

**Sister City Committee  
Minutes of Meeting  
April 18, 2023**

**1. Call the Meeting to Order**

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

Erica Williams  
Marc Michaelson  
Sherica Clark Nelms  
Mary Ann Rogers  
Amy Wise  
Barbara Ibarra  
Melody Villalobos  
Casey Conard, Town Staff

**Not Present:**

Gerry Short  
Jonathan Wright

**2. Zama Communications**

- Erica has had contact with her host family
- Marc has purchased the airline tickets. The group will be flying into Narita

**3. Committee Reports**

T-shirts: Erica is collecting sizes. Marc will get Zama's sizes and forward to Erica

Budget: Airline tickets were as expected. The hotel rooms have been reserved

Training/Orientation: Marc has sent Erica the power point for student training

Public/Relations: None

Records/ Documentation: Casey and Jonathan have the Google folder. Jonathan is working to build a flow chart and working to streamline document sharing

Gifts: Mary Ann and Amy discussed gift ideas. They have reached out to a local artist about a possible gift. Amy discussed items that could be added to gift bags.

- Mary Ann made a motion to spend up to \$150.00 on Mayor to Mayor and City to City gift each. The motion was seconded by Erica and passed unanimously.

Farewell Party: Marc suggested to the committee that the students should speak at the event instead of singing and dancing.

#### **4. Unfinished Business**

- Marc is completing the student bios to send to Zama. He will get updated information from the students. He plans to notify the parents on the committee meeting schedule and training date for students.

#### **5. New Business**

- The committee discussed bringing an extra suitcase for gifts on the trip.

#### **6. Other**

- None

#### **7. Adjournment**

With no further business before the committee a motion was made to adjourn by Erica and seconded by Mary Ann at 6:08 p.m.