



EDMONDS SISTER CITY COMMISSION



Meeting date: March 28, 2016

Pos. 1: Alicia Crank	Pos. 2: Patrick Sweeney	Pos. 3: Pam Erickson
Pos. 4: Marlene Friend	Pos. 5:	Pos. 6: Rita Ikeda
Pos. 7: Iyoko Okano	Pos. 8: Michele Fellows	Pos. 9:
Pos. 10: Karyn Heinekin	Pos. 11:	Pos. 12:

Student Representative:

Call to Order

The meeting was called to order at 7:00 pm.

Attendance

Commissioners present: Pam Erickson, Patrick Sweeney, Rita Ikeda, Michele Fellows

Commissioners absent: Excused - Marlene Friend, Iyoko Okano, Alicia Crank, Karyn Heinekin

Staff Liaison: Carolyn LaFave

Welcome guests/Public comment: No guests

Administration

Approve/Amend Agenda - Patrick moved to approve the agenda. Rita seconded. Motion passed.

Approve/Amend minutes - Michele moved to approve the minutes as corrected. Rita seconded. Motion passed. Amended minutes attached.

Treasurer's Report – No Change from previous month

Chair's Report – No report

Public Relations – Michele proposed a two prong campaign in April addressing both the May 3rd event and recruiting commissioners. Carolyn will put information on both in the Mayor's newsletter coming out in April. Rita recommended following up with the chaperone applicants regarding commissioner positions. VolunteerMatch.org, Edmonds Beacon, Blue City Monthly, and regular outlets will be contacted.

Student Report – No report

Official Correspondence – No report

Old Business

Chaperones - The position was offered to Meghan, but she declined for this year. Then we offered the position to Anita and she accepted. She is prepared to begin student interviews next week. Carolyn suggested sending two chaperones since there are 8 students of mixed gender. The group agreed that Robert should be notified of the probability. Carolyn will touch base with Anita and Robert regarding the change. The group agreed it is helpful to have one returning chaperone and one new chaperone. We may want to consider changing the expectation to a two year commitment.

Student Recruiting – Eight students have applied and will be interviewed as soon as possible. There will be 10 Japanese students visiting. Carolyn is confident there will be no issues finding homestays for everyone.

Elementary Classroom Visits – No report

Red Onion Fundraiser on May 3 – Volunteers are needed to assist in the following areas. Please let Michele know by April 6 which task you will take on.

TASK	DONE BY
Set up shifts and position descriptions	
Market the event	Michele, with help from Carolyn
Design promotions for the restaurant poster for front, handouts on ESCC,	
Design flyer for event need by student orientation date (mid-April)	
Manage Albertsons donation station sign, table or easel, bin/basket, staffing (1 hour shifts)	

New Business

Student Interviews - The interview questions are from a set list and are given to both the chaperone and the students beforehand. The chaperone asks the questions of the students. An experienced commissioner is there to answer questions the students or chaperone might have. Carolyn greets and guides the students to and from the interviews. Iyoko and Karyn will help Anita with interviews. Patrick and Pam are available the week of April 11 as a backup commissioners.

Commissioner Responsibilities – Please review the attached draft of expectations for commissioners. We will use this in recruiting additional volunteers. All chaperone candidates and Erica Largent of Kings High School will be invited to participate either as a Commissioner or a volunteer. Let Michele know any additions/changes by April 4.

Itinerary Planning

We need to decide if any changes are to be made to the August activities. Please check the minutes from September and the itinerary from last year (attached). Bring ideas for new activities (if any) and your choices on which activities you are interested in leading/helping with.

Announcements - None

Next Meeting

April 25, 2016 in Room 113 at Frances Anderson Center, 7:00 pm.

Pamela will be out of town for the next meeting.

Adjourn

Meeting was adjourned at 8:05 pm.