

City of Edmonds Sister City Commission Meeting Minutes

MEETING DATE: 28 July, 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 Ikeda
POS. 7 Iyoko Okano	POS. 8 open	POS. 9 Joseph Fletcher
POS. 10 open	POS. 11 open	POS. 12 Paul Anderson

STUDENT REPRESENTATIVE: Michelle Rockstead

COMMISSIONERS ABSENT: Ray Olitt (on leave), Marlene Friend, Joseph Fletcher, Iyoko Okano (Japan)

STAFF LIASON: Carolyn LaFave, Executive Assistant to Mayor Earling

CALL TO ORDER: The meeting was called to order at 7:07pm.

GUESTS: Michele Fellows

AGENDA: Approved and seconded.

MINUTES: submitted by Marlene Friend

- 28 May, 2014 and 23 June, 2014 presented, no corrections requested.
- Both approved and seconded.

TREASURER'S REPORT: by Carolyn LaFave

- Private Fund ending cash balance is 1,471.90
- Public Fund ending cash balance is \$530.23.
- Received \$300.00 in gift donations, \$260.00 in PayPal donations, and a \$500.00 matching donation.
- All expenditures for the Hekinan student delegation visit next month are covered.

CORRESPONDENCE: by Carolyn LaFave

- Iyoko Okano received an email to inquire about some specific utensils required for the Hekinan student delegate's meal preparation for the Farewell Dinner.
- Received an email invitation for the 2nd Annual Volunteer Appreciation Picnic on Sunday, August 24th at the Edmonds City Park – Shelter #3 at 2:00pm.

CHAIR REPORT: by Michelle Van Tassell

- Michele Fellows has been recommended by a panel interview of two Commissioners to join the Sister City Commission. A motion was made and seconded with a unanimous approval by the Commission.
- She will meet with the Mayor soon. No date has been set on the City Council calendar.
- Michelle VT will not be able to attend the Welcome Dinner on Friday, August 8th.

PR REPORT: by Kay Vreeland

- Carolyn has assured Facebook updates and our Page is very active, now with 197 likes

- Carolyn has published a comprehensive article on Summer Activities of ESCC in the Mayor's e-newsletter, assuring a large community outreach
- Facebook page has 197 likes
- Community outreach information for Mariner's game posted anew on Facebook
- Edmonds student delegation received t-shirts at their final orientation and smiles on their faces tell the story in their Facebook photos.

STAFF REPORT: by Carolyn LaFave

- All homestays have been arranged and confirmed.
- Received Pétanque Club thank you letter and the Edmonds Sister City Commission's name is listed on the donor plaque.

STUDENT REPORT: by Michelle Rockstead

- Contacted six student volunteers, two responses for assistance for welcome gift bag assembly on August 4th at 6:00pm at the Anderson Center, Room 206.
- Student volunteers to assist at the Sand Castle competition on Tuesday, August 12th.

OLD BUSINESS: by Michelle Van Tassell

- Carolyn LaFave to meet in September with an Edmonds couple about their possible involvement in the Sister City Program.
- Update of the 5 year strategic plan during the October meeting.
- Received Lauren's email of her AET experiences.

NEW BUSINESS:

- None

ADJOURNMENT: 8:00pm

NEXT MEETING: August 25 at 7:00pm, City Hall in Brackett Room