

**Sister City Committee**  
**Minutes of Meeting**  
**September 3, 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 5:36 p.m. The following were present:

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

**Not Present:**

Fran Dunne  
Gerry Short

**2. Approval of July 23, 2024 Minutes**

Mary Ann 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 August 2024 was reviewed with a balance of \$87,893.48

#### **4. Zama Communications**

- Marc discussed the family survey that Zama prepared
- Zama is currently preparing for the 2025 visit. Marc reviewed questions they had
- The committee discussed travel date options from Zama. July-14-July 27 or July 20-August 2.
- Zama requested input from Smyrna on places to visit and chaperone assignments
- Zama requested that allergies/favorite foods/disliked foods be added to the student bio sheet

#### **5. Unfinished Business**

##### **a. Remaining hosting expenses**

- ❖ Jonathan made a motion to reimburse Fran Dunne \$200.00 for the gratuity for the Boys and Girls Club bus driver. The motion was seconded by Shelby and passed unanimously.
- ❖ Amy made a motion to reimburse Fran Dunne \$100.00 for the gratuity for the General Jackson wait staff. The motion was seconded and passed unanimously.
- ❖ Amy made a motion to reimburse Marc Michaelson for the payment of Uber usage during the 2 week visit. The motion was seconded by Shelby and passed unanimously.
- ❖ Marc made a motion to pay Brandon Toungett, who provided translation services during the visit, \$300.00 for those services. The motion was seconded by Melody and passed unanimously.
- ❖ Amy made a motion to reimburse Bobbie Ibarra \$112.85 for the double charge made by the Chattanooga Aquarium for tickets. The motion was seconded by Shelby and passed unanimously.
- ❖ Bobbie made a motion to reimburse Amy Wise \$28.00 for the payment of the group photo purchased at the General Jackson. The motion was seconded by Shelby and passed unanimously.
- ❖ Melody made a motion to reimburse Amy Wise \$20.00 for the payment of the Boys and Girls bus driver's lunch. The motion was seconded by Bobbie and passed unanimously.

#### **6. New Business**

##### **a. Review of Zama visit**

- Marc asked each committee member to list their favorite and least favorite part of the trip. The committee discussed those items

**b. Soac Event**

- The committee discussed participation and decided to attend. They also discussed availability and needs.

**c. Student application**

- The committee discussed the student application from Brandon Shaver. Melody and Gerry will interview.
- The committee discussed a deadline for applications of October 15th.
- The committee discussed student recruitment opportunities

**7. Other**

- Amy announced that there will be a Japanese Moon Viewing at Cheekwood on September 15th
- The next meeting will be on October 1st and the November meeting will be held on the 12th since the regular meeting date falls on Election Day

**9. Adjournment**

With no further business before the committee, a motion was made to adjourn by Amy and seconded by Melody at 7:25 p.m.