-M4TD-369G	153206	CERT HOLDERS, DIPLOMA COVERS, CERTS,...	VEN03944 - AMAZON CAPITAL SERVICES		19.45	
05/24/2023	APPKT03761	3695861	153640	2023 MEMBERSHIP DUES 7/1/2023 - 6/30...	VEN04284 - SISTER CITIES INTERNATIONAL		610.00	
05/30/2023	GLPKT41099	JN16893		CITI CARD 0433 - STMT 05/03/23 (APRIL C...			106.59	
06/02/2023	APPKT03761	INV0022079	153595	TICKETS FOR 2023 SISTER CITIES EXCHANG...	VEN06227 - BRANDON LLOYD CATES		43.27	
06/30/2023	APPKT03792	INV0022215	153870	SISTER CITIES PETTY CASH	VEN01261 - CITY OF DENISON		400.00	
06/30/2023	APPKT03794	INV0022215-R	153870	CITY OF DENISON Reversal	VEN01261 - CITY OF DENISON		-400.00	
06/30/2023	APPKT03795	INV0022216	153871	SISTER CITIES PETTY CASH	VEN01261 - CITY OF DENISON		400.00	
08/01/2023	APPKT03827	INV0022422	154385	2023 SISTER CITIES EXCHANGE PROGRAM ...	VEN06227 - BRANDON LLOYD CATES		951.06	
08/01/2023	APPKT03827	INV0022436	12813	2023 SISTER CITIES EXCHANGE PROGRAM ...	VEN05415 - RACHEL REINERT		3,917.17	
08/30/2023	GLPKT42508	JN17477		CITI CARD 2669 - STMT 8/03/23 (JULY CH...			4,675.88	
08/30/2023	GLPKT42508	JN17477		CITI CARD 2669 - STMT 8/03/23 (JULY CH...			-85.45	
09/12/2023	APPKT03878	INV0022658	154862	SISTER CITIES EXCHANGE PROGRAM REFU...	VEN06331 - MISTY LUPER		700.00	
<b>Expense Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,646.49</b>	<b>24,646.49</b>	<b>-24,646.49</b>	<b>0.00 %</b>
<b>078 - SISTER CITY FUND Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,586.49</b>	<b>15,586.49</b>	<b>-15,586.49</b>	<b>0.00 %</b>
<b>Report Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,586.49</b>	<b>15,586.49</b>	<b>-15,586.49</b>	<b>0.00 %</b>

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
078 - SISTER CITY FUND	0.00	0.00	0.00	15,586.49	15,586.49	-15,586.49	
<b>Report Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,586.49</b>	<b>15,586.49</b>	<b>-15,586.49</b>	



# My Detail vs Budget Report Account Detail

Date Range: 10/01/2023 - 02/29/2024

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>078 - SISTER CITY FUND</b>								
<b>Revenue</b>								
<a href="#">078-600-08010</a>								
	REVENUE	0.00	0.00	0.00	-22,000.00	-22,000.00	22,000.00	0.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/14/2023	GLPKT43534	JN18003		MARKETING CASH REPORT 10/8 - 10/14/			-18,000.00	
01/31/2024	GLPKT44827	JN18487		WEEKLY CASH REPORT 1/28 - 1/31/24			-3,000.00	
02/10/2024	GLPKT44938	JN18514		WEEKLY CASH REPORT 2/4 - 2/10/24			-1,000.00	
<b>Revenue Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-22,000.00</b>	<b>-22,000.00</b>	<b>22,000.00</b>	<b>0.00 %</b>
<b>078 - SISTER CITY FUND Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-22,000.00</b>	<b>-22,000.00</b>	<b>22,000.00</b>	<b>0.00 %</b>
<b>Report Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-22,000.00</b>	<b>-22,000.00</b>	<b>22,000.00</b>	<b>0.00 %</b>

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
078 - SISTER CITY FUND	0.00	0.00	0.00	-22,000.00	-22,000.00	22,000.00	0.00 %
<b>Report Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-22,000.00</b>	<b>-22,000.00</b>	<b>22,000.00</b>	<b>0.00 %</b>