



# KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, August 9, 2023 at 6:00 PM

Parks and Rec Admin Bldg. 29600 SW Park Place, Wilsonville OR 97070

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## CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held at 29600 SW Park Place, beginning at 6:00 p.m. on August 9, 2023. Ashleigh Sumerlin called the meeting to order at 6:04 p.m., followed by roll call.

**Community Comments** – No community members were in attendance

## PRESENT

Michael (John) Bohlen  
Jenelle Reid  
Aaron Reyna  
Sammy Scarpone

Adrienne Scritsmier  
Seiji Shiratori  
Ashleigh Sumerlin  
Masaru Yatabe

## ABSENT

Tracy Sailors

## STAFF PRESENT

Erica Behler

## CONSENT AGENDA

Aaron Reyna made a motion to approve the 7/19/23 Kitakata Sister City Advisory Board Minutes. Sammy Scarpone seconded the motion. Motion passed with unanimous consent.

## COMMITTEE DISCUSSION & RECOMMENDATIONS

**New Board Member Introduction:** New Board member Masaru (Mas) Yatabe introduced himself and his background to the rest of the board.

**Budget:** The board discussed the current budget, and staff reminded board members that the 23-24 fiscal year budget needs to also cover expenses for council to travel to Japan in February. The board discussed costs associated with the upcoming delegation, and agreed that catering a welcome dinner and farewell dinner at the community center would be more fiscally responsible than renting out a portion of a restaurant. Adrienne Scritsmier made a motion to approve staff up to \$250 to purchase goods for the upcoming Party in the Park event. Seiji Shiratori seconded the motion. Motion passed with unanimous consent.

**October Trip:** The board discussed the upcoming October delegation of 13 middle school students and 2 chaperones. Staff mentioned that host family applications were fairly low, and that additional promotion was needed. Staff mentioned that they would speak with the Wilsonville Spokesman about getting an article in the local newspaper. Dates for the incoming delegation were confirmed for October 28 arrival and November 5 departure.

**Japan Trip (February):** Staff mentioned that they knew at least 3 councilors, plus the Mayor's husband had expressed interest in going to Japan in February. Flights are still being sorted at this time. Staff mentioned they'd give board members an update once flights were purchased. The board also reiterated the Board Chair Sumerlin, Board member Scarpone, and Board member Scritsmier were interested in going. Staff mentioned that up to 10 people could go, per Kitakata counterpart's recommendation.

**Board Comments:** Board Chair Sumerlin mentioned the upcoming Party in the Park event and asked who would be attending and what activity the board would hold. Staff mentioned they would purchase goodies from Uwajimaya to hand out (which lead to budget motion), and that host family applications would be available to the public. Board Member Reid stated that she would reach out to local PTA groups to further advertise the need for host families.

#### **ADJOURN**

Meeting adjourned at 7:36 PM

**Next Meeting:** September 13<sup>th</sup>, 2023 at 6pm