

SISTER CITIES BOARD MEETING MINUTES

July 18, 2012 from 5:00pm to 6:40pm

In attendance were Board Members: Anne Erickson, Rosemary Holt, Etsuko Freeman, Nicole Gallo, Olga Efimova, Jinger Laguardia, Jorge Arce-Larreta; Margaret Yee was excused for personal reasons. City Staff if attendance were Steve Akerlow, Sara Hiatt, LuAnn Clark and Daunte Rushton. Kim Louie and Nick Haroldsen, graphic designers, were in attendance to discuss the Sister Cities website redesign.

WEBSITE REDESIGN DISCUSSION

President Anne Erickson opened the meeting at 5:08 and started with the discussion of the new website. Kim Louie and Nick Haroldsen showed the progress they have made on the website on a drop-down projector screen. They noted the logo was updated per the Board's request. They also showed how the top sections of the main page will rotate photos – they were unable to use some of the images submitted due to formatting issues but are doing their best to use all the materials submitted by the Board Members. They also showed updates on the map portion of the website for the locations of the international cities. The asterisks on the map were not portrayed correctly; Daunte and Sara will meet with Kim outside the Board meeting to make sure the asterisks are correctly listed. Per Olga's request, Kim agreed to meet with each Board Member individually to fine tune their City's page text, images, and contact information. For those cities that have too much text on their page, a scroll bar was added. Main images on each city page will not rotate. Events calendar will have to be updated by City Staff. Board members then discussed displeasure with the photo of the SLC City & County Building on the contact page of the site. They requested something that has the C&C Building centered in the photo. Kim agreed to try and fix the photo currently being used or try to find another image. Kim Louie and Nick Haroldsen were dismissed from the meeting.

REVIEW OF MINUTES

Minutes were reviewed. Etsuko asked for some minor changes. Jorge motioned for the minutes to be approved as updated, Olga seconded the motion. Minutes were approved by the Board.

REVIEW OF CITY PROTOCOL

Housing & Neighborhood Development Director, LuAnn Clark, was introduced. LuAnn said she listened to the taped recording of the last Sister Cities meeting and wanted to address some of the concerns of the Board. LuAnn discussed the following items:

- To adhere to the Sister Cities Ordinance, section 2.82.08, City staff's roles are as Secretary and Treasurer to the Board. LuAnn will act as the Treasurer to the Board to ensure all City rules and regulations are followed regarding the spending of the Board's budget. LuAnn introduced the Purchase Request Form to the Board. Purchase Request Forms must be filled out and submitted to the Board for approval, then they will need to be signed off by City

Staff for final approval. These forms must be submitted prior to making any purchases in which the Board would like to have reimbursed. The dollar amount for the requested purchase can be an estimate, and small discrepancies will be allowed if they still fall within the requested guidelines.

- City Staff will only provide services to the Board as outlined in City Ordinance. This limits staff duties to Secretary and Treasurer of the Board. This means City staff will manage budgets, organize and record meetings, and facilitate interactions with Mayor/Council/other City personnel. City staff will also maintain the Sister Cities website as a secretarial duty. LuAnn discussed staff reductions and how this will limit staff availability to the Board beyond what is listed in the ordinance. LuAnn said she will pay from her own budget for Daunte to stay on as intern as long as he is willing.
- Relationship criteria as stated in the ordinance says the Board members will have the staff and financial support necessary to establish and maintain their own relationship. This means any duties outside the purview of City staff responsibilities will be facilitated by Board members. City staff will no longer create publications for the Board, they need to create subcommittees for any such activities. Once a publication is created the Board can then send it to City staff to have it printed and paid for.
- Review of Actions – Powers of the Mayor: as stated in the ordinance the Board is only an advisory to the Mayor and shall make recommendations but they shall not constitute official action.
- Proper protocol for addressing the Mayor, Council, and other pertaining City personnel need to be followed. While the Mayor and Council can meet with individuals as residents, they should not be addressed as Board members without the consent and permission of the Board. Requests to the Mayor, Council, and other City personnel need to be channeled through the Board and then through Sister Cities staff members. Again, actions should not be taken on behalf of the Board without the knowledge and consent of the Board Chairperson and City staff.
- Meeting times and agendas need to be followed. Any outstanding items at the end of the meeting block will be put on the next meeting's agenda. If you would like an agenda item added for discussion at the next meeting you can email that request to the Chair Person and City staff before agendas are distributed.
- Board Members Update: LuAnn informed the Board that she has followed through on Olga's application and will continue to do so. She also said Gwen Springmeyer has submitted an application to be on the Board, and that Karen Wiley will return to the Board in the upcoming months in her previous position as Vice-Chair.

Board members brought up the following items for discussion with LuAnn:

- Sister Cities Gifts: A request was made that City staff provide a list of what gifts have been given to which persons/cities. Sara said no inventory has been kept by the City to date, but a future inventory can be started. Board Members requested that no gifts be given out by City staff unless the Board approves them as Sister Cities eligible

exchanges. LuAnn pointed out that the funds used to buy these gifts are City funds and if other departments want to use the gifts in our inventory for exchanges we need to make them available. She also pointed out that the Mayor and City Council frequently give gifts purchased out of their own funds to Sister Cities dignitaries so we must be able to reciprocate. Etsuko then stated she does not want Sister Cities gifts given to groups who are not official Sister City groups. LuAnn clarified that there are other organizations and groups that will visit Salt Lake City from our Sister Cities and other international cities and it is important for us to receive them with open arms and present gifts when appropriate. LuAnn also pointed out that even though activities may not be official Sister Cities activities, if they are visiting from our Sister Cities we need to receive them welcomingly. Etsuko said she wants to know what gifts are being given to other groups from her Sister City. Etsuko said she wants those who are bringing visitors here from Matsumoto that are not officially a part of Sister Cities to purchase their own gifts and not use gifts purchased by Sister Cities. LuAnn again said many times visitors are not here on official Sister Cities business but we still need to reciprocate gift exchanges to welcome them to the City.

