

Edmonds Sister City Commission

Meeting Date: April 27, 2015

Call to Order: The meeting was called to order at 7:02 pm

Attendance: Pos. 1 Alicia Crank Pos. 2 Patrick Sweeney Pos. 3 Pamela Erickson
Pos. 4 Marlene Friend Pos. 5 Noriko Tseng Pos. 6 Rita Ikeda
Pos. 7 Iyoko Okano Pos. 8 Michele Fellows Pos. 9 **OPEN**
Pos. 10 Karyn Heinekin Pos. 11 **OPEN** Pos. 12 Paul Anderson
Student Rep. Michelle Rockstead

Commissioners Absent: none

Staff Liaison: Carolyn LaFave

Guests / Public Comment: none

Agenda: moved and seconded

Minutes: moved and seconded

Treasurer's Report:

- Current balances are private funds: \$3113.12, public funds: \$1034.02.
- The funds in the private money include a \$350 deposit from 7 of the 8 student delegates which goes towards the chaperones costs for Hekinan trip airfare.
- There is also \$5K in hold for the commission from the city council. It will be deposited when it is needed.)
- The motion was made and seconded to allow Carolyn to purchase the tickets for the chaperones using the private funds, when needed. The vote was unanimous in favor of the motion.

Chair's Report: See housekeeping below*

PR Report:

- Michele F presented some ideas for extending our outreach into the schools. It is about going into classrooms and presenting mini programs which focus on culture and arts of Japan. Marlene, Iyoko and Noriko will work on a program focusing on a middle school audience. We hope to begin in the fall. Karyn will also help, especially with making contact in the schools.
- There is a new librarian at the Edmonds library. We will try and work with the library beginning in the fall. Nothing definite was discussed.
- We will have a display at the Edmonds library in August.

- We will look into having posters about our program at the library and in the window at Edmonds Chamber of Commerce.
- Alicia is going to work on doing something in the Edmonds July 4th parade. It will hopefully involve our past and present students.
- We also discussed doing something with the Edmonds Library teen program, Church youth groups and the Edmonds Boys and Girls Club.

Staff Report: *Housekeeping

- Carolyn met with the city clerk. He meets with representatives of all the city committees during the year. Attendance was discussed. Excused absences include: work related, illness, extended vacations (2+weeks), or death. The reason for an excused absence needs to be stated in the minutes. There can be no phone-ins. The physical absence would still be considered unexcused unless it was for one of the above reasons.
- Carolyn would like to have one email address for each person. She asked that if you do not receive the city emails to let her know, otherwise all correspondence will go through city emails.
- The minutes will be done within one week of the meeting. All corrections should be submitted within one week of the minutes being submitted. The final draft will be sent to Carolyn.
- The May meeting will be a committee meeting instead of a full commission meeting. It will take place on May 21.

Student Representative Report: Michelle R is planning to attend and help at all the student orientation meetings.

Official Correspondence: Iyoko received an email regarding personnel changes in Hekinan. Of the four sister city staff, only Haneda-san is remaining. Three were transferred out (Matsui-san, Toyama-san and Okamoto-san). Three new commissioners are Suzuki-san, Yamamoto-san and Kawahara-San.

Old Business

Student Delegation Update:

- The first meeting was two hours and very successful. All the student delegates attended with their families.
- Karyn will continue to work with Robert. Michelle R will help also.
- Several parents took flyers to try and help with recruiting more students. At this time we have not received any new applications.
- The next orientation is this Wednesday, April 29.

AET Update:

- Iyoko, Noriko and Marlene interviewed two candidates on Wednesday, April 22.

- A selection was made and the interview team recommended, Jaymi Matsudaira, for the position. Carolyn will contact both candidates. She will be letting Jaymi know that she has been selected to be put forward to the Hekinan Board of Education as the candidate for the AET position.

Red Onion Fundraiser:

- The event is actually scheduled for May 5th. Since it is Cinco de Mayo, we are not sure how it will affect attendance.
- There is still some uncertainty as to how the funds raised will be dispersed to the students. We may take the check and deposit it into our funds. If we do this, then the funds will be used towards the costs of including our students in the summer activities with the Hekinan student delegates.
- The funds will include 20% of money raised that night, 100% of cash tips taken in and 50% of credit card tips. Paul gave us information sheets tonight.
- Karyn is making a flyer that the students can take home on Wednesday to advertise to their friends, family and classmates.
- The event will run from 5-8pm. Some commissioners will arrive at 4:30.

Cultural Event: There is no news on the Arista fundraiser.

New Business

Mariners: Marlene booked the date for Monday, August 10. We will sell the tickets online as last year. This year they will cost \$16 with \$4 from each ticket going to the commission to help cover the costs of the Hekinan delegate's tickets. Seats will be the same as last year, 300 level, behind home plate.

Announcements:

- Alicia will be contacting the Chamber regarding an "E-Blast" for the Mariner's game.
- Michelle R shared that her father has friends that might be interested in being on the commission.
- Carolyn shared that there was a gentleman filling out an application which we hope to receive soon.

Next Meeting: May 21, 2015 (Summer delegation activities committee meeting). The next ESCC meeting will be on June 22.

Adjournment: 8:21 pm