



**Kitakata Sister City Advisory Board  
Virtual – Zoom  
November 10, 6:00 pm  
Meeting Agenda**

- 6:00 PM** I. Call to Order
- i. Roll Call
  - ii. Approval of 10.13.21 Minutes (needs motion)
  - iii. Citizen Input
- 6:05 PM** II. Budget update – Seiji
- 6:10 PM** III. Review of Harvest Festival Activity and Council Presentation – all members
- 6:20 PM** IV. Board Appointment Reminders – due Nov. 15 – Erica
- 6:25 PM** V. Pen-Pal Program webpage review – Erica
- 6:40 PM** VI. Wilsonville Winter/Spring Activity Guide- ideas/content by Nov. 17 - Erica
- 6:50 PM** VII. JASO, Sake One, Exchange Student- Ashleigh
- 7:10 PM** VIII. Community Enhancement Project – Shinrin Yoku trail/other - Erica/Board
- <https://www.ci.wilsonville.or.us/administration/page/community-enhancement-projects>
- 7:25 PM** IX. Visit to Japanese American Museum of Oregon -- Erica
- Friday through Sunday 11am – 3pm, \$8 each
- 7:30 PM** X. Tabling display – prographics quote – Erica/Board
- 7:35 PM** XI. Next meeting with Japan- let’s talk dates! – Erica
- 7:40 PM** XII. Board comments/updates
- 7:50 PM** Adjourn

Next Meeting –

Wednesday, December 8th, 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  
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
<b>CALLED TO ORDER</b>	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"> <li>- Market the program to the community via online channels/Boones Ferry Messenger/social media/etc...</li> <li>- Erica will look into building a fillable pdf on the Kitakata webpage. Participants can join either via email or snail mail.</li> <li>- Form would include, name, age, mailing address, email address, general list of questions- hobbies, place of work/school</li> </ul>
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>
<b>ADJOURN</b>	7:20 p.m.

July 1, 2021 through June 30, 2022

italicized numbers are actual figures; all others are estimates

<b>goal</b>	<b>function</b>	<b>expense</b>	<b>cost per unit</b>	<b>quantity</b>	<b>amount</b>
planning and administration	strategic planning	strategic plan facilitator			\$ 860.00
	banners		\$ 50.00	1	\$ 50.00
	tent		\$ 160.00	1	\$ 160.00
community events	host remote meeting with Kitikata	interpreter, 1 hour	\$ 50.00	1	\$ 50.00
	free samples for community	ramen packages (3 per unit)	\$ 7.00	100	\$ 700.00
	tea ceremony class	auditorium presentation			\$ 250.00
	ramen class				\$ 1,000.00
exchange visits	host delegation	buses, meals			\$ 10,000.00
educational exchange	scholarships	1 full travel scholarships + 1 half scholarships	\$ 4,000.00	1.5	\$ 6,000.00
business outreach					\$ -
fundraising					\$ -
		<b>spending target</b>			\$ 19,070.00
		annual budget from city			\$ 20,000.00
		fundraising target			\$ (930.00)

City of Wilsonville, OR

**SISTER CITY ADVISORY BOARD  
2021 - 2023 STRATEGIC PLAN**

DRAFT PREPARED JULY 2021



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# Introduction

As Wilsonville's Kitakata Sister City Advisory Board, we promote understanding, friendship, and cooperation with sister cities and sister countries all over the world. The City of Wilsonville and Wilsonville Kitakata Sister City Board is committed to diversity, equity and inclusion and will continue to promote peace, respect and mutual understanding within our local communities and sister cities around the world. We believe in people to people relationships and working together everyday to support and uplift the individuals and the diversity that make our communities beautiful.

The City of Wilsonville has had a Sister City relationship with the City of Kitakata, Japan since 1988. This 30+ year program. The program was long sustained through the dedication of the Wilsonville Sister City Association, a volunteer group that organized, raised funds and documented cultural exchanges prior to the establishment of this City board. In 2020/21, the City of Wilsonville transitioned this program to a city-funded/supported program and established an Advisory Board to guide and support the development and activities of the Sister City Program.

Historically, the cities have participated in a student exchange; local high school and middle school students from Kitakata stay with families here in Wilsonville, and students from Wilsonville stay with host families and participate in local activities in Kitakata. These exchanges have nurtured and increased understanding of different cultures, while creating wonderful memories and new friendships.

As the new Advisory Board evaluates opportunities to sustain and grow this program, the City hired SSW Consulting to facilitate a goal-setting process with the Board and develop a vision, goals, and actions to guide the team's work over the next three years.

Over the course of two virtual workshops in June 2021, and an in-person Board meeting in July, the Board developed a vision, goals and actions that are included in this Strategic Plan.

