



**Kitakata Sister City Advisory Board
Virtual – Zoom
October 13, 6:00 pm
Meeting Agenda**

- 6:00 PM** I. Call to Order
- i. Roll Call
 - ii. Approval of 8.11.21 Minutes (needs motion)
 - iii. Citizen Input
- 6:05 PM** II. New Board Member Introductions – Sruthy Menon & Kevin Stewart
- 6:10 PM** III. Event Ideas & Brainstorm – Erica Behler
- Flyers created for the following:
 - Shinrin Yoku (Forest Bathing)
 - Origami Workshop at Community Center
 - Pen Pal Program (open to community members)
- 6:40 PM** IV. Fundraising/Budget – Seiji Shiratori
- 7:00 PM** V. Revisit Strategic Plan – Erica Behler
- New member additions
 - Council approval October 18
 - School outreach
 - Presentation to Kitakata
- 7:20 PM** VI. Board Comments
- 7:25 PM** VI. Adjourn

Next Meeting –

Wednesday, November 10, 6pm – 8pm

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required. The city will endeavor to provide services, without cost, if requested at least 48 hours prior to the meeting. To obtain services, please call 503-570-1530.

Kitakata Sister City Advisory Board Meeting Action Minutes
8.11. 2021

Advisory Board Members Present:

Jason Jones
 Aaron Reyna- Vice Chair
 Tracy Sailors
 Dave Schalk
 Seiji Shiratori
 Adrienne Scritsmier
 Ashleigh Sumerlin- Chair
 Bob Yokoyama (now resigned)
 Lois Reimer – emeritus member
 Bev Schalk – emeritus member

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. May 5, 2021 minutes approved, all in favor, none opposed
<u>Public Comment</u>	A. None
In Memory of Cathy Rice	A. Ashleigh Sumerlin, Lois Reimer and Bev Schalk prepared a presentation in honor of past association member and president, Cathy Rice who passed away this year. This presentation highlighted Cathy’s contributions over the years, the visits she and her family were involved in, and the lasting friends she made through the organization. Pictures in the presentation also highlighted various trips to and from Kitakata. Lois added, “It’s not what we do, or the positions we hold that matter to the people in Kitakata... Kindness matters, and a willingness to get to know them matters...”
Debrief Aug. 3 Meeting w/ Kitakata	<p>A. Erica asked the group to reflect on the Aug. 3 meeting with Kitakata.</p> <p>B. Dave said he thought the meeting went really well, and thought the goals between the two organizations seemed like they were well aligned. He added that he thought we shared some of the same hurdles with Kitakata like school point of contacts and level of student involvement.</p> <p>C. Seiji added he felt like we had the homework assignment of reaching out to middle school teachers to gauge interest in getting involved. Seiji pointed out that Ashleigh’s idea of a pen pal program might be a good fit.</p> <p>D. Aaron added that he thought our strategic plan was well suited for some of the tangible goals that Kitakata proposed, like the ten zoom sessions with the schools.</p> <p>E. Erica replied to Aaron’s comment that she thought the idea of 10 business meetings and 10 school meetings (previously proposed by Kitakata)sounded like a large commitment, and she was hesitant to over commit or over extend the groups capacity. Erica proposed that the group come up with some sort ‘counter offer’ to Kitakata of what might be realistic.</p> <p>F. Seiji added that in terms of metrics, we should realistically think about having 1 school session and 1 business session.</p>

	<p>G. Adrienne said she had three major takeaways from the meeting</p> <ol style="list-style-type: none"> 1) She wondered if anyone else but herself had middle school students because she realized that might be a good resource to utilize (Access to other parents/school members) 2) This isn't just about building relationships with others in Kitakata, it's about building relationships within our own community 3) Start small <p>H. Erica brought up the idea of a larger community zoom event, where anyone in the community who was interested in learning about our sister city could come. Kitakata could give us a presentation about their town, and there could be some type of interactive activity.</p> <p>I. Ashleigh brought up a potential point for clarification- the desire to have more middle school students involved... is that just for the zoom meetings or for delegations as well? There are potential hurdles...</p> <p>J. Dave added the idea of looking into Boy Scout groups or afterschool clubs.</p> <p>K. Erica said she would compile these ideas and notes and send a follow-up email to Kitakata</p> <p>L. Distribution of Goods: Ashleigh brought up that another large topic of the Kitakata meeting was distribution of Japanese/Kitakata goods in Wilsonville. The group agreed that making a connection with the Beaverton Uwajimaya would be a good start.</p> <p>M. Seiji brought up the idea of a cultural outreach event where the group could hand out Kitakata style ramen. The group then decided that it would be a good fit for the Wilsonville block party on August 26.</p>
<p>Review Draft Strategic Plan</p>	<p>A. The group began to go through the process of reviewing the draft work plan and assigning tasks to various board members (see work plan attached). Erica also asked volunteers to go to council work session with her on October 18 to present the work plan – Ashleigh volunteered to go.</p> <p>B. Tracy offered to create a 'road map' template or working document with all of the goals and subtasks within each goal. The group seemed to be supportive of this idea.</p> <p>C. Adrienne said that she would plan to have a draft survey for task 1.1 at the next monthly meeting. Adrienne confirmed that this survey was intended for our counterparts in Kitakata to take.</p> <p>D. Ashleigh reminded Erica to add the standing meeting dates into the Boones Ferry Messenger. Erica said she would work with Bill Evans, the City Marketing Manager to get us a monthly snippet about board happenings. This could start in October.</p> <p>E. Erica reminded the group to take notes about any projects they are working on over the next month. She said as each board member does their 'homework' that we might be able to flesh out some detailed timelines or approaches to each task.</p>

	<p>F. The group had several questions about the budget. Erica explained that the annual \$20k budget would likely not get cut the following year if we weren't able to use it all. Erica went on to explain that the council is very aware that this boards budget is likely to fluctuate from year to year based on travel demands. Erica also explained that the budget does not accrue or roll over from year to year, but resets at \$20k annually on July 1.</p>
ADJOURN	7:40 p.m.

THE KITAKATA SISTER CITY ADVISORY
BOARD PRESENTS:

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Shinrin Yoku

Guided Nature Walk

MEMORIAL PARK | OCTOBER 3 | 10 AM - 11:30 AM

Shinrin Yoku is a Japanese custom that translates to Forest Bathing. Forest bathing is the act of completely immersing oneself in nature through the senses. Join the Kitakata Sister City Advisory Board for this Sunday morning meditative experience.



THE KITAKATA SISTER CITY
ADVISORY BOARD PRESENTS:

Origami Workshop

Featuring _____

Saturday, November 13 | 11:00 AM - 1:00 PM
Wilsonville Community Center

NAME: _____

AGE: _____



ONE THING I LOVE ABOUT OREGON IS: _____

Sister City Pen-Pal Program



Would you like to help students in our Sister City of Kitakata Japan learn English, while creating an international friendship? Consider participating in the Sister City Pen-pal program! Open to all Wilsonville residents!

Additional information, and form to register at
ci.wilsonville.or.us/KitakataSisterCity



**WILSONVILLE
OREGON**

