

Sister City Committee
Minutes of Meeting
May 20th, 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 5:31 p.m. The following were present:

Marc Michaelson
Shelby Sallee
Natalie Schuette
Amy Wise
Fran Dunne
Gregory Creasey
Bobbie Ibarra
Gerry Short

Not Present:

Melody Villalobos

2. Approval of May 6th, 2025 Minutes

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

3. Zama Communications

- Marc discussed with the committee the pairings of the new students that joined the program.

4. Committee Reports

- a. **Tshirts:** Shelby discussed the new design with the committee. She will send an email update of new additions of the design to the committee. The committee discussed the color options and price breakdown of what each shirt will cost.
- b. **Budget:** Gerry discussed with the committee that the subcommittee will meet next week before the council meeting to get approval on the budget presented to go to Zama this year.
- c. **Training/Orientation:** Fran and Shelby discussed with the committee updates on the slide show that will be presented to the students during their training sessions that are upcoming.
- d. **Public Relations:** Bobbie discussed with the committee that she has reached out to different outlets for getting together a press release to be sent out for media exposure of the upcoming trip.
- e. **Records/Documentation:** The committee discussed getting from each student a copy of their passport during the training session that will happen on June 1 from 2-4pm. The committee will create a checklist that each student will need to ensure that they have completed for documents needed before travel.
- f. **Gifts:** Amy discussed with the committee the update that Lisa is buying the V is for Volunteer as gifts for the trip.
- g. **Farewell Party:** Mary Ann discussed with the committee about the practice for the farewell party is intended for the 24th due to it being a holiday weekend and will reach out to the parents and students via groupme to see about having it moved to the 31st. The committee discussed adding more practice dates to get the students prepared for and the potential of having a practice while they are at Zama.

5. Unfinished Business

- a. **May Newsletter update:** Shelby discussed with the committee that she will be sending out the newsletter to the committee members for their review in the next few days.

6. New Business

- Marc discussed with the committee the matching list that he created for each of the students.

- The committee discussed a student having an issue with communication with a Zama student. Marc and Bobbie will meet with the student and parents in the next few days.
- Marc discussed with the committee that Jonathon will not be able to travel with the other chaperones due to personal reasons.
- The committee discussed who will be taking Jonathon's place as a chaperone for the upcoming trip to Zama.
- ❖ Amy made a motion to invite Trey Sallee to be a chaperone for the upcoming trip to Zama. Motion was seconded by Frann. Motion passed, 7 votes for, none against with 1 abstention.
- The committee discussed creating a due date for students to turn in money for the upcoming trip. The two dates that were discussed were turning half in by June 1st and having the money all be turned in by June 15th.

7. Other

- June 3rd will be the next upcoming meeting.

8. Adjournment

With no further business before the committee, a motion was made to adjourn by Bobbie and seconded by Fran at 6:07 p.m.