

## City of Edmonds Sister City Commission Meeting Minutes

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MEETING DATE: 25 August, 2014

POS. 1 Michelle Van Tassell	POS. 2 Ray Olitt	POS. 3 Pamela Erickson
POS. 4 Marlene Friend	POS. 5 open	POS. 6 Rita Ikeda
POS. 7 Iyoko Okano	POS. 8 open	POS. 9 open
POS. 10 open	POS. 11 open	POS. 12 Paul Anderson

STUDENT REPRESENTATIVE: Michelle Rockstead

COMMISSIONERS ABSENT: Ray Olitt (on leave), Joseph Fletcher and Kay Vreeland submitted their formal resignations from the Sister City Commission effective immediately.

STAFF LIASON: Carolyn LaFave, Executive Assistant to Mayor Earling

CALL TO ORDER: The meeting was called to order at 7:08pm.

GUESTS: none

AGENDA: Approved and seconded.

MINUTES: submitted by Rita Ikeda

- 28 July, 2014 approved and seconded as corrected

TREASURER'S REPORT: by Carolyn LaFave

- Private Fund ending cash balance is 535.95
- Hekinan student delegation receipts are \$936.29 to-date; a few outstanding receipts to be submitted and full tally of expenditures expected at next month's meeting
- Public Fund ending cash balance is \$282.85
- Carolyn LaFave submitted a City of Edmonds Decision package for \$5,000; no determination is expected prior to October 2014

CHAIR REPORT: by Michelle Van Tassell

- none

PR REPORT:

- none

STAFF REPORT: by Carolyn LaFave

- Michele Fellows to be confirmed to Commission at tomorrow night's City Council Meeting – 8/26/14. Michelle Van Tassell said she would attend on behalf of the Commission.
- Karen Heinekin is submitting a board commissioner application
- Thank you letters sent to both the Lanning and Jenkins families
- Carolyn to send an email for all to review a thank you list of individual names and businesses

STUDENT REPORT: by Michelle Rockstead

- Some student volunteers assisted on the Welcome gift bag preparation, Mariner's game and Saturday Market events

OLD BUSINESS: by Michelle Van Tassell

- Recap: Hekinian student delegation
  - Visit was well received; chosen events were appropriate and cost effective
  - Hearty thank you to Iyoko, Carolyn and Paul for their amazing daily efforts for the success of the student exchange visit
  - Recommendation: Edmonds student delegates to be included on a day trip with the Hekinian students
  - Create a Departure Day/Final host family checklist

NEW BUSINESS:

- Marlene has agreed to be our Commission Secretary
- Michelle V. to contact Ray Olitt for an update on his Commissioner status

ANNOUNCEMENTS:

- At all public appearances at booths or events, commissioners are to attend

ADJOURNMENT: 8:01pm

NEXT MEETING: 22<sup>nd</sup> September, 2014 at 7:00pm, City Hall