

# **Eugene-Kathmandu Sister City Association**

## **Proposed Work Plan July 1, 2023 - June 30, 2024 (FY 24)**

**The purpose of the Eugene-Kathmandu Sister City Association (EKSCA)** is to create greater understanding, appreciation and friendship between the peoples of the City of Eugene and the citizens of Kathmandu and Nepal.

### **EKSCA program goals (from EKSCA Bylaws (2016)) include:**

1. Encourage personal and professional relationships between residents of the two cities;
2. Arrange and promote exchanges and visits between officials and citizens of the two cities;
3. Develop reciprocal relationships between schools, clubs, industry, commerce, and other institutions;
4. Celebrate Nepalese people and culture in Eugene; and
5. Re-establish and/or maintain a viable organization.

### **Activities proposed for the next fiscal year (FY 24), with objectives and connection to Association program goals in ( ).**

- Schedule and conduct at least four regular Board meetings (quarterly) (maintain viable organization)
- Add 2-3 new Board members (maintain viable organization)
- Schedule and conduct an annual picnic (celebrate Nepalese people and culture in Eugene)
- Schedule and conduct an Annual Meeting (normally held in conjunction with the annual picnic) (maintain viable organization)
- Maintain current 501(c)(3) nonprofit tax status (includes completion of Oregon Corporation filing, Oregon CT-12 report/filing and IRS tax report) (maintain viable organization and nonprofit tax status)
- Review EKSCA mission, purpose, Bylaws etc and update as needed (maintain/re-establish viable organization)
- Implement annual budget process (maintain viable organization)
- Develop 3-5 year work and financial plan (to be updated each year during annual budget development) (encourage relationships between residents of Kathmandu and Eugene, arrange exchanges between official and resident of the two cities,

develop relationships between institutions of the two cities, maintain viable organization)

- Develop working list of potential activities, projects, etc (encourage and support relationships between residents of Kathmandu and Eugene)
- Respond to various requests for information/assistance on Kathmandu and/or Nepal (encourage relationships between residents of Kathmandu and Eugene, develop relationships between institutions of the two cities)
- Update Association website (maintain viable organization, encourage and support relationships between residents of Kathmandu and Eugene)

**Metrics for key proposed activities include:**

- Useful responses to questions and/or requests for information or assistance
- Useful website content
- Completion of annual budget and comprehensive work plan
- Completion of all necessary agency and legal filings
- Scheduling and completion of at least four Board meetings with a quorum in attendance
- Completion of an Annual Meeting including election of Board members

**Any anticipated changes to the organization.**

No changes to the Association or the Bylaws are planned.