



KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 1/14/26 at 6:00 PM

CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held beginning at 6:00 p.m. on Wednesday, January 14, 2026, in person at the Parks and Recreation Admin building and via zoom. Sammy Scarpone called the meeting to order at 6:01 p.m., followed by a roll call.

PRESENT

Josh Dalglish
Wendy Hall
Ami Keiffer – New Member
Devan Olmstead

Elliot Porter – New Member
Sammy Scarpone
Matt Brown

ABSENT- Teddy Russel, Mike Bohlen

STAFF PRESENT- Erica Behler – Recreation Coordinator II

CONSENT AGENDA

Approval of the Minutes

Motion: Moved to approve November 12, 2025 Kitakata Sister City Advisory Board Minutes.
Motion made by Member Brown and seconded by Member Dalglish.

Voting Yea:

Member Josh Dalglish
Vice Chair Sammy Scarpone
Member Elliot Portner
Member Matt Brown
Member Ami Keiffer
Member Devan Olmstead

CITIZEN INPUT- Jenelle Reid was present as a past board members who's term was up December 2025. Since past member Reid was part of the December 2025 student delegation visit, she was in attendance to help debrief the experience.

OFFICER ELECTIONS

1. Chair Selection

Motion: Moved to approve Matt Brown as the Chair of the Kitakata Sister City Advisory Board for 2026
Motion made by Member Olmstead, Seconded by Member Scarpone.

Voting Yea:

Member Hall
Member Porter
Member Dalglish
Member Keiffer
Member Brown
Member Olmstead
Member Scarpone

Voting Nay:

None

Abstaining:

None

Vote: Motion carried 7-9

2. Vice Chair Selection

Motion: Moved to approve Josh Dalglish as Vice Chair of the Kitakata Sister City Advisory Board for 2025.

Motion made by Member Hall, Seconded by Member Scarpone.

Voting Yea:

Member Olmstead
Member Porter
Member Dalglish
Member Keiffer
Member Brown
Member Hall
Member Scarpone

Voting Nay:

None

Abstaining:

None

Vote: Motion carried 7-9

NEW BOARD MEMBER INTRODUCTIONS:

New Board Members – Keiffer and Porter briefly introduced themselves. They both have past experience hosting students from Kitakata. Member Porter also shared that he will be traveling to Kitakata with Wilsonville High School this summer as part of their student delegation.

BUDGET

- **Background:** Staff shared a brief background on budget for new board members, explaining that in years when we have an incoming delegation that the bulk of the budget goes towards that trip. In off years, where the board does not have an incoming delegation the budget is directed more towards outreach and creating awareness about the sister city relationship through events and programs such as cooking classes, cherry blossom festival, etc... The budget runs July 1 through June 30 and does not roll over from year to year.
- **Update:** Staff shared that the board had spent the majority of its 15k budget through June 30, 2026 on the recent delegation. Staff also shared that the budget ask for 26-27 was lowered to an ask of 10k due to no incoming delegation this fiscal year.
- **Request:** Staff received an email from Shinobu Chrisman, the Japanese language teacher at Wilsonville High School, that the board consider financially supporting the student trip in the Summer of 2026.

DELEGATION DEBRIEF

- **Survey Results:** Staff shared that survey results from host families had started to come in. So far, feedback had been great and mostly complementary of the program. A few mentioned the difficulty in language barriers and getting students up in the morning.

General Feedback:

Application/Recruitment

- Add a clearer note on application that we need email addresses for everyone 18+ in household for background check purposes
- Add space on host family application to note food allergies (welcome and farewell dinner)
- Recruitment needs to start early
- One host family info night was sufficient – consider hosting via zoom
- Member Keiffer shared that having someone start a group text chat or shared Facebook page amongst host families would be beneficial for organizing evenings events.

Planning/Schedule Creation

- I felt as though we started early enough and had time to pivot where needed
- Consider time changes when schedule is made- original confusion about 14th vs 16th departure was because they arrived back in Japan on the 16th and Erica took this to mean they left on the 16th

Translation Services

- Lisa Driscoll- 10/10 no notes
- Sending speeches and agendas to interpreter ahead of time was very helpful

Airport Pick Up/Drop Off

- Getting van at Wilsonville enterprise is best
- Newer van with backup camera was NICE
- Needed 2 city vans for baggage if 14 students and 2 chaperones
- Other transportation options?
- Using LINE app to connect with Megumi on the way to the airport worked well

Welcome Dinner

- McMenamins set the right tone for the rest of the week
- Mayor involvement a plus
- Send early and multiple reminders to city council about this dinner

- Pre-plan for allergies
- Seating chart considerations
- A/V system worked well, but best to bring your own laptop and charger if showing slideshow/presentations

School Days

- Double check lunch provided at schools
- Nice to take the chaperones out for a day while students were in school versus leaving them at school

Day Trips/Activities

General Notes: create a check in/check out form for drop-off and pick-up! Communicate clearly to chaperones whose responsibility this is. Create a photo release form for delegations.

- Art Museum was awesome
- World Forestry Center was a little dull, maybe less time here
- Kids LOVED Hopscotch
- Pine street market was a nice way to experience food cart style food but in an enclosed space
- Voodoo donuts were not needed
- Trip to consulate was great- they switched up the routine a little and we all got to sit in consul general's office
- More time at Powells would be good
- Hello from Portland store was good
- Tour of Lewis and Clarke was nice- a few kids got carsick on trip from Lewis and Clarke to forestry center
- Creating a set agenda for exec team breakfast and having them keep their introductions short worked very well- Cosgrove really appreciated this
- Bowling was well received
- Oil Painting with Judy was amazing- just note, LOTS of set up and take down and paintings were not dry by the time they left. Be up front about how they are a gift for host family, so they don't expect to take them home.
- Pizza making was great, but involved more set up than initially planned

Farewell Dinner

- Chipotle did not set up buffet, allow more time for set up
- A/V system gave us trouble at Community Center
- Having Mayor and Council Member attend was great
- Drum and Dance were special
- Mayor mentioned getting custom pins put together instead of generic pins
- Welcome dinner photo in farewell dinner program was good

BOARD COMMENTS- A brief conversation was had about potentially creating some video content that highlighted the Wilsonville student trip to Kitakata. The board could potentially task the students going in July to take brief videos of the activities they do so that we could then create a YouTube video that highlights that portion of the sister city relationship.

ADJOURN

Meeting adjourned at 7:07 pm