

Salt Lake City

Sister Cities Board Meeting

Room 126, 451 S. State Street
January 16, 2013

This document along with the digital recording constitute the official minutes of the Sister Cities Board regular meeting held on January 16, 2013.

The meeting was called to order on Wednesday, January 16 at 5:00pm in Room 126 of the City and County Building, located at 451 S. State Street, Salt Lake City, Utah.

Board members in attendance included Chairperson Anne Erickson, Vice-Chairperson Karen Wiley, Rosemary Holt, Jinger Laguardia, Margaret Yee, Jorge Arce-Larreta. Staff members in attendance included Michael Akerlow, Director of Housing & Neighborhood Development and Sara Hiatt, Sister Cities Coordinator.

Chairperson Anne Erickson Welcome [4:59:58 PM](#)

Discussion on the timing of the meetings. [5:00:02 PM](#)

Chairperson Anne Erickson asked Vice Chair Karen Wiley to be timekeeper and keep the meetings on task by following the amount of time allotted on the agenda for each item. If additional discussion needs to take place it will be added to the next meeting's agenda.

Update on board member applications [5:01:15 PM](#)

Gwen Springmeyer has withdrawn her application for the board.

City Staff Changes [5:01:51 PM](#)

Housing & Neighborhood Development Director LuAnn Clark retired. Daunte Rushton, the Sister Cities Intern, has taken a position working in Texas and will no longer be working for Salt Lake City. Michael Akerlow is the new Director of Housing & Neighborhood Development.

Board Member Introductions to New Staff [5:05:50 PM](#)

Board members introduced themselves and provided brief background information to Director Michael Akerlow.

Follow-up From Previous Meeting [5:09:07 PM](#)

Karen Wiley gave an update of her meeting with Anne Erickson and board members Jinger LaGuardia and Nicole Gallo. As a result of the meeting they are going to send a letter to the Mayor's Office showing appreciation for their efforts to keep the board involved and a reminder of that commitment. It is a work in progress.

Utah Open Meetings Act [5:13:35 PM](#)

City Attorney Ed Rutan presented to the board on the Utah Open Meetings Act.

[5:15:10 PM](#) Public meetings, of which includes Sister City Board Meetings, must be open to the public unless there is an approved exception under the Utah Open Meetings Act, of which this board will most likely never encounter.

[5:16:07 PM](#) Meetings consist of convening of at least a quorum for the purpose of discussing, receiving input from the public about, or acting upon a matter, in which the board has advisory functions. Social gatherings are not considered a meeting; however, board matters should not be discussed in such situations

[5:18:17 PM](#) Electronic meetings can be held under the act.

[5:19:25 PM](#) At least 24 hours notice must be given for meetings with the agenda, date, time and location included.

[5:20:35 PM](#) Agendas must be detailed enough to describe what will be discussed at the meeting. If items are not on the agenda the board cannot take any action on them and should not discuss the item. If members of the public bring up a new topic of discussion you can discuss the item but no official action can be taken.

[5:23:13 PM](#) Jinger LaGuardia brought a point of order that Karen Wiley has been called Vice Chair but the minutes do not reflect that appointment.

[5:26:33 PM](#) Ed Rutan said items such as what was just discussed should be listed out on the agenda. "Other Business" as an agenda item should only include very trivial items such as board housekeeping items.

[5:28:40 PM](#) Closed session discussion can only take place for certain items as specifically outlined in the Utah Open Meetings Act. Most will not apply to the Sister Cities Board.

[5:30:25 PM](#) Anne Erickson allotted five additional minutes on the agenda to Ed Rutan.

[5:31:31 PM](#) Elections cannot be made by secret ballot. All elections will be public knowledge.

[5:32:30 PM](#) Violations of the Utah Open Meetings Act are criminal if done willfully. Any interpretation questions should be directed to Ed Rutan.

[5:33:05 PM](#) Ed Rutan said he would be happy to give thoughts on the interpretation of Ordinance 2.82 and Sister City By-Laws at a future meeting if needed.

