

## Edmonds Sister City Commission Meeting Minutes

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**Meeting Date:** June 23, 2014

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

Student Representative: Michelle Rockstead

**Commissioners Absent:** Ray Olitt (on leave), Michelle Van Tassel, Paul Anderson, Joseph Fletcher

**Staff Liaison:** Carolyn LaFave

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

**Guests:** none

**Agenda:** No agenda

**Minutes:** Minutes for May not available for correction. They will be approved in July.

**Treasurer's Report:** Private fund ending cash balance is \$772.52 with \$100 allotted for Mayor's gift to Hekinan Mayor. Public fund ending cash balance is \$944.08. Iyoko is looking into buying T-shirts for the Hekinan delegation.

### Correspondence:

- Carolyn sent donations from Commissioners totaling \$120 to the Chris Guitton memorial on behalf of the ESSC.
- We received a gift of \$25 from Uwajimaya.
- Several other letters have been sent out: Revelations Yogurt, Magic Toyota, Jamco America (aircraft interiors).

**Chair's Report:** no chair's report

### PR Report:

- Carolyn and Kay attended the Chamber of Commerce Networking Breakfast on June 3, 2014, with the flyer for our Mariners fundraiser and the list of sponsorship opportunities to introduce to the group.
- Our Facebook Page was updated: the Mariners banner is half of the Cover Photo now (Edmonds Student Delegation is the other half) and the Page Info page is updated.
- Kay updated several pages on our website and Carolyn put these up. The Mariners poster and the sponsorship poster were put on the site some time ago.
- The flyer will be sent to "the Friends."

- Michelle R will consider making a video of the delegates when they come to use for MyEdmondsTV. They will ask our students to take some videos on their visit.

#### **Staff Report: by Carolyn LaFave**

- Eight students have purchased tickets, 2 chaperones also; 2 students still need to purchase tickets.
- The 4<sup>th</sup> orientation will be Wednesday, June 25.
- Host families have been assigned from Hekinian and we have received their trip itinerary. Carolyn is still finalizing our assignments and itinerary.
- Pam Erickson was confirmed as a commissioner on June 3<sup>rd</sup> with Carolyn and Michelle Rockstead present.

#### **Student Report: by Michelle R**

- There is a Facebook reminder to the student volunteers and a few have responded by email.
- Discussion of the Welcome gift bag for the Hekinian delegates. Beth Furhiman and Jeanne Mazzoni will be helping, as well as Rita.
- Pam Erickson has bumper stickers and talked with Patty Sullivan from the Edmonds Arts Festival about things to put in the bags.
- Other suggestions are friendship bracelets, bookmarks with Edmonds photos, chapsticks, cards.

#### **Old Business: Student delegation**

- Detailed discussion of itinerary rough draft. Carolyn has been putting it together and she is in the process of finalizing it. We still need commissioners to take the lead for several of the days.
- There are some questions about the Saturday Market day. As of now, there is no one to coordinate it. There was discussion as to whether or not it will happen. Rita will ask Paul if he can be the lead person. If it goes forward, Iyoko will do calligraphy and the students will do origami. Rita will ask Michelle VT for a planning outline from last year.
- July 10 is the last orientation meeting. It will also be the host family orientation. Michelle VT and Iyoko will be in charge. There should be commissioners present. NOTE: After the June 24<sup>th</sup> orientation meeting the date for the final student orientation was moved to Tuesday, July 15<sup>th</sup>.

**Fund-Raising:** Commissioners should continue to send letters. Carolyn has put the sponsorship flyer at the top of the page on the website.

**Commissioner Recruiting:** Pam suggested inviting prospective people to some of the Hekinan activities.

**New Business:** none

**Announcements:** Pam has some thank you cards we can use if we need them. Carolyn made a mapping poster of the Hekinan host families with photos and will share it at the Wednesday orientation.

**Next Meeting:** July 28, 2014

**Adjournment:** 8:30pm