

**Sister City Committee
Minutes of Meeting
May 2, 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
Barbara Ibarra
Mary Ann Rogers
Amy Wise
Melody Villalobos
Casey Conard, Town Staff

Not Present:

Sherica Clark Nelms

2. Approval of April 4, 2023 and April 18, 2023 Minutes

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

3. Financial Status

The monthly reconciliation for April 2023 was reviewed with a balance of \$107,095.78 as of 4/30/2023

4. Zama Communication

- Marc will be attending a Zama Rotary meeting while in Zama. He was asked to give a presentation about the Town of Smyrna and Smyrna Rotary.
- The rooms booked for the first night are at the Rembrandt in Ebina.

5. Committee Reports

T-shirts: Waiting on Zama sizes and then will order

Budget: On target

Training/Orientation: Erica has updated the previous PowerPoint to be used at the June training for the students.

Public Relations: Dan Epright has agreed to do a story on the trip. Marc mentioned asking Mr. Polumbo to see if there is something to be done.

Records/Documentation: Jonathan has worked on setting up the Google drive.

Gifts: Mary Ann was quoted \$100 for the iris/sunflower 12x12 picture and that will be used as the Mayor to Mayor gift. The oil painting of Zama Park will be used as the City to City gift. Casey will get in contact with different departments for Town of Smyrna items to put in welcome bags.

Farewell Party: The committee will discuss the farewell party at the June training session.

Governmental Affairs: Marc reached out to the Consulate General about coming to the June 6th meeting. Marc will send out an invite to the parents and students to also attend that meeting.

6. Unfinished Business

- Travel insurance has been purchased.
- Jackson Polumbo's passport has been approved
- Marc spoke to American and Japan airlines to get seating on the flight back
- Marc is working on student profiles to send to Zama
- Chaperones now know who they will be staying with in Zama
- Erica will set up a text group

7. New Business

8. Other

9. Adjournment

With no further business before the committee a motion was made to adjourn by Erica and seconded by Melody at 6:30 p.m.