- Matsumoto Shrine: Etsuko brought up the issue of the Matsumoto shrine that was gifted to the City many years ago but remains in the possession of Gwen Springmeyer – she does not want that gift in her possession and wants it returned to the City. Sara brought up that this was discussed several years ago and in order for the City to take back the shrine they would need to have a place to store it properly, much like the Samurai suit on the 3rd floor, which would be a costly endeavor. She said unless the Board is able to fund that, we would not be able to house it at the City. Etsuko said she would propose to make Gwen return the shrine and Etsuko will house it until a future time when the City can house it. LuAnn said she will look into the matter further and get back to her.
- Discussion Regarding Sister Cities Representatives: Nicole introduced a letter from the Mayor of Torino dated April 2, 2012 recognizing Nicole as the Sister Cities representative. Nicole then said a City staff member traveled to Torino. She then said she received a letter dated December 23, 2011 from Elga, Torino's Sister City representative, regarding sending interns to Salt Lake from Torino. She did not hear anything about it from City staff until June 2012 when Daunte sent her an email. Sara said June 2012 was the first time Sister Cities staff was notified of the internship from either Nicole or the Mayor's Office, and Nicole was immediately brought into the loop. Nicole then said she received an annual report from Torino that mentioned activities with other City staff that she knows nothing about. LuAnn said Torino is unique in that it is also an Olympic Sister City and the Mayor's Office has special ties to Torino that go beyond just a Sister City relationship. Jinger and Nicole expressed concern that Torino does not know Nicole is the official Sister Cities representative. They said they would like a report of what happened when other City staff visited Torino. They would also like the Mayor to send a letter to Torino saying Nicole is the official Sister Cities representative. Jinger requested that Mayor Becker be told any Sister City affiliations and

communications need to go through them. Jinger and Nicole said that anything with Sister Cities needs to be run through the Sister Cities Board. LuAnn said she will make a request to the Mayor's Office to meet and discuss their concerns and will update the Board at a future meeting. Olga and Jorge requested a letter be sent to each City recognizing their chairperson. Anne made a motion for the letters, the Board accepted. LuAnn clarified to the board that they are an advisory Board only and as such the Mayor may chose whether or not to follow the Board's requests and recommendations. Jinger requested LuAnn asks the Mayor's Office to keep the Board apprised of any activities that take place with Sister Cities.

- City Staff Clarifications: LuAnn said she cannot tell the Mayor's Office what to do, that City staff has proper protocols to follow just like everyone else. She said she is happy to take concerns and requests from the Board to the Mayor's Office but it is their decision how to proceed, the Board is an advisory Board only. Anne said she met with LuAnn, Steve, Daunte and Sara prior to this meeting and they have discussed some of the Board's concerns and how best to address them. Anne reminded the Board that there is protocol in place that City staff must adhere to.
- Anne said the Board needs to move to committee structures to take care of things that do not fall within City Staff's responsibilities as Secretary and Treasurer. Anne said the Board needs to recognize that City Staff has agreed to bring our issues to the Mayor, that City Staff is doing their part, and that we need to move forward.
- Jinger requested that LuAnn attend more meetings. LuAnn agreed to come as needed but said it shouldn't be necessary often as there are several staff members already attending the meetings.

LuAnn Clark was excused from the meeting.

BUDGET DISCUSSION

Daunte provided a print-out of last year's final budget. The Board went over their 2011-2012 budget by \$95.17, LuAnn Clark paid for the difference from the department budget. Anne reminded the Board that they are the only City Board appropriated a budget and we need to be accountable for the funds we spend. She reminded the Board it was only a few years ago that the Board was not even recognized so they need to protect their identity by making progress and moving forward with the program. Anne then moved discussion to the 2012-2013 budget that took effect July 1, 2012 in which the Board was allocated \$10,000. Anne proposed we allocate \$750 to each City as we have in the past. That would leave \$5,500 in the budget to cover any major expenditures/events/etc. such as Matsumoto's 55th Anniversary Celebration in 2013. Anne called a motion to approve that allocation of the budget. Etsuko made a motion, Jinger seconded, the Board approved. Rosemary brought up the issue of what is an appropriate purchase, Anne clarified that it needs to be something that is useful for Sister Cities purposed rather than for an individual to benefit. Sara reminded the Board they will need to submit purchase requests before making purchases so this should eliminate the problem of what is acceptable. Olga asked regarding her reimbursement check, Daunte said it had all been

submitted so the check should be on its way. Etsuko then filled the Board in on the 55th Anniversary events for Matsumoto. She said events will be taking place all year in 2013, with the largest taking place during July. She said the 50th Anniversary brought 55-60 people here from Matsumoto and she expects the same this time. Etsuko said she previously received \$3,000 from two separate year's budgets, for a total of \$6,000 for the 50th Anniversary. Etsuko requested the same for the 55th Anniversary. Anne reminded the Board they cannot allocate the 2013 budget as they do not even have it yet, that they can only allocate the \$3,000 from 2012 budget. Anne called for a motion, Jinger seconded, the Board approved. Etsuko needs to submit a purchase request for the \$3,000 request.

SCHEDULING THE NEXT BOARD MEETING

Monday, September 10th at 5:00pm was proposed for the next meeting, with Monday, September 17th at 5:00pm as the backup. City staff will check availability and notify the Board.