

Sister City Committee
Minutes of Meeting
January 7th, 2024

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 5:31 p.m. The following were present:

Marc Michaelson
Shelby Sallee
Melody Villalobos
Barbara Ibarra
Amy Wise
Mary Ann Rogers
Fran Dunne

Not Present:

Jonathan Wright
Gerry Short

2. Approval of December 3rd, 2024 Minutes

Fran 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 December 2024 was reviewed with a balance of \$95,130.99

4. Zama Communications

- Marc announced he will let everyone know when the next zoom meeting will take place. The December meeting was cancelled.

5. Unfinished Business

a. Newsletter update

- Committee discussed upcoming changes and information needed to add to the January newsletter that will get sent out at the end of this month.

b. Fundraising updates

- Committee discussed the upcoming chili supper event that will take place on Saturday March 1st. There were multiple topics of discussion for this upcoming event that included;
 - Distribution of information to parents, students, and social media marketing.
 - Discussed number of tickets each student is recommended to sell
 - Discussed chili supper needs; students will bring desserts and 1 drink beverage. Committee members will bring toppings for the chili.
 - Discussed setting up a sign up genius for set up and tear down shifts, as well as what each student will be bringing.
 - Discussed ticket updates with pricing and adding a QR that will be linked to a facebook event that will be created so individuals can rsvp for the event.
 - Discussed the silent auction and basket theme ideas. As well as tracking each item that is in the silent auction and keeping track of the bid sheet.

c. Student Eligibility Requirements

- Committee discussed and there was no actionable item to follow up on.

7. New Business

- a. Air fare
 - Committed discussed flight schedule to and from Zama. The deposit was made for 21 seats for the upcoming trip from July 20th-August 2nd.
 - b. Student update
 - Currently 14 students are a part of the program and need 1 more to fill up all the spots.
 - ❖ Melody made a motion to give a discount of \$100 dollars to a student that brings in the last remaining spot to be filled. The motion was seconded by Bobbie and passed unanimously.
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- ❖ Fran made a motion to create 2 discount awards for most sponsorships and most tickets sold during the chili supper event that will give the student a \$100 off their trip total. The motion was seconded by Melody and passed unanimously.

8. Other

- Committee confirmed that the next meeting will be held on February 4, 2025.

8. Adjournment

With no further business before the committee, a motion was made to adjourn by Melody and seconded by Bobbie at 6:42 p.m.