

## Sister Cities Board Meeting Minutes

June 6, 2012

In attendance were Board Members Margaret Yee, Anne Erickson, Etsuko Freeman, Rosemary Holt, Nicole Gallo, Olga Efimova, and Jinger Laguardia. Jorge Arce-Larreta was out of town and was excused from the meeting. Steve Akerlow, Sara Hiatt and Daunte Rushton, Sister Cities Coordinators and staff to the Board were also present. Kim Louie and Nick Haroldsen, graphic web designers were also present to discuss the redesign of the Sister Cities Website.

### **Review minutes from the April 9<sup>th</sup> Sister Cities Committee meeting**

President Anne Erickson opened the meeting with a review of the minutes from the April 9<sup>th</sup> Sister Cities meeting. Committee members Etsuko, Rosemary, Nicole and Anne all recommended editing and adding content to the minutes. Daunte made note of the recommended adjustments so that they may be changed. Etsuko then made a motion to approve the minutes as corrected. The motion was approved by the board.

### **Discussion of the Sister Cities Website Redesign w/ Kim Louie & Nick Haroldsen**

Kim discussed the website design and the opportunities that exist for the Sister Cities Program with a new and enhanced design.

Rosemary and Etsuko provided Kim with questions regarding the website images, and concerns that those portrayed in the draft were not representative of their host city.

Daunte discussed the process for selecting images and providing these images to Kim. Kim answered those questions brought up by the committee board about the website images, and how the committee concerns with text descriptions of the photos and textual content for their individual sister cities may be made before the final website is launched.

Daunte and Kim recommended using the program entitled "Dropbox", as a method for Committee members to upload photos to Daunte so that he may get them to Kim.

Daunte opened discussion regarding the use of a different colored seal for the Sister Cities emblem for the website than the existing shade of teal already adopted by the committee. It was discussed but the committee made a point describing their affection for the existing teal color on the symbol. Kim agreed to keep the original color of teal for the website.

Kim and Nick explained their expectations that all necessary edits would be sent to Daunte, who would then send them to Kim and Nick. Kim and Nick were welcomed to attend the next Sister Cities committee meeting to discuss the edits. Kim and Nick were then excused from the meeting.

### **The remaining Sister Cities budget and any upcoming expenditures**

Daunte opened discussion on how to allocate the remaining program funds for the current fiscal year.

Nicole reminded Daunte of a reimbursement she had submitted but had not yet received compensation for. Daunte explained to Nicole that he would track down the reimbursement and follow up on the request.

Rosemary inquired of the board's willingness to allocate some of the programs funds for a professor who will be visiting from Chernivtsi from June 14<sup>th</sup> until June 25<sup>th</sup>. She explained that he has very limited funds and would need money to cover items including his home stay and gas.

Steve then explained that funds have to be approved by the board, but may be reimbursed.

Anne asked if \$500 would be appropriate for approval.

Daunte then explained the need to appropriately allocate the remaining \$1,450 of the budget so that everyone may receive funds if needed before the end of the fiscal year.

Margaret explained that she would like some of the remaining money for an item to display in the July 24<sup>th</sup> Parade.

Additional items for expenditure were brought up by Nicole, Etsuko and Olga. Nicole explained that her budget request could be deferred until the budget for the next fiscal year.

The board entertained a motion to allocate \$300 from the remaining program funds for each of the cities with upcoming events. The motion was approved.

#### **Process for placing inactive sister cities on an inactive or discontinued list.**

Anne discussed the idea of placing Oruro, Bolivia on emeritus status.

Rosemary instead proposed the idea to solicit other people to take over for any lagging Sister City relationships.

Anne explained that any decision for emeritus status would have to be approved by the board.

Anne then introduced Karen Wiley's letter of resignation, Geoff Brugger's, and Father Carly's.

Anne explained that Nia Sherar has discussed with Anne on the possibility of placing the relationship for Oruro, Bolivia on emeritus status.

The Board agreed to place Oruro, Bolivia on emeritus status.

#### **Discuss and hold elections for Sister Cities board member positions.**

Anne explained that there are currently 3 vacant positions on the board.

Anne explained that she agreed with Luann Clark's recommendation that she stay on as President for the next several months.

Anne made a motion that she stay on as President.

Margaret seconded the motion to keep Anne as President. The motion was passed by the Board.

#### **Discuss brochure.**

Nicole brought up the brochure created for the Sister Cities program. She questioned when the design, content and budget expenditure for the brochure was approved.

Daunte then explained that he had developed the brochure in the fall of 2011 and that the cost for the brochure was listed in the budget sheet he had handed out.

The board explained that they don't recall approving the expenditure or the design, and that they would like them taken out from circulation.

Daunte apologized for the brochure, explaining that he had not handed them out and that they were being held at his desk.

The Board agreed that those members who would like to use them may do so.

#### **Other program business needing discussion and updates from individual Sister Cities**

Jinger began discussion of the protocol for running the sister cities meetings, asking for an outline and definition of the roles for staff members.

There was some discussion regarding the availability of staff time and resources available to run the program.

Jinger explained that she would like to see a greater involvement from the Mayor's Office in the program.

Nicole agreed.

The board further discussed program protocol and how it should be run by the City.

Daunte explained that it may be best to adjourn the meeting to prevent the ill advised comments from being made.

Steve explained that he would check on Luann Clark's availability to attend the next Sister Cities meeting.

Steve also explained that there are multiple options for running the Sister Cities program being discussed, including its relocation to another City division.

#### **Schedule next committee meeting**

A meeting time was discussed, with possible dates of July 11<sup>th</sup>, 2012 and July 18<sup>th</sup>, 2012 at 5 pm.

Daunte explained that he would email the committee members regarding which date is available for the July meeting.

Meeting adjourned.

