

Kitakata Sister City Advisory Board Meeting Action Minutes
3.15.2022

Advisory Board Members Present:

Adrienne Scritsmier
Seiji Shiratori
Ashleigh Sumerlin
Tracy Sailors
Sruthy Menon
Aaron Reyna
Sammy Scarpone
Dave Schalk

Staff Present:

Erica Behler – Recreation Coordinator

Members of the Public Present:

N/A

AGENDA ITEM	ACTIONS
CALLED TO ORDER	6:02 p.m.
Minutes	<ul style="list-style-type: none"> A. 2.9.22 minutes approved (all in favor) <ul style="list-style-type: none"> -Adrienne made the motion -Ashleigh Seconded -All were in favor
Public Comment	<ul style="list-style-type: none"> A. N/A
Budget Review	<ul style="list-style-type: none"> A. Seiji share that as of March 15, the board had spent a total of \$3065.36 (see-attached spreadsheet for more up to date numbers). B. The group discussed shipping costs, and agreed it will likely be cheaper to use USPS moving forward instead of UPS. USPS should allow the mailing of food/beverage items, and turnaround time is about 3 weeks. C. The group also discussed the budget cycle, which is July 1-June 30. If the next delegation from Japan does not come until August of 2023, then the board will go another year without a delegation to spend money on. The group will brainstorm items that can be 'stockpiled' throughout the next fiscal year. Ideas include- logoed stein glasses, anniversary t-shirts, etc... D. Need clarification: Can we have a scholarship program/grant for the Wilsonville High School to help fund students to go to Kitakata. Two options: <ul style="list-style-type: none"> 1. Have an application process where all interested students apply to receive funding to help them go to Japan 2. Make a lump sum donation to the high school japan trip in general that would help lower the cost for ALL students going to Japan E. Other items to spend money on SOON: tabling set up, up lighting for cherry blossom trees, replacement cherry trees- 3 per year F. Seiji made a motion for Erica to purchase three cherry tree saplings as part of the cherry tree replacement program that the parks team recommended. Dave seconded the motion, and all were in favor. This program will cost roughly \$600 per year depending on the increase in costs for cherry tree saplings. G. Adrienne asked what the experience has been when an adult delegation has gone to Wilsonville from Japan. Dave shared that in the past, members paid their own way to Japan (flights/train tickets/etc...) they also purchased gifts for Japanese colleagues out of pocket. If individuals chose not to stay with a host family, then they paid for lodging with personal expenses as well. Once you are in Japan, there is typically an agenda set with activities, meals, etc... typically a Wilsonville adult delegation only goes when invited.

<p>Cherry Blossom Week Discussion</p>	<ul style="list-style-type: none"> A. Erica shared her screen to go over the various cherry blossom event graphics and how to help spread the word about the event week. Erica shared the Facebook events page as well as the posts she had created about the event on the WilsonvilleParksandRec facebook page. The full event schedule and detailed descriptions are posted on ci.wilsonville.or.us/sistercity B. The board discussed as a group who would be at each event so that there was representation at all events. Sound Meditation: Erica & Dave Tea Ceremony: Seiji and Tracy Picnic: Aaron and Ashleigh Film: Ashleigh and Sammy Craft: Erica Oil Painting: Adrienne & Sruthy C. The group briefly discussed tea ceremony demonstration logistics- the group plans to have a table with hot water, tea, and mochi at the event. Thank you Sammy for organizing the Mochi pickup at Uwajimaya! D. Ashleigh mentioned the possibility of purchasing Japanese baked goods from a bakery in Beaverton. Ashleigh will look into this and follow up with purchasing options. E. The board discussed looking into having a larger musical performance and food trucks for a future event. F. Erica expressed the importance of having an ‘elevator speech’ about the sister city relationship and program for each event at cherry blossom week so that the education and awareness piece of this event series does not get lost in the programming. Erica will write up an example of this and send out to board members before cherry blossom week events.
<p>Board Comments</p>	<ul style="list-style-type: none"> A. The Council Retreat will take place on Saturday, May 14 from 9:30am-4pm (this has since changed to 9:30am-2:30pm) at the Wilsonville Community Center. B. Seiji would like to meet at the Ramen shop for our May in-person meeting (yay- it’s happening!)
<p>ADJOURN</p>	<p>7:10 pm</p>