

Sister City Committee
Minutes of Meeting
February 4th, 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

Gerry called the meeting to order at 5:30 p.m. The following were present:

Marc Michaelson
Shelby Sallee
Melody Villalobos
Barbara Ibarra
Amy Wise
Mary Ann Rogers
Fran Dunne
Gerry Short
Jonathan Wright

Not Present:

2. Approval of January 7th, 2025 Minutes

Mary Ann made a motion to approve the minutes as written. The motion was seconded by Bobbie and passed unanimously.

3. Financial Status

The monthly reconciliation for January 2025 was reviewed with a balance of \$100,567.47

- ❖ Amy made a motion to reimburse Marc for paying the Zoom account fee of \$175.49. The motion was seconded by Mary Ann and passed unanimously.

4. Student Interview

- The committee discussed the student application of Hannah Miller. Mary Ann, Fran, and Shelby interviewed the student. Shelby recommended her for the program.
- ❖ Fran made a motion to add Hannah Miller to the program. The motion was seconded by Mary Ann and passed unanimously.

5. Zama Communications

- Marc discussed the passed Zoom meeting being cancelled due to a limited number of people. The new Zoom meeting will be held on Feb. 13th at 6pm.

6. Old Business

a. Fundraising updates

- ❖ Fran made a motion to pay Low Macrary up to 1,000 for cooking and providing the chili for the Chili Supper. The motion was seconded by Amy. Discussion was Gerry suggested adding him as a sponsorship. The motion passed unanimously.
- ❖ Fran made a motion for up to 1,000 to be spent on covering paper products & condiments for the Chili Supper. The motion was seconded by Amy. Discussion was about who would be responsible for getting the supplies; Fran or Mary Ann will go. The motion was passed unanimously.
- Committee discussed Melody creating a sign up genius for this event. It will include;
 - Shifts for students to sign up for 3:30-6pm & 5:30-8pm.
 - A dessert and drink sign up for students to bring.
 - Silent auction baskets items that will need to be donated by Thursday, Feb. 27th at the Senior Center.
- Committee discussed hosting a wrapping party on Feb. 27th at the Senior Center to help with wrapping baskets for the Silent Auction.

- Committee discussed the upcoming Chili Supper event;
 - Will be able to buy tickets at the door.
 - Discussed serving sizes and ensuring there will be enough chili for every ticket sold.
 - Discussed Fundraising letter that will go out to parents for students to hand out to local businesses to help get sponsors.
 - Discussed sending Thank you Cards to send out to sponsors; the Thank you cards will be available for the students to sign at the Chili Supper.
 - Discussed expectations of students (refilling drinks, cleaning tables, being busy).
 - Discussed logos for sponsorships and ensuring that the spreadsheet is up to date for Shelby to post the logo of sponsors on the Sister City Facebook page.
- Committee discussed the upcoming trip to Japan and what chaperones will be going. As of right now 6 committee members have agreed to going to Japan in July. Those committee members are;
 - Mary Ann
 - Amy
 - Marc
 - Fran
 - Shelby
 - Jonathon
- Committee discussed terms whose terms are coming to an end at the start of March and who has reapplied.
- Committee discussed having Lisa update the Master Spreadsheet for the new students that have been added to the program. She will be sending this to committee members.
- Committee discussed the upcoming Newsletter for February and what should be included;
 - Amount raised during the Calendar Fundraiser (\$6,255)
 - Information about the Chili Supper as well as a Basket update from the students and parents.

7. New Business

- Committee discussed giving Casey C. a gift for being the Admin Assistant for the past 6 years. The committee decided to host a dinner get together as well as giving her a

\$100 gift card. Lisa will reach out to Casey to ask what days and times work best for her.

8. Other

- Committee discussed getting gifts together for the upcoming trip to Zama.
- Committee discussed getting updated bio's for each student to have to give to Zama for the upcoming trip.
- Committee confirmed that the next meeting will be held on March 4, 2025.

9. Adjournment

With no further business before the committee, a motion was made to adjourn by Bobbie and seconded by Mary Ann at 7:05 p.m.