

06-11-19 Sister Cities Commission Minutes

6:30 PM
June 11, 2019**MINUTES**Coho Room
130 E. Sunset Way**COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT***Commission Members:*Stephanie Angula
Mohamed Belali (*Excused Absence*)
Shari Gehrke
Mary Harris
Robin Kelley (*Excused Tardy*)
Ryan Opitz
Nilendu Pal
Charlee Roundhill
Heather Stapf*Youth Board Representatives:*Nathan Beh (*Excused Absence*)
Jacob Hansen (*Excused Tardy*)*Administrative staff:*

Tina Eggers, City Clerk

CALL TO ORDER

Chairperson, Heather Stapf called the meeting to order at approximately 6:45 p.m.

APPROVAL OF MINUTES

- a) Minutes of May 14, 2019

The minutes were unanimously approved as presented.

PUBLIC COMMENTS – None.**REGULAR BUSINESS**

- a) Rules & Regulations - Finalize/Adopt

- Commission aligned to add the following standing items for the Chair to reference at the start of each Regular Commission Meeting:
 - Ground Rules
 - Commission Mission/Purpose
- Commission aligned to add Parking Lot Discussion Items/Ideas for Future Consideration to the Other Business section of the Agenda going forward. Commissioner Opitz agreed to manage the capturing of ideas.
- Commissioner Angula requested additional language in “Section 1: Officers” pertaining to a Chair/Vice-Chair partnership model as a possible format for Commission leadership.
- The Commission agreed to changing its start time to 6:30p.m.

It was moved and seconded to adopt the Rules & Regulations as amended. Motion carried unanimously.

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b) Potential Committees

Suggested committees:

1. Fundraising (Charlee)
2. PR – media, awards, photo collection, promotion of SC work/events (PR)
3. Salmon Days (Stephanie/Nilendu/Shari)
4. Outreach/SC Relationships – a small committee to manage outreach of finding and developing new contacts in both Sister Cities (Robin/Ryan/Jacob)

Next steps:

- Commission adopted the four standing committees as outlined above.
- Heather, Nathan and Mohammed are asked to provide their committee/decision to Stephanie by June 17.
- Committees are asked to outline their purpose and scope of work by July 1.

c) Memorandums of Understanding (MOUs)

- Commission aligned to focus on recruitment of an artist from Sunndal for Salmon Days as way of moving toward a MOU with them.
- Commissioner Kelley agreed to follow-up with Commissioner Belali on the renewal of the Chefchaouen MOU.

d) Progress updates - work accomplished since last meeting:

- Artist selection – Commissioner Gehrke reached out to Sunndal but received no response to date. She will reach out again to try to illicit help in recruiting an artist.
- New member welcome took place informally with a few Commissioners. It was well-received by new members and is something that we can repeat in the future or choose to welcome more formally in the future.
- Perspective member meet up is to be determined depending on the interest of the perspective member.

e) Salmon Days Initial Booth & Planning Efforts

- Non-profit Vendor Application deadline for Salmon Days booth and parade (separate applications) participation will be confirmed by Commissioner Pal.
- Booth request should be for a 10 x 20 and in our old location (off the steps and on the street level) within sight of the City's booth.
- Chairperson Stapf requested time on the next month's meeting to discuss Salmon Days in detail.

f) Contacts & Connections

- This agenda item was not discussed because it was covered under the Committee discussion.

REPORTS

The Commission aligned to use this section in the future for Committee Reports.

OTHER BUSINESS / ANNOUNCEMENTS

Commissioner Angula will not be present for the July 9 meeting.

ADJOURNMENT

Chairperson Stapf declared the meeting adjourned at 8:20 p.m.