

Edmonds Sister City Commission

Meeting Date: January 28th, 2013 – Meeting Minutes

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| Pos. 1 Michelle Van Tassell | Pos. 2 Ray Olitt | Pos. 3 Yoshitaka Inoue |
| Pos. 4 Marlene Friend | Pos. 5 Kay Vreeland | Pos. 6 Rita Bailey Ikeda |
| Pos. 7 Iyoko Okano | Pos. 8 Kody McConnell | Pos. 9 Joseph Fletcher |
| Pos. 10 Beth Fuhriman | Pos. 11 Jill Van Berkom | Pos. 12 Paul Anderson |

Commissioners not in Attendance: Jill Van Berkom

Staff: Carolyn LaFave

Call to order: The meeting was called to order at 7:09pm. Pat Ratliff from the *Edmonds Beacon* was introduced and asked to relate his ideas about the Commissioner profile stories to be featured in the periodical. The following schedule was developed:

Featured on:

- 2/1 – Rita, Iyoko, Michelle
- 2/7 – Jill, Marlene, Kay
- 2/14 – Ray, Paul, Kody, Joseph

The deadline for submission of photos and stories is a week prior to the publication date. Pat also asked for articles about the upcoming trip to Japan – points of interest, activities, and day-to-day photos.

Pat can be reach at the email contact address: Pat Ratliff edmondseditor@yourbeacon.net

There were no further guests for citizen input. The meeting agenda was not modified.

Minutes: The minutes of the December meeting were edited by the group while Joseph gave instructions on how to access the meeting minutes on the Google Drive online account. The process proved to be complicated enough that the group decided to revert to distribution of the minutes via email and using the secretary as the keeper of the minutes.

Treasurer's report: Kody distributed copies of the current treasurer's report to the members in attendance showing the current financial state of the Commission. The report will be archived.

Staff Reports:

Student Representative

AET Recruit

Carolyn has been working with Yoshi on the AET package that includes a sample contract, coverpage, letter and a letter from a former AET. Additionally, an article will be run in the Edmonds Beacon describing the position. Iyoko proposed that the deadline be executed on the end of February. The group discussed the date of March 15th as a better date.

Adult Delegation Update

Carolyn also reports that two registration forms were received for the Mayor's Delegation to Hekinan. Carolyn believes there are more on the way. The Mayor's office is preparing a number of media contacts getting the word out about the trip.

Kay is still working with the group interested in organizing the lantern walk. It was decided that the evening slot during the adult delegation visit is not an option. This is still in the works for the 2014 student delegation timeframe.

Library Lobby/Senior Center Displays

Iyoko heard from the Frances Anderson Center that a display space will be available to be used by the Commission. Beth remarked that the Library's glass display case in the lobby is being used in October but will be available to us in September. The group expressed idea that there might be additional locations that could participate in our efforts when the Hekinan delegation visits Edmonds.

Correspondence:

Carolyn reports that the Mayor's office has been contacted by the Edmonds Floretum Garden Club who is very interested in meeting a gardening group in Hekinan. Michelle is working to find a suitable contact. Marlene mentioned a contact, Noriko Katayama, a chaperone with the student delegation last summer, who might have information concerning garden clubs.

Review of the Five Year Plan: Michelle distributed copies of the City Codes Section 10.60 – Edmonds Sister City Commission. She pointed out several sections which affect the operation and management of the Commission. Kody will research the budget and expenditures from the delegation which visited in 1998 to find a projected budget for the upcoming visit.

Review of the Five Year Plan: Michelle discussed the previous meeting where we updated the wording of some of the sections. She reorganized the column headers and incorporated the changes suggested at the retreat. This revised document can be found in the attachments. Further updates were made in the discussion during the meeting. These will be presented in an updated document.

Michelle asked for other volunteers to join her to create the final version. Ray, Paul and Beth volunteered to join this effort. Ray mentioned as a comment that the current document is very process heavy and reflects little of the spirit of the Commission. Others reflected that the document will be expanded and that the details of the process are important to be documented and illustrate activities for new Commissioners.

Kody expressed the idea that the Commissioners should exercise greater autonomy. Others agreed with this sentiment with the limitations being the disbursement of funds – which requires voting.

Pamphlet

Joseph provided a limited number of copies of the revised tri-fold flyer to several members who will provide feedback prior to the next meeting.

Announcements

Seattle-Kobe Sister City Association is having their New Year's Party on Feb 2nd from 4-8PM at Point Edwards Charter Club in Edmonds.

Tabled:

Next Meeting: February 25th , 7 to 9PM – Edmonds City Hall.

Adjournment: 8:57PM