[5:35:15 PM](#) Ed Rutan was excused from the meeting

Minutes Approval [5:35:24 PM](#)

Review and approval of the last two meeting's minutes – July 18, 2012 and November 14, 2012.

[5:40:13 PM](#) Jorge Arce-Larreta made a motion to approve the July 18, 2012 minutes.

[5:40:24 PM](#) Jinger LaGuardia motioned to add a statement to the July 18, 2012 meeting minutes that Karen Wiley is returning to the board in her previous role as Vice Chair. Board unanimously approved.

[5:41:03 PM](#) Jinger LaGuardia seconded the motion to approve the minutes. The board unanimously approved.

[5:41:44 PM](#) Jinger LaGuardia motioned to add that Karen Wiley's resignation to City Council did not go through.

[5:44:00 PM](#) Karen Wiley stated we cannot add items to the minutes that were not discussed at the meeting. Sara Hiatt clarified that although we cannot add items to previous minutes, it is stated on this meeting's minutes that Karen Wiley is reinstated as Vice Chair, which was her previous position on the board, since her resignation was never submitted to Council.

[5:46:06 PM](#) Karen Wiley made a motion to accept the November 14, 2012 minutes. Rosemary Holt seconded the motion. The board unanimously approved.

[5:46:38 PM](#) Jorge Arce-Larretta asked a question regarding the status of writing a letter to the Sister Cities. He was directed to the last meeting's minutes.

[5:47:35 PM](#) Sara Hiatt updated the group about the KUED Super Readers party/event taking place on Saturday, January 19, 2013. Jinger LaGuardia and Olga Efimova had already agreed to participate in the

event. Magnets and ballcaps were provided to hand-out at the event. Jinger LaGuardia requested to have a 3-fold brochure printed out for the event.

[5:51:53 PM](#) Jinger LaGuardia asked about a banner that she said was approved to be created for Sister Cities. Sara Hiatt said someone on the board would need to submit a purchase request for a banner.

[5:53:39 PM](#) Sara Hiatt said everything is finished on the website and it should go live within the next 24-48 hours and requested that the board members review their pages on the website and submit any needed changes by email.

Individual City Updates 5:55:40 PM

[5:55:40 PM](#) Jinger LaGuardia said Italy is recognized as the 2013 of Culture in the United States so the Italian Center is doing monthly lectures on the third Monday on the third floor of the City & County building, and other events are taking place regularly. Jinger LaGuardia is trying to work with the Cultural Center and Leonardo to host Italian exhibits.

[5:56:40 PM](#) Margaret Yee said Chinese New Year's is February 10, year of the snake. They are having a cultural celebration on February 21 at Cottonwood High with Chinese celebrities. March 26 they are having Chinese New Year's Celebration dinner.

[5:58:15 PM](#) Sara Hiatt said there is a calendar on the website so board members just need to submit the who, what, where, when for events and they will get added to the website calendar.

[5:58:45 PM](#) Rosemary Holt said a professor from Chernivsti International University will be here to teach English as a second language at the University of Utah until May 2013. Rosemary Holt said she thinks the board needs to include all partners willing to help build the relationships with their prospective city.

[6:02:50 PM](#) Jorge Arce-Larreta visited Trujillo, Peru in October and met with the Friendship City board members there to discuss internship possibilities between students in Trujillo and the University of Utah. He is planning to return in April and update the Mayor of Trujillo on the progress. They are also partnering with the Trujillo symphony and ballet companies.

[6:04:30 PM](#) Karen Wiley is willing to help participate in other city's activities as needed.

Scheduling of Next Meeting 6:05:47 PM

March is identified as the next month for a board meeting. Jinger LaGuardia updated the board on the health of the Matsumoto representative, Etsuko Freeman. She said Etsuko is preparing something for the board to address Matsumoto's Anniversary events. Rosemary Holt asked to put Matsumoto's representation on the next agenda.

[6:10:44 PM](#) March 20, 2013 and May 15, 2013 are set as the tentative dates for the next meetings.