



KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 5/22/24 at 6:00 PM

Parks and Rec Admin Office, 29600 SW Park Place

CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held via Zoom beginning at 6:00 p.m. on Wednesday, May 22, 2024. Adrienne Scritsmier called the meeting to order at 6:00 p.m., followed by roll call.

PRESENT

Adrienne Scritsmier
Aaron Reyna
Sammy Scarpone (virtual)
Seiji Shiratori

Jenelle Reid
Ashleigh Sumerlin
Mike Bohlen

ABSENT

Mas Yatabe
Karen Kreitzer

STAFF PRESENT

Erica Behler

CONSENT AGENDA

- **Approval of the Minutes:** Seiji Shiratori made a motion to approve the April 10, 2024 Kitakata Sister City Advisory Board Minutes. Sammy Scarpone seconded the motion. Motion passed with unanimous consent.

CITIZEN INPUT (N/A)

BUDGET

- **Remaining Fiscal Year Budget**
 - Staff communicated that the remaining budget through June 30, 2024 is \$5,959.34 and that the 2024-25 request of \$25,000 had been approved.
- **Financial Support for Wilsonville High School Trip**
 - Sammy made a motion to support the \$3,800 ask from Shinobu Chrisman, Japanese language teacher at Wilsonville High School, to support the Wilsonville High School delegation to Kitakata Japan. More specifically to cover bus expenses for all students. The following stipulations were also asked to be communicated:
 - Students going on the trip must present a final trip report to the board

- Financial support of this magnitude cannot be promised in future years
- Ashleigh seconded this motion. Motion passed with unanimous consent.
- **Promotional Items for Consideration**
 - The board reviewed several promotional item options to spend the remainder of their budget on after the approved \$3,800 request from Wilsonville High School. This left the board with roughly \$2,100 through June 30, 2024.
 - Members of the board discussed getting the following items:
 - Banners x2
 - USA/Japan flag pins
 - USA Flag, Japan Flag
 - Tote bags
 - Stickers
 - Seiji Shiratori made a motion to spend up to \$1,800 on the above promotional items. Aaron Reyna seconded the motion. No objection. Motion passed with unanimous consent.
- **Gifts for Delegation to Japan**
 - Ashleigh brought up the idea of purchasing gifts for Kitakata that the high school group could deliver upon their arrival in Japan.
 - Seiji Shiratori made a motion to approve 2 gift purchases valued at up to \$100 each. Ashleigh seconded this motion. All were in favor. None were opposed.

REVISIT GOALS DISCUSSION

- Review draft goals document
 - The Board revisited the 2024-2025 draft goals document and made some adjustments including:
 - Adding a goal to address opportunities to connect with external organizations
 - Removing the language, “city park” from the following goal “Explore the feasibility of creating a Japanese style rock garden in Wilsonville ~~City Park~~ with interpretive signage that explains the sister city relationship”

BOARD COMMENTS

- Aaron Reyna shared some meeting details from a Sister Cities International meeting he attended in April.
 - Aaron shared that highlights included upcoming conference in 2025 in Japan.
- Staff shared that the board received a commendation from the Consul General for their efforts in strengthening the relationship between Japan and the USA.

ADJOURN

Meeting adjourned at 6:57pm