

Sister City Committee
Minutes of Meeting
October 9, 2023

1. Call the Meeting to Order

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

Gerry Short
Marc Michaelson
Erica Williams
Melody Villalobos
Mary Ann Rogers
Sherica Clark Nelms

Not Present:

Barbara Ibarra
Amy Wise
Jonathan Wright

2. Approval of September 5, 2023 Minutes

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

3. Financial Status

The monthly reconciliation for August 2023 was reviewed with a balance of \$104,755.46 as of 9/30/2023.

4. Zama Communications

- Marc: Zama is working on their 2024 trip. They verified with Marc that 14 days will be ok for the visit. Dates are not confirmed yet but should be late July- early August. They will bring 5 chaperones and they will be homes stays. Zama will be hosting the Zama Fair again in 2024, Marc will coordinate. Zama's budget for the farewell party at the Event Center is \$2,000.

5. Unfinished Business

- None

6. New Business

- November 7th Open House: The committee discussed this event. Erica will complete a power point presentation with high level information. Erica will purchase water and cookies for the event. The committee discussed who might attend.
- Erica explained the interview process that has been used in the past. The committee discussed and reviewed questions that are used during interviews. They agreed that the students should receive the list of interview questions in advance. They also agreed that interviews do not have to take place prior to committee meetings. Interviews can be held with 3+ committee members in any setting.
- The committee will ask that application for the program be turned in by November 30th with the interview process starting December 1st. The committee will vote on applicant at the January 2024 committee meeting.
- Student qualifications: The committee discussed the requirement of students living in Smyrna or attending a school located in Smyrna. This item will be deferred until after the January 2024 meeting.
- Chaperone qualifications: Deferred to the December 2023 meeting
- Email and social media: The committee discussed the responsibilities for social media. Sherica agreed to look over the account to see if it is something she could take over. Marc will continue to oversee the email communications with info@smyrna-zamasistercity.com
- Erica made a motion to up to \$100 annually to renew our Go Daddy URL. Mary Ann seconded the motion and it passed unanimously.
- RCS Marketing: The committee discussed Bobbi's email. Melody will reach out to RCS legal department to get the flyer approved. The committee agreed that they did not want to mass produce to all students.

7. Other

- None

8. Adjournment

With no further business before the committee a motion was made to adjourn by Erica and seconded by Sherica at 6:55 p.m.