

Kitakata Sister City Advisory Board Meeting Action Minutes  
7.19.2023

**Advisory Board Members Present:**

Jenelle Reid  
Seiji Shiratori  
Aaron Reyna  
Samy Scarpone  
Ashleigh Sumerlin  
Adrienne Scritsmier  
Michael Bohlen  
Tracy Sailors

**Staff Present:**

Erica Behler – Recreation Coordinator II

**Members of the Public Present:**

AGENDA ITEM	ACTIONS
<b>CALLED TO ORDER</b>	6:01 pm
Budget 1. Gifts/T-Shirts	<p>Erica mentioned that as of July 1 the board is in a new budget cycle, which means the line item for the board has been reallocated at \$20,000 for the fiscal year (July 1, 2023-June 30, 2024). Erica also added that she was able to complete the \$2,000 wire transfer, and purchase the 35<sup>th</sup> anniversary t-shirts on the 22-23 budget cycle. Erica also reminded the group that the 23-24 fiscal year budget needs to cover both an in-coming delegation in October and a delegation of councilors going to Japan in February.</p> <p>Seiji mentioned that he'd add a new excel sheet to the current document for the 23-24 fiscal year so that the board can continue to track expenses.</p>
Updates 1. Host Family Info Night 2. Size of Delegation 3. JASO Membership 4. Calligraphy Event 5. Spokesman Article	<ol style="list-style-type: none"> <li>1. Erica and Sammy shared that host family info night was a little smaller than the board had hoped for. Essentially one family, minus board members who are willing to host chaperones (Mike and Tracy), came to the event. Erica mentioned that she has received a few other applications via email from families who were not able to make it to the info night. Sammy also mentioned that he will be reaching out to Shinobu to see if she can share host family info with the students who will be going to Japan next year from Wilsonville High School. Erica also mentioned she could share host family info with employees at city hall.</li> <li>2. Size of Delegation: The board agreed that accepting the original 13 students and 2 chaperones would be best</li> <li>3. JASO Membership: The board approved renewing their JASO membership. Seiji made the motion, Adrienne seconded the motion, and all were in favor.</li> <li>4. Calligraphy Event: Erica shared that the event was well attended, but a lot of participants were not from Wilsonville- several came from Lake Oswego, Beaverton, Hillsboro, etc... Sora Shodo was an incredible instructor, and would be welcome back for future classes.</li> <li>5. Spokesman Article: Erica mentioned she reached out to Kaelyn at the Wilsonville Spokesman to see if she could write a blurb on host family applications.</li> </ol>
Delegation Schedule	<p>Erica shared updates to the delegation schedule.</p> <p>Important takeaways- A trip to the consulate is important- JASO can help with this</p>

	<p>Recognize the recent attack of a Japanese official in Portland  Mike's open house Halloween event ☺  The Portland art museum is free for those under the age of 17</p>
<p>Board Comments</p>	<p>Adrienne brought up the Block Party in 2022, and mentioned she thought we got a decent number of host families from that event. Erica said the board is welcome to table at the upcoming Party in the Park on August 24<sup>th</sup> from 5:30-8:30pm in Town Center Park to promote the host family program. Adrienne made a motion for Erica to purchase goods from Uwajimaya for up to \$250 for the Party in the Park, Aaron seconded the motion, and all were in favor.</p> <p>Aaron commented that he thought sharing out some info about hosting to other community boards and commissions would be a good idea. Erica added that she could make a poster with a QR code to the application that could be shared and posted in the library, etc...</p> <p>Jenelle mentioned middle school PTA groups might be able to spread the word. Jenelle said she would work on contacts for this.</p> <p>The board briefly discussed the welcome and farewell dinners. Erica mentioned that she has reserved dates at the community center for both of these as a preliminary plan. The board discussed looking into McMenamins for the welcome dinner. Erica mentioned that the group should wait until flights have been finalized to make any major decisions, as we don't want to book on the wrong day.</p>
<p><b>ADJOURN</b></p>	<p>7:03 pm</p>