

Sister City Committee
Minutes of Meeting
May 21, 2024

1. Call the Meeting to Order

Marc called the meeting to order at 5:32 p.m. The following were present:

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

Not Present:

Jonathan Wright
Gerry Short
Melody Villalobos

2. Approval of May 7, 2024 Minutes

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

3. Zama Communications

- Marc recapped the 5/21 zoom meeting with Zama. The next scheduled zoom meeting is 6/25 at 7:00 pm
- Zama sent an updated flight itinerary
- The committee discussed Zama chaperones and host options

4. Sub Committee Report

Gifts/T-shirts- Amy presented gift options from the Sam Davis Home, pens for the chaperones and Smyrna coloring books for the students. Fran will check about discount with coloring book author, Brittany Stevens. The committee discussed drawstring bag options and will check local vendors for prices. Fran presented gift options from the local farmers market and a watercolor painting, which the committee discussed. These gift options are for the mayor-to-mayor and city-to-city gifts.

- ❖ Fran made a motion to spend up to \$210 on pens from the Sam Davis Home. The motion was seconded by Bobbie and passed unanimously.

Farewell/Welcome Ceremonies- Mary Ann and Amy reviewed the menu for both ceremonies. Welcome: Chicken fingers, pasta, green beans, macaroni and cheese, fried apples, salad bowl, bread, peach cobbler, and a cake from Publix. Drinks will include Lemonade, tea, water, and coffee. The cost comes to \$23.00 per person, the committee discussed invites. Farewell: Shrimp, spring rolls, teriyaki meatballs, fruit, cheese, vegetables with dip, cookies, and brownies. The cost comes to \$18.00 per person.

Budget-None

Training- Casey will send Fran items from the 2017 training sessions

Public relations- Bobbie reviewed the rough draft of the press release. The committee discussed contacting WGNS about an interview. The committee discussed individual events they would like to send invites to Mayor and Council. Casey will send out invites once the itinerary is finalized.

Records-Casey will send out all needed forms in the next couple of weeks. The students will need to return them at their training session.

Planning- The committee discussed the itinerary and changes that should be made. Shelby will update the spreadsheet with the new information. The committee discussed purchasing water and snacks for the visit.

- ❖ Amy made a motion to approve the \$1,500 expense to Wise Coaches for transportation on 8/2 to Chattanooga. The motion was seconded by Shelby and passed unanimously.
- ❖ Fran made a motion to spend \$65.75 per person for the General Jackson and up to \$34 per person both at 50 people as well as \$1,500 for Wise Coaches for transportation on 8/7. The motion was seconded by Amy and passed unanimously.

5. Unfinished Business

- The committee discussed the new applicant. Mary Ann will reach out to schedule an interview.

6. New Business

- None

7. Other

8. Adjournment

With no further business before the committee, a motion was made to adjourn by Mary Ann and seconded by Amy at 8:03 p.m.