



# KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 1/15/25 at 6:00 PM

Parks and Rec Admin Office, 29600 SW Park Place

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## CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held beginning at 6:06 p.m. on Wednesday, January 15, 2025, at the Parks and Recreation Administrative Building. Adrienne Scritsmier called the meeting to order at 6:07 p.m., followed by roll call.

## PRESENT

Adrienne Scritsmier  
Sammy Scarpone  
Jenelle Reid

Josh Dalglish  
Matt Brown

## ABSENT

Seiji Shiratori  
Mike Bohlen

## STAFF PRESENT

Erica Behler

## CONSENT AGENDA

### Approval of the Minutes

**Motion:** Moved to approve the December 11, 2024 Kitakata Sister City Advisory Board Minutes  
Motion made by Member Sammy Scarpone. Seconded by Member Jenelle Reid.

### Voting Yea:

Chair Adrienne Scritsmier  
Member Josh Dalglish  
Member Matt Brown

### Voting Nay:

None

### Abstaining:

None

**Vote:** Motion carried 5-7.

## BOARD MEMBER INTRODUCTIONS

- Each board member present took turns introducing themselves and why they chose to join the board

## OFFICER ELECTIONS

### 1. Chair Selection

**Motion:** Moved to approve Adrienne Scritsmier as the Chair of the Kitakata Sister City Advisory Board for 2025.

Motion made by Member Sammy Scarpone. Seconded by Member Josh Dalglish.

**Voting Yea:**

Member Matt Brown

Member Jenelle Reid

Chair Adrienne Scritsmier

**Voting Nay:**

None

**Abstaining:**

None

**Vote:** Motion carried 5-7

### 2. Vice Chair Selection

**Motion:** Moved to approve Sammy Scarpone as Vice Chair of the Kitakata Sister City Advisory Board for 2025.

Motion made by Member Adrienne Scritsmier. Seconded by Member Matt Brown.

**Voting Yea:**

Member Josh Dalglish

Member Jenelle Reid

Vice Chair Sammy Scarpone

**Voting Nay:**

None

**Abstaining:**

None

**Vote:** Motion carried 5-7.

## BUDGET

- Staff shared that there is a remaining \$23,000 left in the budget through June 30, 2025. Staff also shared that an amount of \$15,000 has been asked for and approved for fiscal year 25-26 spanning July 1, 2025 – June 30, 2026. Staff shared that the decrease in budget ask was to keep the board fiscally responsible. With only a student delegation expected in December 2025, and no outgoing Council trip to Japan in fiscal year 25-26, \$15k should be more than adequate.
- Cooking Class: Jenelle Reid shared that she had found an instructor, Jane Hashimawari, who was available to teach a Japanese cooking class at the Community Center on May 3. The class would focus on a dish called Hiyashi Chuka, a chilled ramen dish. The board discussed that they'd like to keep this class free to the community.

**Motion:** Moved to approve spending up to \$1,000 for a Japanese style cooking class with Instructor Jane Hashimawari.

Motion made by Member Adrienne Scritsmier. Seconded by Member Sammy Scarpone

**Voting Yea:**

Member Jenelle Reid

Member Josh Dalglish

Member Matt brown

**Voting Nay:**

None

**Abstaining:**

None

**Vote:** Motion carried 5-7.

## **STUDENT TRIP TIMELINES**

- **Dates:** Staff shared that the December 6-16 dates had been approved by Kitakata. They are planning to send 13 students and 2 chaperones.
- **Trip Overview:** Staff and Board members shared an overview of what a student delegation typically entails for the new board members. The board briefly reviewed an itinerary from previous years.
- **Host Family Info Nights:** The board discussed a timeline of items to be completed before the delegation arrives in December 2026. Due to Staff Liaison, Erica Behler being out on Maternity Leave from May-September, the board wants to get an early start on planning. The board discussed hosting two host-family info nights at the Wilsonville Public Library. Specific dates have not yet been chosen, but the board discussed doing one in August and one in September.

## **BOARD COMMENTS**

- **Public Meetings Law:** Staff reminded board members to schedule their OGEC Public Meetings Law training. A link to register has been sent via email.
- **Mayor and Council Introductions:** Board Chair, Adrienne Scritsmier expressed interest in meeting with Mayor elect Shawn O'Neil to introduce the board and future goals. Staff said they would connect with the City Admin team to try and schedule this.

## **ADJOURN**

Meeting adjourned at 7:20 pm