



## KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 11/12/25 at 6:00 PM

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### CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held beginning at 6:00 p.m. on Wednesday, November 12, 2025, in person at the Parks and Recreation Admin building and via zoom. Adrienne Scritsmier called the meeting to order at 6:00 p.m., followed by a roll call.

### PRESENT

Josh Dalglish  
Wendy Hall  
Sammy Scarpone  
Adrienne Scritsmier

Theodore Russell  
Mike Bohlen  
Matt Brown  
Jenelle Reid

**ABSENT-** Devan Olmstead

**STAFF PRESENT-** Erica Behler – Recreation Coordinator II

### CONSENT AGENDA

#### Approval of the Minutes

**Motion:** Moved to approve October 15, 2025 Kitakata Sister City Advisory Board Minutes.

Motion made by Vice Chair Scarpone. Seconded by Member Reid

#### Voting Yea:

Member Josh Dalglish  
Chair Adrienne Scritsmier  
Member Theodore Russell  
Member Mike Bohlen  
Member Matt Brown  
Member Jenelle Reid

**CITIZEN INPUT-** None

### BUDGET

- **Staff Update:** Staff shared the delegation schedule with attached budget column. In total, the board expenses for delegation activities was at \$14,131.64 out of the budgeted \$15,000. During budget discussions, staff shared that the student's flights had changed and the departure date

was now on Sunday 12/14/2025 instead of Tuesday 12/16/2025. The farewell dinner at McMenamins was originally scheduled for Monday 12/15/2025 and therefore had to be changed to accommodate the Welcome Dinner instead.

## **DECEMBER VISIT**

- ***Schedule Review***
  - The board reviewed the 8-day itinerary. Staff mentioned giving them a final headcount for the welcome dinner by December 28. Board members who are hosting are welcome to bring their significant other and children.
  - Staff shared that an oil painting activity had been added to the schedule at a cost of \$300. The group will paint pictures of Multnomah Falls.
  - Board member Hall shared that books had been purchased for the Little Free Library activity. This is scheduled for Tuesday 12/9 at 8:15am at the Wilsonville Public Library.
- ***Host Family Match Ups***
  - Staff shared that background checks were still being completed and then most of the home visits were scheduled. At the time of the meeting the board still needed a host family for one of the chaperones and one student.
- ***Host Family Orientation Night***
  - Staff shared that host family orientation night would be held at the Parks and Rec Admin Building on Monday, December 1 at 5:30pm. Staff added that feedback during the home visits was that host families would like a written policy on what to do and who to call if there are any health emergencies or a student is not feeling well.
  - Chair Scritsmier requested that a note be made during host family orientation night about breakfasts and having plenty of snacks available. She mentioned that American breakfasts are often not as large as Japanese breakfasts and host families sure make sure students eat enough in the morning.
- ***Review Welcome Dinner Program***
  - While reviewing the welcome dinner program, Member Reid pointed out that the times on the schedule needed to be adjusted.
  - Staff asked that board members make any announcements they feel comfortable with during the welcome dinner. Chair Scritsmier plans to say a few words.
  - Staff shared the Mayor O'Neil plans to attend this event and give an opening statement.
  - Gift bags at the welcome dinner will include T-shirts, tote bags, lanyards, socks, and stickers, as well as a bottled water and snacks.
  - All board members plan to stand and hand out gift bags
  - Staff asked for volunteers to arrive early to help set up. Chair Scritsmier said she'd be available, as well as, Member Bohlen and his wife.
- ***Review Farewell Dinner Program***
  - Vice Chair Scarpone will say closing remarks at the farewell dinner
  - All board members plan to participate in the pinning ceremony

**BOARD COMMENTS-** None

## **ADJOURN**

Meeting adjourned at 6:55 pm