# Our Team

## Kitakata Sister City Advisory Board

Ashleigh Summerlin, Chair

Aaron Reyna, Vice-Chair

Adrienne Phillips

Tracy Sailors

Dave Schalk

Seiji Shiratori

Jason Jones

## Wilsonville Staff Liaisons

Erica Behler, Program Coordinator

Zoe Monahan, Assistant to the City Manager

## Consultant/Facilitator

Sara Singer Wilson, Principal/Owner



SSW CONSULTING

## About Kitakata

Kitakata is located about 4 1/2 hours northwest of Tokyo, within the Fukushima prefecture of Japan. The climate is warm in the summer and usually receives heavy snowfall in the winter. The population of Kitakata is approximately 52,000. Kitakata is well known for its delicious ramen and beautiful lacquerware.



## Mission

Our mission describes the purpose of the Board.

***The Sister City Advisory Board's mission is to encourage cross-cultural understanding and promote educational and economic exchange between the City of Wilsonville and their Sister City Kitakata, Japan.***

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## Vision

Our vision describes our desired future state and provides guidance to our goals for the next three years.

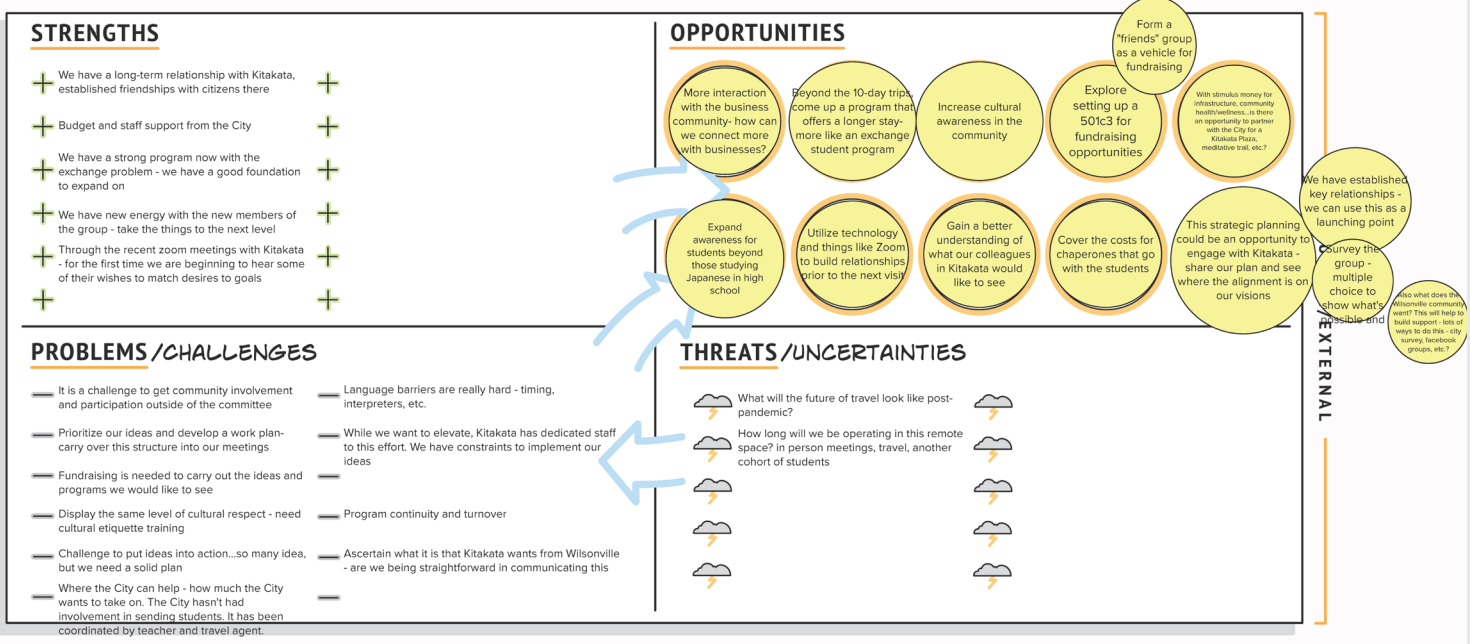
***The Wilsonville community celebrates our relationship with Kitakata through cultural immersion opportunities in education, food, business, and Japanese tradition.***

# Setting the Context

The recent transition to the Advisory Board/City supported structure in addition to the challenges presented by the global health pandemic warranted a review of the current context before setting goals for the Board. This section highlights the general context of the community, the program, and the Board. All organizations work in a context; there are larger environmental forces and trends that shape what is and is not possible just as much as the internal capacities and capabilities of a group. To better understand the context for the Sister City Program and Advisory Board, the team discussed the Strengths, Problems, Opportunities and Threats (SPOT). This SPOT Analysis enabled the team to visualize the larger context and identify themes and insights that could assist in setting focused goals aligned with the mission and vision of the team.

The graphics below highlight the themes that emerged during this discussion.

