

Salt Lake City

Sister Cities Board Meeting

Room 126, 451 S. State Street

November 14, 2012

This document along with the digital recording constitute the official minutes of the Sister Cities Board regular meeting held on November 14, 2012.

The meeting was called to order on Wednesday, November 14, 2012 at [5:06:04 PM](#) in Room 126 of the City and County Building, located at 451 S. State Street, Salt Lake City, Utah.

Boardmembers in attendance included Chairperson Anne Erickson, Vice-Chairperson Karen Wiley, Rosemary Holt, Olga Efimova, Nicole Gallo, Jinger Laguardia, Margaret Yee. Staff members in attendance included LuAnn Clark, Director of Housing & Neighborhood Development; Steve Akerlow, Sister Cities Coordinator; Sara Hiatt, Sister Cities Coordinator.

Welcome by Anne Erickson. 5:06:28 PM

Follow-up on health status of Boardmember Etsuko Freeman. It was confirmed that the Sister Cities Board did send her flowers.

Review of Staff requests from the previous meeting 5:08:49 PM

Housing and Neighborhood Development Director LuAnn Clark was welcomed to the meeting to follow up on items previously requested by the Board July 18, 2012.

Ms. Clark confirmed Olga Efimova was appointed to the board.

[5:10:09 PM](#) Ms. Clark presented a letter to the Sister Cities Board from the Chief of Staff, David Everitt regarding sending letters to each of the Sister Cities recognizing the board members as the contact for those relationships. [See attached letter.](#)

[5:11:07 PM](#) Ms. Clark said the Mayor's Office has agreed to strive for better communication with the Sister Cities staff and Board. The Chief of Staff has offered to visit with the board regarding these topics if needed. Ms. Clark suggested the Board waits to see if future communication issues arise before having a meeting with the Mayor's Office again. Ms. Gallo said the Board was not informed of events that happened with interns from Torino, Italy during the summer. Ms. LaGuardia noted she has made a GRAMMA request for email documentation. Ms. LaGuardia said she needs a clarification of 2.8 and said the board is not functioning according to 2.8. Chairperson Erickson said this board needs to be consistent with the other boards in the City. Vice-Chairperson Wiley said she reads from the letter that the board needs to be more inclusive. Ms. Clark said if the board wants an activity represented as a Sister Cities activity it should be brought to the board but otherwise it can take place as an individual activity. Ms. LaGuardia said the Mayor's Office is holding Sister Cities events without going through the board. Chairperson Erickson said the board needs to give the Mayor's Office time to show they will communicate better.

[5:30:07 PM](#) Ms. Holt requested the board creates a subcommittee to resolve this issue separately and bring it back to the board so the meetings don't continue to discuss this issue. Chairperson Erickson suggested to terminate this discussion and meet with Ms. Gallo and Ms. LaGuardia away from the board meeting to resolve the issue outside of the board meetings

[5:37:48 PM](#) Ms. Clark said the board needs to realize they are a supported and funded board, and the board needs to decide what their goals are and what direction they want Sister Cities to go. Ms. Clark said she believes the board needs to move on.

[5:39:46 PM](#) Chairperson Erickson called this discussion to end and said she and Vice-chair will have further discussions with the Torino representatives outside of the board meetings.

[5:40:22 PM](#) Ms. LaGuardia said she is dissatisfied with how Ms. Clark and City staff have attempted to resolve Torino's problems.

[5:41:50 PM](#) LuAnn was excused from the meeting

Approval of July 18, 2012 Minutes [5:42:23 PM](#)

Chairperson Erickson called for a motion to approve the minutes from the July 18, 2012 meeting.

[5:43:15 PM](#) Vice-Chair Wiley made a motion to approve the minutes.

[5:43:32 PM](#) Discussion of the minutes. Ms. LaGuardia said she does not believe the minutes comply with the interpretation of 2.8 and 2.82 and said she does not believe the minutes reflect the recordings. Ms. Holt requested to postpone the approval of the minutes because she would like to adjourn this discussion to move on with the meeting. Ms. LaGuardia presented a letter from absent board member Etsuko Freeman. Ms. LaGuardia said the letter states that Ms. Freeman did not feel as though she was accurately represented in the minutes. [See attached letter.](#) Mr. Akerlow said this will all be stated on the review of minutes portion of the current meeting's minutes.

[5:50:02 PM](#) Chairperson Erickson placed the approval of minutes on hold until the next meeting.

Discussion of the new Sister Cities Website [5:50:20 PM](#)

Chairperson Erickson called discussion to the next agenda item, discussion of the website. All other discussion will be placed on hold until the next meeting. Ms. Hiatt updated the board that the website is finalized and has been converted to the City's server. The design team has trained the City staff to make updates, City staff is waiting for some corrections to the permissions on the site and will notify the board as soon as those updates are made.

Submission of Annual reports [5:52:21 PM](#)

Chairperson Erickson requested the board submit their annual reports for July 1, 2011 to June 30, 2012. Izhevsk, Russia and Matsumoto, Japan are the only reports currently submitted. Ms. Hiatt said the Mayor's Office has already asked for submission of the annual report and City Staff have requested submission from the individual board members multiple times. Ms. LaGuardia requested a final copy of the report.

Moving Thurles Towne, Ireland to "Emeritus Status" [5:53:38 PM](#)

Chairperson Erickson requested we place Thurles Towne, Ireland on emeritus status for the website. Chairperson Erickson called for a motion to approve placing Thurles Towne, Ireland on emeritus status. The board unanimously approved.

Staff Updates [5:54:20 PM](#)

Mr. Akerlow informed the board he received notice that the City Council will be discussing Sister Cities on Tuesday, November 20 at 4:45pm in the Council Chambers of the City & County Building.

Scheduling of Next Meeting [5:55:45 PM](#)

Discussion for the next Sister Cities meeting. The board put the dates of the 16th and 23rd on the tentative agenda. Ms. Hiatt will email the group with confirmation of which date will work

Motion to Adjourn [5:57:35 PM](#)