

Kitakata Sister City Advisory Board Meeting Action Minutes
10.13. 2021

Advisory Board Members Present:

Jason Jones
 Sruthi Menon
 Aaron Reyna- Vice Chair
 Tracy Sailors
 Dave Schalk
 Seiji Shiratori
 Adrienne Scritsmier
 Kevin Stewart
 Ashleigh Sumerlin- Chair

Staff Present:

Erica Behler – Recreation Coordinator

Members of the Public Present:

N/A

AGENDA ITEM	ACTIONS
CALLED TO ORDER	6:07 p.m.
<u>Minutes</u>	A. August 11, 2021 minutes approved, all in favor, none opposed
<u>Public Comment</u>	A. None
New Board Member Introductions	<p>A. Sruthi introduced herself and said she is really looking forward to working with the group. Sruthi has been a Wilsonville resident since 2017. She said her background is in HR and is currently a stay at home mom to her daughter.</p> <p>B. Kevin Stewart also expressed his gratitude in joining the group. Kevin shared he has a company and travels internationally quite a bit for work.</p>
Event Ideas and Brainstorm	<p>A. Erica touched on a number of events that the group could take part in, including the Harvest Festival that was held on October 16. Jason shared his idea for a leaf rubbing activity-using crayons and leaves found in the park. The group decided to host an activity table at the event and time slots were divvied up between available board members. Erica forgot to get Japanese candies ☹️ Sorry!</p> <p>B. Tea Ceremony / Ramen Class- Tracy spoke about her research/outreach regarding a tea ceremony. Tracy shared that she spoke with a local instructor about various options to host a tea ceremony in Wilsonville. The instructor shared that spring would likely be the earliest time she could teach a class. The class could be style one of two ways- a larger demonstration class \$250 or a more intimate demonstration and sampling class \$250 + \$20 per person for food, samples, etc... Tracy said that she learned these classes book out several months in advance. Tracy also spoke with Middleground Farms about potentially hosting a Kitakata style Ramen class.</p> <p>C. Dave briefly shared that he was excited about the potential for new and fresh programming and said it would be completely new for the group to host something like a tea ceremony or ramen class.</p> <p>D. Erica mentioned that the group should look into creating a ‘stock presentation’ that is given at the beginning of each Kitakata event/class/etc... so that the bigger picture of building the relationship with Kitakata is not overlooked.</p>

	<p>E. Erica went on to share the pen-pal program flyer and expressed to the group that it could be a good project to focus on right now as it is not in-person and involves our counterparts in Japan. The group discussed several ideas on how to go about the program and eventually landed on the following:</p> <ul style="list-style-type: none"> - Market the program to the community via online channels/Boones Ferry Messenger/social media/etc... - Erica will look into building a fillable pdf on the Kitakata webpage. Participants can join either via email or snail mail. - Form would include, name, age, mailing address, email address, general list of questions- hobbies, place of work/school
Fundraising and Budget	<p>A. The group began discussions about keeping an excel spreadsheet with an outlined budget. Seiji will take the lead on this, and the spreadsheet will be shared at the beginning of each meeting. Seiji also expressed interest in creating a sort of wish list and proposed budget for items we may want to explore and/or anticipate in the future- things like gifts, tabling materials, delegation expenses, movies, etc...</p> <p>B. Erica added briefly that she can always ask the finance department to pull an expense report for our Kitakata line item each month.... Erica shared an example of the parks and rec budget – Special Projects 11055000 442013</p>
Revisit Strategic Plan	<p>A. Erica gave a quick reminder about the council retreat on 2.26.22, 9am-4pm –more details to come!</p> <p>B. The board reviewed actions in the strategic plan, assigned new tasks, and reviewed previous ones. Adrienne shared that she is working on action 1.1 and will have an update on the survey at the November meeting.</p>
ADJOURN	7:20 p.m.