## SPOT MATRIX





## 2021-2024 Goals + Actions

**Goal 1: Strengthen the relationship between Kitakata and Wilsonville through the development of a shared vision and goals.**

**Goal 2: Increase community awareness of the Kitakata Sister City program.**

**Goal 3: Engage Wilsonville's youth in the Sister City Program through expanded education and offerings.**

**Goal 4: Develop fundraising goals and priorities for the Kitakata Sister City program.**

**Goal 5: Foster economic ties, make connections, and build awareness of the Sister City program in the business community.**

**Goal 1**      **Strengthen the relationship between Kitakata and Wilsonville through the development of a shared vision and goals.**

**Target**      **Host 2-4 Zoom meetings per year and one in-person business meeting.**

Actions	Project Lead	Implementation Timeline
1.1      Develop and send a survey to solicit program input and gain clarity on interests from partners in Kitakata. Align the resulting data with future programming.	Adrienne Phillips	Nov. 10
1.2      Invite the Kitakata city officials and committee members to Wilsonville for a post-COVID reunion.	TBD	TBD
1.3      Conduct outreach to parents of visiting Kitakata students and chaperones to determine what activities would most benefit the students.	TBD	TBD

**Goal 2**      **Increase community awareness of the Kitakata Sister City program.**

**Target**      **Publish content monthly and host 2-4 events per year.**

Actions	Project Lead	Implementation Timeline
2.1 Identify events and develop a schedule for Sister City events. (Ideas to consider include Cherry Blossom Viewing, Cooking classes, Forest Bathing, Raijio Taiso)	Advisory Board	TBD
2.2 Coordinate messaging before all Sister City sponsored events to ensure the relationship between Wilsonville and Kitakata is highlighted.	Advisory Board	TBD
2.3 Work with Board Members to submit monthly articles to the Wilsonville paper and/or Boones Ferry Messenger.	Erica Behler	ongoing
2.4 Collaborate with the new Diversity, Equity and Inclusion committee on sharing information about these groups with the community.	Jason Jones	TBD
2.5 Use multi-media such as YouTube clips on the website to advertise upcoming programs and events and highlight other program activities or offerings.	Sruthi Menon	TBD
2.6 Coordinate outreach materials/content to highlight Asian History month each May.	Aaron Reyna	TBD

**Goal 3 Engage Wilsonville’s youth in the Sister City Program through expanded education and offerings.**

**Target Double student participation in Kitakata programs and exchanges each year.**

Actions	Project Lead	Implementation Timeline
3.1 Conduct outreach with past chaperones and Kitakata students to determine what future opportunities that should be considered for itineraries. (Consider adding Hillsboro Hops game)	Ashleigh Sumerlin	TBD
3.2 Revamp the recruitment and selection process to broaden participation in the exchange program.	Ashleigh Summerlin	TBD
3.3 Explore opportunities to add Japanese cultural classes for all age groups at the Community Center.	Dave Schalk	TBD
3.4 Identify and develop cultural outreach classes for Wilsonville youth. (Examples include a Japanese Tea Ceremony, interactive cooking class/demonstration, etc.)	Tracy Sailors	TBD
3.5 Explore the expansion of the exchange program with Rotary to extend the stay for youth visitors.	Adrienne Scritsmier	TBD

**Goal 4**      **Develop fundraising goals and priorities for the Kitakata Sister City program.**

**Target**      **Develop an annual fundraising plan.**

Actions	Project Lead	Implementation Timeline
4.1 Identify fundraising goals and develop a fundraising plan with clear actionable strategies.	Seiji Shiratori	TBD
4.2 Identify contacts, networks, and potential donors, businesses to engage as part of a fundraising strategy.	TBD	TBD



**Goal 5**      **Foster economic ties, make connections, and build awareness of the Sister City program in the business community.**

**Target**      **Develop 1-2 relationships per year.**

Actions	Project Lead	Implementation Timeline
5.1 Reestablish the relationship with the Wilsonville Chamber of Commerce.	Erica Behler	TBD
5.2 Host a video exchange to highlight specific businesses (beer, sake, agricultural products)	Adrienne Scritsmier	TBD
5.3 Host a Kitakata meeting at Japanese businesses (options might include Toyota, sushi restaurants, etc.)	TBD	TBD
5.4 Partner with Sake One in Forest Grove to engage on Sake making exchange with Kitakata.	Ashleigh Sumerlin	TBD



# Implementation Plan

To maintain accountability to the goals and ensure two-way communication between the Board, Council, staff, the community, and our Sister City partners the following process has been outlined to support the implementation of the goals. This process will also support evaluating and tracking progress on the goals over the next three years.

## Goals, Actions + Timelines

The Advisory Board will assign "Project Leads" for each action to support the team in moving the goal forward and maintaining the alignment of the goals and strategies to the Board's overall mission and vision. The project leads will be staff, the Board, or specific Board members who will oversee the implementation and report progress. The Project Leads will provide estimated timelines for the strategies based on capacity and budgeted resources.

## Progress Reporting

Each January, the Advisory Board will provide the City Council with an update on the goals and actions. These updates will include any progress, challenges that need to be addressed, and/or recommendations or requests for additional Council direction. The Board may recommend updates and/or amendments to the plan. These updates will ensure the plan remains a living document that will continue to provide guidance to the Board.

The Advisory Board will also provide real time updates on actions as they progress and highlight the goals and actions in their communications and updates where applicable.





WILSONVILLE  
OREGON



PREPARED BY:



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