

**Sister City Committee
Minutes of Meeting
November 1, 2022**

1. Call the Meeting to Order

Gerry called the meeting to order at 5:30 pm. The following were present:

Gerry Short
Marc Michaelson
Erica Williams
Resha Oliphant
Fran Dunne
Mary Ann Rogers
Amy Wise
Melody Welshofer
Casey Conard, Town Staff
Not Present:
Jonathan Wright

2. Approval of October 11, 2022 Minutes

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

3. Financial Status

Monthly reconciliation for October 2022 was reviewed with a balance of 104,757.34 as of 10/31/2022.

4. Zama Communications

- Marc shared updates from Zama with the Committee. Zama has submitted their budget request and are awaiting approval.

5. Unfinished Business

- Welcome packets: Erica shared a sample welcome packet with the committee. She asked for any changes to be emailed to her 1 week prior to the next meeting.
- Erica volunteered to update the training PowerPoints that are shared with parents and students.

6. New Business

- Social media: Erica recapped discussion from the previous meeting. Resha shared with the committee that she spoke with the Town PIO Heather Kent about the Sister City social media pages. The committee discussed who should have admin and editor rights to the facebook page. Resha will reach back out to Mrs. Kent with the committee's requests.

7. Other

- The next meeting will be January 3rd 2023

8. Adjournment

With no further business before the committee a motion was made to adjourn at 6:30 pm by Erica and seconded by Mary Ann.