

**Sister City Committee**  
**Minutes of Meeting**  
**June 17th, 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 5:30p.m. The following were present:

Marc Michaelson  
Shelby Sallee  
Natalie Schuette  
Amy Wise  
Fran Dunne  
Gerry Short  
Melody Villalobos  
Gregory Creasey

**Not Present:**

Bobbie Ibarra

**2. Approval of June 3rd, 2025 Minutes**

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

**3. Zama Communications**

- Marc discussed with the committee how much the Farewell dinner would be 2,000 dollars. Discussed having a farewell ceremony practice while they are overseas. There will be a Zoom meeting this Thursday.

#### 4. Committee Reports

- a. **Tshirts:** Tshirts have been picked up and the invoice is currently going through finance. Will be packing shirts in gift bags tonight. Fran and Shelby shared the Tshirt design with the committee.
- b. **Budget:** Marc discussed with the committee where we are at in the budget. The airline tickets have been paid for. The Tshirts have been paid for.
- c. **Training/Orientation:** Fran discussed how the training went on June 8th.
- d. **Public Relations:** Gerry discussed with the committee in Bobbie absence. Heather is currently looking for a student to interview with for the Town of Smyrna for when they return from the trip. Will wait until they return to pick a student. Bobbie reached out to the Japanese consult to share a press release. Discussed potentially sharing pictures while overseas. Shelby discussed with the committee that she was in touch with a press release for the VIP magazine.
- e. **Records/Documentation:** Lisa discussed with the committee sending out the documentation to each of the parents this week to have the parents and students fill out and return by JULY 1ST.
- f. **Gifts:** Amy discussed with the committee an update on the City to City gift; Mayor to Mayor gift; Graison Murray's father donated the gifts for Sister City. Amy recently went on a shopping trip to get googoo, moon pie, a little Debbie, and a Pringle can. The committee will be stuffing them tonight with the Tshirts.
- g. **Farewell Party:** Mary Ann discussed with the committee how the practices have been going; she has had great attendance. The last practice will be July 8th and then they will practice when they go overseas.

#### 5. Unfinished Business

- a. **Agenda for Zoom meeting with Zama:** Marc discussed with the committee if the hotel payment will be used with a credit card. Marc will be sending a list of the confirmed names and who will be in each hotel room. They will also be receiving passport numbers. Zama wants a script of the farewell party by July the 1st. Mary Ann will get this sent over to Marc. Zama is also wanting to know which students are getting along with each other so they are able to do activities together. Zama was also wanting to know if they would be able to put on the agenda when the students will be wearing the Sister City Shirt.
- b. **June Newsletter:** Shelby discussed with the committee what is needing to be in the newsletter such as; no alcohol in suitcases, airtag in luggage, make up practice for July the 8th, fill out forms that will be sent to parents this week, check international data plans before the trip, bring passports to farewell practice to make color copies for luggage.

## **6. New Business**

- Fran discussed with the committee about potentially doing a gathering with the students and families after travel. The after party potential date is September 20th.
- Shelby discussed the business cards and will email Lisa or Casey when she is needing to order them.
- Melody will reach out to the Embassy for upcoming travel.
- Marc discussed with the committee about getting Mayor Reed to have her read a script for the opening ceremony at Zama.

## **7. Other**

- The next meeting will be held July 1st.

## **8. Adjournment**

With no further business before the committee, a motion was made to adjourn by Shelby and seconded by Fran at 6:18 p.m.