

Kitakata Sister City Advisory Board Meeting Action Minutes  
6.15.2022

**Advisory Board Members Present:**

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

**Staff Present:**

Erica Behler – Recreation Coordinator

**Members of the Public Present:**

Emeritus Member- Bev Schalk

AGENDA ITEM	ACTIONS
<b>CALLED TO ORDER</b>	6:02 p.m.
Minutes	<b>A. 6.15.22 minutes approved (all in favor)</b>
Public Comment	<b>A. N/A</b>
Fundraising / Budget Review	<p><b>A. General Budget Update – Seiji</b> The board discussed the fiscal year start and end (July 1 – June 30) and whether or not two delegations would ever fall within the same year. With Japan coming in December '22, and a potential Wilsonville student delegation in the summer of '23– there could be two in the 22/23 fiscal year. Typically Japan visits in late October, not December. When an adult delegation from Wilsonville goes to Japan, it alternates years in the fall season.</p> <p><b>B. Questions / Concerns – Sammy</b> Sammy shared the product exchange between Wilsonville and Kitakata might be harder than originally thought due to import and export regulations. Gifting vs. purpose for re-sale is different. We might have to use an import/export business which could be expensive. The board could still send something, but it couldn't be re-sold in Japan.</p> <p>Another idea: Could the board help fund a Kitakata City project- ex: playground. Erica expressed this could be difficult to accomplish in two weeks, but could be a good idea moving forward. She compared the idea to Kitakata purchasing the cherry trees in Town Center Park. Sue might know the history of this purchase.</p> <p><b>C. 501c(3) status - Erica</b> Erica mentioned that she had a meeting scheduled with the Wilsonville Public Library Director, Shasta Sasser to discuss the libraries various groups like the Friends of the Wilsonville Public Library, and the Wilsonville Public Library Foundation. Erica mentioned she needed to do a little research into the difference between a friend of group and a foundation and how they operate and fundraise differently.</p> <p>Seiji mentioned that the difference between a friends of group and a foundation, to his understanding might be that one is a Mutual benefit corporation vs a public benefit corporation.</p>

	<p>“A mutual benefit corporation is a corporation typically formed to serve a limited number of members. A public benefit corporation is a corporation formed to benefit the general public.” (from the IRS website)</p> <p>*Update- I have since met with Shasta and she gave me a lot of information on both the Friends of the Library and the Library Foundation. She said that if we were to pair with one of the existing organizations that she would recommend a sub-branch of the Library Foundation. A couple of branches already exist including the Little Free Library group and the Imagination Library group. She recommended reaching out to Bob Renfro (the mayor’s husband) who is the president of the Library Foundation to get his thoughts.</p>
<p>Incoming Delegation</p>	<p><b>A. Here is what we know...</b>  Hanae reached out and mentioned that Kaminaga San is interested in sending 15 students and 2-3 chaperons to Wilsonville on a December 5 flight to Portland. Mr. Kaminaga San has taken the position of Tomita San as Chief of the Lifelong Learning Division, and will be in charge of school visits moving forward. Kaminaga San asked the board to put together a draft itinerary for the students.</p> <p><b>B. Itinerary Planning</b></p> <p>Home stays- board to find host families  See attachments from Bev Schalk. These are documents used by the previous association when recruiting home stay families.</p> <p>The board mentioned that creating some sort of home stay baskets as a thank you to host families would be a good idea. Some ingredients for an easy dinner, gift cards to local attractions, etc...</p> <p>Erica said she would look into Charter Bus costs from Blue Star bus. In the past, this has cost several thousand dollars. With the price of gas, and the number of years since the pandemic, Erica estimated these costs would be greater. The board discussed a charter bus pick up and drop off from airport, a Mt. Hood trip, a Portland city day trip, and a potential coast trip including a stop at the Tillamook Creamery.</p>
<p>Board Comments &amp; Updates</p>	<p><b>A. Middle School Project Update</b>  Adrienne gave an update on her day spent at Wood Middle School. She said it was very fun and very exhausting... 5 periods of 7<sup>th</sup> graders. Adrienne shared that she gave a presentation and then made Japanese dry gardens with the students using craft materials.</p> <p><b>B. International Festival Update</b>  Ashleigh shared that the Boones Ferry Primary International Festival wasn’t as big of a hit, and overall kids didn’t engage that much. If we attend next year, Ashleigh mentioned that having some sort of giveaway or food items might help drive traffic to the table.</p> <p><b>C. Clackamas Community College Update</b>  Adrienne shared that in her research with Clackamas Community College regarding the cultural marker at the Wilsonville campus, she discovered some framed photographs from the trip in 1996. There’s a lot of writing on the photographs in Japanese and Adrienne expressed interest in getting them translated. From what she gathered the trip’s purpose in 1996 was to learn construction and building trade.</p>

**D. Mayor/Kitakata Gift**

The board discussed various options for a gift for the Mayor of Kitakata (Chuichi Endo). Tracy had several examples of different art that her Dad, David Collier could create. The group landed on purchasing a Kaleidoscope Clock. Tracy said she'd bring it in next week for Erica to review.



**ADJOURN**

7:41 pm

