

Kitakata Sister City Advisory Board Meeting Action Minutes  
1.12. 2022

**Advisory Board Members Present:**

Adrienne Scritsmier  
Seiji Shiratori  
Ashleigh Sumerlin  
Tracy Sailors  
Sruthi Menon  
Aaron Reyna  
Sammy Scarpone  
Lois Reimer- Emeritus (observing)

**Staff Present:**

Erica Behler – Recreation Coordinator

**Members of the Public Present:**

N/A

AGENDA ITEM	ACTIONS
<b>CALLED TO ORDER</b>	6:02 p.m.
<u>Minutes</u>	A. No approval of minutes needed
<u>Public Comment</u>	A. N/A
New Board Member Introduction	A. Sammy Scarpone is a new member of the Kitakata Sister City Advisory Board- Sammy has been appointed for a term of two years. Sammy shared that, emeritus member Lois Reimer was his Japanese teacher in high school. Sammy went on to minor in Japanese at Portland State. To continue his involvement with Japan, Sammy joined the Japanese American Society of Oregon (JASO) and has been with them for about 6 years. Sammy was also a participant of the sister city exchange when he was in high school.
Board Appointments	<p>A. Board Appointments – 1 year terms</p> <p><b>Chair- Ashleigh Sumerlin</b> (second year- will not be eligible for reappointment as chair in Jan. '23) Adrienne voted, Seiji seconded the vote, and all were in favor</p> <p><b>Vice Char- Aaron Reyna</b> (second year- will not be eligible for reappointment as vice chair in Jan. '23) Adrienne voted, Seiji seconded the vote, and all were in favor</p> <p>Other officers:</p> <p><b>Budget Officer:</b> Seiji Shiratori (1<sup>st</sup> year- will be eligible for reappointment in Jan. 23) Asheligh voted, Aaron seconded, and all were in favor</p> <p>Erica said that the board could always add other informal positions as they see fit- Erica mentioned that a school officer might be a good idea.</p>
Seiji Budget Update	<p>A. Erica presented the current city budget line item 'special projects' to the board and brought up some upcoming expenses such as cherry blossom festival and the tabling set up. Erica also mentioned that the department is undergoing 2022/2023 budget proposals for city council, and that she is going to resubmit the \$20,000 ask from last year siting that travel expenses are very unknown at this time.</p> <p>B. Seiji added that he also has an excel budget spreadsheet that he is happy to share with anyone who may be interested. Seiji also urged the board to potentially think of</p>

	<p>areas where we could spend some money this year. Some ideas Seiji threw out to the group included a small grant program for Wilsonville residents who want to travel to Japan, or potentially invite a small delegation from Japan to visit Wilsonville.</p> <p>C. Erica also mentioned paying for gifts and interpretive services as potential areas to spend some money.</p> <p>D. Overall, the board seemed interested in gathering more information from City officials about travel regulations/stipulations and if it would be possible to invite a delegation later in the year (Spring/Summer/Fall)- Erica to check in with City Admin</p> <p>E. Sammy requested any budget documents that could be provided- Erica to follow up</p>
Review of 12.8.21 meeting with Japan	<p>A. Adrienne shared that she felt these meetings were getting more and more comfortable.</p> <p>B. Erica mentioned that Kitakata was very thankful for the presentation and requested a recording and some follow up information about the pen-pal program.</p>
Upcoming meeting with Japan	<p>A. There are 12 meetings in total with various dates and times. Erica created a spreadsheet with the various meetings and shared that out to the board. Kitakata is looking for us to provide 3-5 Wilsonville Participants for each meeting. Each meeting is roughly an hour long and will consist of interviews and presentations by various Kitakata school groups and staff.</p> <p>*The meetings dates were also shared with Shinobu Chrisman, City Council, City Management, and Library staff.*</p> <p>B. Erica asked that the board to email her individually with 3-4 dates that worked for their schedules (See most up to date meeting list in meeting packet)</p>
Pen-Pal Program - Review	<p>A. Erica shared that the pen-pal program is up and running in the Parks and Rec Admin building. (The end date has now been extended through Feb. 28). Erica also shared that there is a flyer ready for distribution if anyone would like to share it. The pen pal program has been marketed through the following outlets:</p> <ul style="list-style-type: none"> <li>- Boones Ferry Messenger</li> <li>- City Newsletter / Press Release</li> <li>- Facebook Event</li> <li>- Spokesman Article</li> <li>- Parks and Rec Instagram</li> <li>- City Webpage Banner</li> <li>- WLWV Virtual Community Bulletin Board</li> </ul>
Goals Overview	<p>A. The board reviewed the 2021-2024 goals/work plan. Adrienne shared that she would like to share a draft survey at the next meeting on 2/9.</p> <p>B. Cherry Blossom Week- Erica shared a graphic she created for Cherry Blossom week, as well as a few ideas for the event such as a photo contest, picnic in the park, etc...</p> <p>C. Seiji shared that during his time in Japan, a lot of the cherry blossom viewing was done at night. He mentioned the possibility of having food trucks during a night viewing where the cherry blossoms were lit up.</p>

	D. Aaron mentioned having an Instagram station with some sort of picture worthy décor (similar to the giant present arch near the holiday tree this year) (see idea: <a href="https://www.mnpartystore.com/party-themes/asian-party/decorating-essentials/torii-of-goddesses-arch-kit">https://www.mnpartystore.com/party-themes/asian-party/decorating-essentials/torii-of-goddesses-arch-kit</a> )
<b>ADJOURN</b>	7:30 p.m.