

# Edmonds Sister City Commission

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**Meeting Date:** April 28, 2014

**Call to Order:** The meeting was called to order at 7:15pm

**Attendance:**

Pos. 1 Michelle Van Tassell	Pos. 2 Ray Olitt	Pos. 3
Pos. 4 Marlene Friend	Pos. 5 Kay Vreeland	Pos. 6 Rita Ikeda
Pos. 7 Iyoko Okano	Pos. 8	Pos. 9 Joseph Fletcher
Pos. 10	Pos. 11	Pos. 12 Paul Anderson
Student Rep. Michelle Rockstead		

**Commissioners Absent:** Ray Olitt (on leave), Joseph Fletcher

**Staff Liaison:** Carolyn LaFave

**Guests / Public Comment:** none

## Administration

**Agenda:** moved and seconded

**Minutes:** March minutes will not be approved until next meeting.

## Chair's Report:

**Chair:** Michelle VT thanked everyone who came to Wednesday's student orientation and commented on its success.

**PR Report:** Larry Vogel covered the first student orientation, including photos, for the online *My Edmonds News*. There will be an article by Kay with photos by Michelle R in the print and online *Beacon* on May 1st. Michelle R's 6-minute video of Highlights of Sister City is on our YouTube Channel and our Facebook Page and there will be a link from our website. There are three online accounts, Facebook Page, Flickr account and YouTube Channel that will need a transfer-of-ownership protocol at some point. All Commissioners have been informed of the usernames and passwords for these accounts and five Commissioners, the Student Representative and Carolyn are all Admins of the Facebook Page.

**Staff /Treasurer's Report:** Carolyn said that \$3000 was deposited into the student trip fund. She also said that the travel agent will accept students through 5/30 and that our deadline will be extended until one week before in hopes of filling more of the remaining 5 positions. The current price is only guaranteed through 4/30. The city attorneys are working on the travel contracts. Right now there are 10 students and 2 chaperones. All the students have been interviewed by chaperones, Karen and Phil with Iyoko present. We need to ask again for allergy and medicine information. The student with known

allergies will be hosted by a family with a nurse. The next orientation is May 14. Meetings are also scheduled for 5/28, 6/25 and 7/10 (which will also be our host family orientation). They will be in the Brackett Room.

**Student Representative Report:** Michelle R. will attend all the student orientation meetings.

**Correspondence:** Iyoko received an email from Mr. Okamoto. He said that they met on April 26 and have a total of 15 coming, including 2 chaperones (one male, 1 female), 8 junior high students (1 male, 7 females) and 5 high school students (1 male, 4 females). Their first orientation will be May 18. At this time they will send photos and bios. They will have 10 more orientations.

## Old Business

**Student Delegation:** see above.

**Fund raising:** Mariner's night is confirmed for Tuesday, August 12<sup>th</sup>. It will be in the Beacon and is also on our Facebook page. Carolyn will link it to our web page. The Red Onion fundraiser is unavailable. Michelle VT shared a past letter that can be used as a template. It will be updated by Carolyn and will include signatures by Michelle VT and Rita. Michelle hopes that each commissioner will send the letter to two organizations. Kay took a grant-writing workshop and plans to look into organizations such as the Mariners. Carolyn is talking with the Mayor about requesting funds for next year to ease the burden of fundraising.

**Commissioner Recruiting:** This is an ongoing job. Joseph will be leaving the commission at the end of August and Michelle VT will be leaving at the end of this year.

## New Business

**Five-Year Plan Update:** No update this month.

**Local Correspondence:** None.

**Review of Action Items:**

**Items Tabled:** None

**Next Meeting:** Wednesday, May 28, 2014 (due to Memorial Day holiday) at 6:00pm (to precede the orientation meeting)

**Adjournment:** 8:00pm