

**Sister City Committee  
Minutes of Meeting  
April 4, 2023**

**1. Call the Meeting to Order**

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

Gerry Short  
Erica Williams  
Jonathan Wright  
Marc Michaelson  
Sherica Clark Nelms  
Mary Ann Rogers  
Amy Wise  
Melody Villalobos  
Casey Conard, Town Staff

**Not Present:**  
Barbara Ibarra

**2. Introduction of new members**

- Introduction of members of the committee

**3. Election of Vice Chairman**

Amy made a motion to reappoint Marc Michaelson as Vice Chairman. The motion was seconded by Mary Ann and passed unanimously.

**4. Approval of March 7, 2023 Minutes**

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

**5. Financial Status**

The monthly reconciliation for March 2023 was reviewed with a balance of \$105,403.96 as of 3/31/2021

## **6. Zama Communication**

- Marc read an email from Zama. They have booked hotel rooms in Ebina for the first night. The cost was \$115.00 per room and includes breakfast. Hotel assignments below:
  - Erica Williams and Marianna Cruz
  - Jackson Polumbo and Marc Michaelson
  - Cyrus Joyner and Conner Williams
  
- The proposed schedule from Zama is
  - July 16 Arrive in Japan
  - July 17 Welcome party
  - July 18 School visit. All students will visit an elementary school.
  - July 18 Nissan and Zama tour
  - July 19 School visit. All students will visit a high school.
  - July 20 Japanese cultural experience
  - July 20 Camp Zama
  - July 21 Japanese cultural experience
  - July 21 Zama City Hall
  - July 22-23 Free time with host families
  - July 24 Zama City tour
  - July 25 Tokyo tour
  - July 26 Farewell
  - July 27 Departure

## **7. Unfinished Business**

- None

## **8. New Business**

- a. Recruitment Strategy- Committee discussed ideas for recruitment after the 2023 trip
- b. Reimbursements- Erica made a motion to reimburse Marc \$164.51 for Zoom renewal payment. The motion was seconded by Amy and passed unanimously.  
Erica made a motion to reimburse Marc for the 3/15/23 committee dinner. The motion was seconded by Amy and passed unanimously.
- c. T-shirt designs- The committee received 2 submissions for the t-shirt design. After discussion Erica made a motion to use the “sunflower design” submitted by Marianna Cruz. The motion was seconded by Amy and passed unanimously. Erica made a motion to use bright red as the shirt color. The motion was seconded by Amy and passed unanimously.
- d. Sub committees- The list of sub committees are below

- T-shirts (Erica)
- Budget (Marc)
- Training/Orientation (Erica/Marc)
- Public Relations (Jonathan)
- Records/Documentation (Jonathan/Casey)
- Gifts (Mary Ann/Amy)
- Farewell Party (Marc/Erica)
- Government Relations (Marc/Bobbie)

## **9. Other**

- The committee discussed the need to meet twice a month until the July trip. Those meetings are listed below
  - April 18<sup>th</sup>
  - May 2<sup>nd</sup>
  - May 23<sup>rd</sup>
  - June 6<sup>th</sup>
  - June 27<sup>th</sup>
  - July 11<sup>th</sup>
- Training for the student will be on Sunday, June 4<sup>th</sup> at 2:00
- Marc announced that the Nashville Cherry Blossom festival is April 15th

## **8. Adjournment**

With no further business before the committee a motion was made to adjourn by Erica and seconded by Jonathan at 6:56 p.m.