

Sister City Committee
Minutes of Meeting
April 1st, 2025

Public Comment

The Town's Public Comment Period shall be reserved for those citizens that have signed up to address a Board or Committee, at least twenty-four (24) hours in advance of the meeting, pursuant to the Town's Public Comment Policy. Speakers are limited to three (3) minutes. Additional comments may be submitted in writing.

1. Call the Meeting to Order

Marc called the meeting to order at 5:33 p.m. The following were present:

Marc Michaelson
Shelby Sallee
Melody Villalobos
Amy Wise
Fran Dunne

Not Present:

Natalie Schuette
Gregory Creasey
Gerry Short
Bobbie Ibarra

2. Election of Vice Chairman

- ❖ Fran made a motion to nominate Marc Michaelson as Vice Chairman of the Sister City Committee. The motion was seconded by Amy and passed unanimously.

3. Approval of March 4th, 2025 Minutes

Amy made a motion to approve the minutes as written. The motion was seconded by Fran and passed unanimously.

4. Financial Status

The monthly reconciliation for March 2025 was reviewed with a balance of \$119,478.41

5. Student Interview

- Shelby and Amy discussed with the committee how the interview went with Madeline Green. Shelby recommended her for the program.
- ❖ Fran made a motion to add Madeline Green to the program for the next class cycle. The motion was seconded by Shelby and passed unanimously.

6. Zama Communications

- Marc discussed with the committee that Zama was not receptive to adding an extra student.
- Marc discussed with the committee how the Zoom meeting went on March 20th. Zama is wanting to leave the number of students that same for right now. They will circle back in October about changing the number of students to 12.
- Discussed with the committee how Zama will pick host families, and discussed chaperones going.

7. Unfinished Business

a. Upcoming changes

- Marc discussed with the committee the new way the committee will decide who is going to travel. Which every committee member that is rolling off during a travel year will be eligible to be a chaperone.
- ❖ Fran made a motion to take 6 chaperones to travel to Japan that will include Mary Ann and Jonathon who recently rolled off. The motion was seconded by Amy and passed unanimously.
- ❖ Melody made a motion to have Shelby, Fran, Marc, and Amy be chaperones that will travel to Zama this cycle. The motion was seconded by Shelby and passed unanimously.

b. Changes to waiver

- Committee discussed needing both signatures from parents giving consent to travel to Zama. Lisa discussed with the committee that legal is currently working on redoing the upcoming changes to the waiver.

c. Thank you Cards

- Shelby discussed with the committee the update about sending out the Thank you Cards to each of the sponsors from the Chili supper.
- ❖ Fran made a motion to spend up to \$125 dollars on postage and paper for thank you cards for the Chili Supper. The motion was seconded by Shelby and passed unanimously.
- d. Pizza party reimbursement
 - The committee discussed any receipts that were needing to be reimbursed from the pizza party. Amy will give Lisa a receipt for the pizzas that were purchased.

8. New Business

a. April Newsletter

- Shelby discussed with the committee what content they are wanting to put out for the upcoming newsletter

b. Updates

- Committee discussed which students have put money towards the upcoming trip.
- Committee discussed which chaperones will be in charge of which students
- Committee discussed having business cards made for students and committee members that do not currently have them.
- Committee discussed also getting name tag and luggage tags for the upcoming trip.
- ❖ Fran made a motion to appropriate up to \$500 dollars to spend on business cards for committee members and students. The motion was seconded by Melody and passed unanimously.
- ❖ Fran made a motion to appropriate up to \$500 dollars to spend on luggage tags, and magnetic name tags for committee members and students.

c. Smyrna Student Performance

- Shelby went over the performance assignments and upcoming tentative dates and assignments the students will have with their performance they will do at Zama.

9. Other

- Committee discussed having a student coming over from Japan.
- Shelby discussed with the committee about adding a nissan shout out to the Facebook page.
- Committee discussed the upcoming cherry blossom festival in nashville. Shelby will post this on the facebook page.
- Discussed adding new committee members to groupchat and groupme.
- Committee confirmed the next meeting will be April 15th, 2025.

10. Adjournment

With no further business before the committee, a motion was made to adjourn by Melody and seconded by Shelby at 6:46 p.m.