

**Sister City Committee
Minutes of Meeting
June 27, 2023**

1. Call the Meeting to Order

Gerry called the meeting to order at 5:37 pm. The following were present:

Erica Williams
Marc Michaelson
Gerry Short
Mary Ann Rogers
Amy Wise
Barbara Ibarra
Melody Villalobos
Casey Conard, Town Staff

Not Present:

Sherica Clark Nelms
Jonathan Wright

2. Zama Communications

- Marc discussed liability insurance that was requested by Zama
- Marc discussed the quote from Zama for the farewell party
- Marc has received an agenda for the farewell party

3. Committee Reports

T-shirts: ready for pick up by students

Budget: Marc is working on final payment numbers

Public/Relations: None

Records/ Documentation: All completed paperwork and passports are in the shared google file.

Gifts: Mayor to Mayor gift and City to City gift are complete

Farewell Party: Marc has sent the menu to Zama. All 8 students will speak(2 min each)

4. Unfinished Business

5. New Business

- Erica made a motion to purchase business cards for students and chaperones going to Zama for up to \$150.00. The motion was seconded by Amy and passed unanimously.
- Marc made a motion to purchase laminate pouches for luggage tags up to \$50.00. The motion was seconded by Mary Ann and passed unanimously.
- Amy made a motion to approve the \$1500.00 farewell party quote. The motion was seconded by Erica and passed unanimously. This item will go before the subcommittee on July 11th for purchase approval.

6. Other

- Marc wanted to discuss the possibility of an adult trip to Zama with the committee.

7. Adjournment

With no further business before the committee a motion was made to adjourn by Erica and seconded by Mary Ann at 6:32 p.m.