

Edmonds Sister City Commission

Meeting Date: November 24, 2014

Call to Order: The meeting was called to order at 7:05pm

Attendance:

Pos. 1 Michelle Van Tassell	Pos. 2 open	Pos. 3 Pamela Erickson
Pos. 4 Marlene Friend	Pos. 5 open	Pos. 6 Rita Ikeda
Pos. 7 Iyoko Okano	Pos. 8 Michele Fellows	Pos. 9 open
Pos. 10 Karyn Heinekin	Pos. 11 open	Pos. 12 Paul Anderson
Student Rep. Michelle Rockstead		

Commissioners Absent: none

Staff Liaison: Carolyn LaFave

Guests / Public Comment: none

Administration

Agenda: moved and seconded

Minutes: Minutes for October approved

Chair's Report: none

PR Report:

- Carolyn sent out the press release to school districts for the chaperone position. Michele delivered flyers to private schools.
- Karyn will be available to talk with interested students and chaperones about her experience.

Staff /Treasurer's Report:

- There has been no change in funds. There remains \$500.70 in public funds and \$892.19 in private funds. Carolyn is writing a letter to the City Council to explain how we will use the \$500 Council matching grant. This letter will be presented as part of the process for obtaining matching funds.
- We received a thank you from Mayor Negita for flowers.
- We also received an invitation for a birthday celebration for the Japanese Emperor at the consulate for Tuesday, Dec 9, from 12-2pm.
- Hekinian sent an email saying that they were sending 15 students again for summer 2015.

Student Representative Report: none

Correspondence: Iyoko said that we received an official letter request for the AET position and a draft contract. (see old business below)

Old Business

Cultural Event:

- The sake night event has been confirmed with Arista. It will be Saturday, February 7, 2015 from 5:30-7:30. The staff will be serving the food and beverages.
- There is a maximum capacity of 75 people. The current estimate is 50, which includes the commissioners.
- There will be a silent auction with wine/sake and other things in 1 or 2 baskets.
- Michelle F has been working on the PR and the postcards to mail out.
- The cost of the space is \$300. Tickets will be \$50. The projected output for the event is \$2200 giving us approximately a \$6 profit per ticket, which could be used to purchase the auction wine. Carolyn will look into whether or not our funds can be used for this purpose.
- Karyn is looking at food sources. She will also have a projector which will be used for the Hekinan presentation.
- The mission statement will reflect that this cultural event is promoting the ESCC and our exchange program.
- We will be reaching out to the city, Rotary, library and schools (STARS program). Michelle F will be doing a display at the Edmonds Senior Center.

Chaperone Planning for 2015: (see PR report above) The deadline will be 12/12/14.

Student Recruiting for 2015:

- Carolyn has updated the paperwork on the website.
- The student non-refundable deposit has been \$300 and there was discussion to raise it to \$350 to cover the rising cost of airfare for the chaperones. The increase was voted on and approved by the commission. Any overage will be spent on the delegation at the committee's discretion.
- The deadline for student delegate applications will be 1/30/15.
- The flyer will be updated and Michele F suggested we create a URL link to the flyer.

Fund raising: Paul confirmed that we would have a fundraiser at the Red Onion on May 5, 2015. He hopes that we will have our student delegates by then and that they can participate.

AET Planning Update: The letter from Hekinan stated that the current term ends 8/2015 and that the new AET will begin 9/1/15. Hekinan would like to have the AET person selected between 5/13 and 5/15/2015. We will post the position mid January. Carolyn will update the previous PR, application and website.

Commission Student Representative: After voting unanimously to have Michelle R continue as student rep for another year, we discussed how to handle this in the future. It was agreed and voted on that we will advertise at the end of May for new applicants for the following year.

Chair Nominations: Pam Erickson was nominated and approved as the new chairperson.

New Business

Committee/Planning Meeting for 2015: Michelle VT updated the 5 year plan and gave everyone a copy. It will be used for the January retreat meeting. It was suggested that we create a calendar of upcoming events.

Commissioner Recruiting: Noriko Tseng has submitted an application and will be interviewed next week.

Next Meeting: December 15

Adjournment: 8:25pm