

Sister City Committee
Minutes of Meeting
April 2, 2024

1. Call the Meeting to Order

Gerry called the meeting to order at 5:31 p.m. The following were present:

Marc Michaelson
Gerry Short
Amy Wise
Barbara Ibarra
Melody Villalobos
Shelby Sallee

Not Present:

Jonathan Wright
Mary Ann Rogers
Fran Dunne

2. Election of Vice Chairman

Gerry opened the floor for nominations. Amy nominated Marc for Vice Chairman. There being no other nominations it was confirmed unanimously.

3. Approval of March 5, 2024 Minutes

Amy made a motion to approve the minutes with changes. The motion was seconded by Bobbie and passed unanimously.

4. Introduction of new members

New committee member Shelby Sallee was introduced

5. Financial Status

The monthly reconciliation for February 2024 was reviewed with a balance of \$106,133.75 as of 3/31/2024.

6. Zama Communications

- Marc received a letter written by Mayor Sato that was sent to Mayor Reed
- Zama will announce mid April who their chaperones will be(6)
- Zama itinerary- American Airlines
 - ❖ Leave Japan on July 30th at 6:15 pm arriving in Dallas at 4:00 pm
 - ❖ Arrive in Nashville at 9:45 pm
 - ❖ Leave August 11 at 7:33 am to Dallas
 - ❖ Arrive in Japan on August 12 at 3:55 pm

- Marc asked about medical release and liability paperwork, Zama is hesitant to sign. Casey will ask the Town legal department about this.
- Zama will need whiteboards for their Zama Fair. If TCAT does not provide these, Casey will ask SOAC if they have any that can be used.
- Zama has requested a Zoom meeting to discuss questions they have
- Marc attended a meeting with Sister City International
- The committee went through the itinerary for the visit

7. Sub Committee Report

Gifts/Tshirts- Amy will collect tshirt sizes from Casey for the Smyrna students

Farewell Ceremony-Mary Ann requested that Casey reach out to the Event Center to book date

Budget-None

Training- June 23 2:00-4:00 and July 14 2:00-4:00

Public relations-Bobbie asked the committee to review her report

Records-None

5. Unfinished Business

- Bowling party-The committee discussed this event and agreed that icebreaker games

would be beneficial. Fran will host this event.

- Marc read the letter from Mayor Sato to Mayor Reed
- Marc reminded the committee that 3 more students were still needed

6. New Business

- None

7. Other

- Amy made a motion for up to 1500.00 be spent, over time on background checks for host families and committee members. The motion was seconded by Melody and passed unanimously.
- Casey will start the process of getting paperwork signed for background checks. Each check will be \$29.

8. Adjournment

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