

Kitakata Sister City Advisory Board Meeting Action Minutes
January 27, 2021

Advisory Board Members Present:

Jason Jones
Lois Reimer- emeritus
Aaron Reyna
Cathy Rice
Tracy Sailors
Dave Schalk
Bev Schalk - emeritus
Seiji Shiratori
Adrienne Scritsmier
Ashleigh Sumerlin
Bob Yokoyama

Staff Present:

Erica Behler – Recreation Coordinator
Julie Fitzgerald – Mayor
Barbara Jacobson – City Attorney
Zoe Monahan – Asst. to the City Manager

Members of the Public Present:

None

AGENDA ITEM	ACTIONS
CALLED TO ORDER	6:02 p.m.
<u>Minutes</u>	A. N/A - No previous minutes to approve
<u>Public Comment</u>	A. None
<u>Agenda</u> A. Board Introductions	A. Each board member gave a brief introduction of themselves, their background and why they joined the advisory board
<u>Mayor Welcome</u> A. Julie Fitzgerald	A. Mayor Julie Fitzgerald welcomed the new board members, and noted that she was happy to have met them all during their board interviews. Mayor Fitzgerald thanked the board for letting her be there and said she would be supportive of the group moving forward.
<u>Roberts Rules of Order</u> A. Barbara Jacobson	A. City Attorney, Barbara Jacobson gave a brief presentation on Robert's Rules of order. She briefly went over what Roberts Rules are, the types of motions you can make in a meeting, the definition of a quorum, parameters on voting, and respectable conduct during meetings. (Barbara's presentation is included in the minutes packet) B. Erica briefly stated that learning Robert's rules and adhering to them is not going to be a perfect process right at the start. It is understood that everyone is learning and that it is always okay to ask questions if you need to know how to move forward.
<u>Bylaw Review</u> A. Erica Behler	A. Erica went over each section of the bylaws including the purpose of the board, the duties of the board, membership, board appointments and terms, board officers and staff liaison, meetings of the board, special meetings, and operating budget. B. Bob Yokoyama asked if they each had copies of the bylaws. Erica responded that they had a copy in the welcome email, and that there will be another copy included in the meeting minutes. C. Cathy Rice Asked for clarification about gatherings and talking about business outside of meetings, since many of the members are friends

	<p>due to having worked together for so long. Erica responded, that yes, any talk of official board business must be kept to official board meetings including emails. She went over the importance of not replying all to emails, and to keep gatherings to under a quorum, otherwise it will need to be posted as a public notice.</p>
<p><u>2021 Board Officer Appointments</u></p>	<p>Erica once again went over duties of chair and vice chair. Erica also explained how to make a motion to nominate and then how to second a motion for approval and a vote.</p> <p>Cathy nominated Bob Yokoyama as chair, Tracy seconded, and Bob Yokoyama turned down the nomination.</p> <p>Erica reiterated that she would be a resource for the chair and that she would help them create the agenda and type up the minutes.</p> <p>Seiji clarified who the previous association members were and wondered if someone with more experience might want to be the chair for the first year.</p> <p>Cathy Rice pointed out whom the past association members were, but said she would not be interested in being the chair at this time.</p> <p>Bob then nominated Dave, and Dave Schalk then stated he would not be interested in being the chair. He expressed that he would like to pass the reigns to someone else.</p> <p>Erica stated that she sensed some hesitation among the group, and again tried to clarify that the chair's main responsibility is to preside over meetings.</p> <p>Dave then asked Ashleigh if she would be interested in being chair. Ashleigh stated that she would be willing to. She stated she may not have as much experience as some of the others in the group but would be willing to take it on.</p> <p>Seiji nominated Ashleigh as chair and felt like her past experience would be beneficial in helping to create agendas. Aaron then seconded the motion for Ashleigh to be chair, the board voted. All were in favor, none opposed.</p> <p>Ashleigh then took over the meeting and asked if there were any nominations for vice chair. Aaron Reyna said that he would be interested in being vice chair. Bob Yokoyama nominated Aaron as vice chair, Jason seconded the motion. All board members were in favor, none opposed.</p>
<p><u>Board Comments and Next Steps</u></p> <ul style="list-style-type: none"> A. Schedule next meeting B. Upcoming facilitator for goals and work plan C. Virtual Exchange Meeting 	<ul style="list-style-type: none"> A. The next official board meeting will take place on February 24, 2021 at 6 p.m. on zoom. Erica will send out meeting notification and zoom link. B. Erica told the group that the city would be hiring a facilitator to work with the group to help establish goals and a work plan. The exact date has not been set, but Erica said she would keep the board updated with more information once the facilitator is scheduled. C. Virtual Exchange meetings- Erica has been in contact with Tomita San in Kitakata Japan. She said that two meetings have been set-

<p>D. Board Comments/Questions</p>	<p>one for high school students on Feb. 1 at 4pm, and another meeting for the two Mayors on Feb. 16th at 4pm. Erica told the group that Kitakata is interested in meeting with the board on Feb. 8th at 6pm. She said she would compile these dates in an email to the board and send out details at a later date.</p> <p>D. Board Comments/Questions: Erica and Cathy talked about the facemasks that were sent from Kitakata. Cathy also shared her experience regarding the 2011 Fukushima tsunami/earthquake and explained how Kitakata was a refuge for folks who were hit the hardest. Dave chimed in and talked about his experiences in Kitakata and explained how special the relationship was. Bob chimed in about the Olympics and how Kitakata was a host town to the US rowing team.</p> <p>E. Aaron brought up budget, and asked if the group had a current operating budget. Erica said that she has requested a budget of \$20,000 for the first year. She explained that this money would be used for incoming delegation expenses, events, outreach, interpretation services, facilitators, gifts, etc... she emphasized that this budget had not yet been approved by the budget committee or council. Bob asked what the fiscal year was. Erica answered July 1 through June 30. Adrienne asked what happens to the money if the board does not spend it. Erica answered that it will not be taken away, but that if the board were to continue to underspend year after year, the budget committee might ask why we keep asking for X amount. The budget amount is renewed each year, but does not accrue if there is money left over. Erica also explained that how much the board spends would fluctuate year by year depending on travel, incoming delegations, etc...</p> <p>Seiji asked if we could potentially get a copy of our counterparts in Kitakata work plan and/or goals for their sister city board. He said he thought it would be helpful for our group to see where their efforts were as far as goals and planning go. Seiji also asked about the virtual exchanges, and if there had ever been connections made between their chamber of commerce and our or other similar organizations.</p> <p>Bob shared what the student exchanges have looked like in the past, shared more about host families, and entertaining. He shared that Wilsonville typically sends about 6 kids to Japan, while Japan usually send about 25 kids or so because their fees are subsidized by the City of Kitakata whereas our aren't.</p> <p>F. Items for next agenda: debrief of virtual meetings, presentation on history of sister cities</p>
<p>ADJOURN</p>	<p>7:38 p.m.</p>