

**Sister City Committee
Minutes of Meeting
May 23, 2023**

1. Call the Meeting to Order

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

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

Not Present:

Barbara Ibarra

Jonathan Wright

Marc Michaelson

2. Zama Communications

- Marc has requested tshirt sizes from Zama.
- Erica has been in communication with her host family

3. Committee Reports

T-shirts: None

Budget: On budget. Marc will speak to Zama about food for farewell party

Training/Orientation: Erica shared the power point with the committee. Casey has arranged for a Notary to attend the June 4th training.

Public Relations: None

Records/ Documentation: None. Casey will share the link to the shared google file with the committee

Gifts: None

Farewell Party: Marc is waiting on a head count and proposed menu from Zama

4. Unfinished Business

- Erica asked about student bios. Marc anticipates them soon from Zama.
- Amy made a motion to spend up to \$500 on tshirts and cinch bags. The motion was seconded by Mary Ann and passed unanimously.

5. New Business

- The committee discussed cinch bags for the upcoming trip. Several Town of Smyrna departments have donated items.

6. Other

- None

7. Adjournment

With no further business before the committee a motion was made to adjourn by Erica and seconded by Sherica at 6:01 p.m.