

**Sister City Committee**  
**Minutes of Meeting**  
**May 6th, 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  
Melody Villalobos  
Amy Wise  
Fran Dunne  
Gregory Creasey  
Bobbie Ibarra

**Not Present:**

Natalie Schuette

**2. Approval of April 15, 2025 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 April 2025 was reviewed with a balance of \$122,921.42

#### 4. Committee Reports

- a. **Tshirts:** Melody discussed with the committee that she met with a student and came up with a design for the Tshirt. The Tshirt design was passed around the committee and the committee discussed potential changes to the design. The design will be shared with Shelby to make changes. Fran will reach out to Front Street to get the Tshirts moving forward. Will be reaching out to students about sizes, Shelby will create a form.
- b. **Budget:** Marc discussed with the committee a breakdown of cost estimate for traveling to Zama. This included Airfare, hotel, farewell party, gifts, insurance, and miscellaneous items. The committee discussed the estimated budget.
  - ❖ Fran made a motion to have chaperones and students pay a flat fee of \$500 per student/ Chaperone to travel to Zama. The motion was seconded by Bobbie and passed unanimously.
  - The committee discussed giving a refund to students that paid their participation fee more than \$500 dollars.
- c. **Training/Orientation:** Fran and Shelby discussed with the committee updates on getting the slide show from a past committee member. This slide show will be presented during the upcoming training sessions.
- d. **Public Relations:** Bobbie discussed with the committee getting with Heather to discuss more publicity for upcoming travel to Zama. The committee discussed media options. Shelby will be posting updates on the Facebook Group page.
- 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 on the plaque for the mayor to mayor gift. Also discussed having a welcome gift bag that will include different items. Discussed purchasing the V is for Volunteer book to give out as gifts.
  - ❖ Shelby made a motion to buy 21 V is for Volunteer as a gift for the upcoming travel to Zama. The motion was seconded by Bobbie and passed unanimously.
- g. **Farewell Party:** Mary Ann discussed with the committee about the practice for the farewell party. The practice went well. There will be another practice this upcoming Saturday. Mary Ann discussed having to order props for the farewell party. The committee discussed the props and what was needed.

- ❖ Melody made a motion to spend up to \$150 dollars on Amazon for props to use for the Farewell Party. The motion was seconded by Amy and passed unanimously.

## 5. Zama Communications

- Marc discussed with the committee Zama is wondering how many hotel rooms will be needed for travel for the first night. Marc discussed getting students that will be paired up for the hotel room on the first night. Marc will pay for the hotel and will be reimbursed for it afterwards.

## 6. Unfinished Business

- a. Family Trip Cost:** Committee discussed the family trip cost. Each student will need to contribute \$500 dollars as a participation fee to travel to Zama.
- b. May Newsletter:** Shelby asked the committee if there was any content that is needing to be added for the May newsletter. Reminders of the training, Family cost, and T-Shirt design were discussed.
- c.** Shelby discussed the update on Thank you notes.
- d. Chaperones:** Discussed which chaperones will be over what student.

## 7. New Business

- **Committee discussed getting approval to get money from the Town to pay for this upcoming trip.**
- ❖ Fran made a motion to go to the Sister City subcommittee to request to spend 70,000 dollars for the upcoming trip. The motion was seconded by Melody and passed unanimously.

## 8. Other

- Fran discussed with the committee ensuring that the committee is sending messages in the correct group chat.
- May 20th, June 3rd, June 17th, July 1st will be the next upcoming meetings.

## 9. Adjournment

With no further business before the committee, a motion was made to adjourn by Melody and seconded by Bobbie at 7:16 p.m.