



KITAKATA SISTER CITY ADVISORY BOARD AGENDA

May 18, 2022 at 6:00 PM

Zoom: <https://us02web.zoom.us/j/83876710034>

CALL TO ORDER [6:00 PM]

1. Roll Call
2. Approval of 03.15.2022 Minutes (Needs Motion)
3. Citizen Input

FUNDRAISING / BUDGET [6:10PM]

4. General Budget Update- Seiji Shiratori [5 min]
5. [Tabling Set Up \[5 min\]](#)
6. Business Ideas - Sammy Scarpone [15 min]

UPDATES [6:35 PM]

7. Review of Cherry Blossom Week Event- All [10 min]
8. Council Retreat- thoughts? [5 min]
9. [Lowrie International Festival- June 3 at 6pm \[5min\]](#)
10. Discussion of Mayor Gift & Presentation Brainstorm- Erica [15 min]
11. Virtual Meetings with Japan- June [5min]
12. Moving Meetings Back to Wednesdays [5 min]

REVISIT STRATEGIC PLAN [7:20 PM]

13. [Student Scholarship Question \[5 min\]](#)
14. [Review Strategic Plan \[15min\]](#)

BOARD COMMENTS [7:40 PM]

15. Homework- Itinerary Planning [5min]

ADJOURN [7:45 PM]

NEXT MEETING:

Wednesday, June 08, 6:00 PM - 8:00 PM - Parks and Rec Admin Office

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required. The city will endeavor to provide services, without cost, if requested at least 48 hours prior to the meeting. To obtain services, please call 503-570-1530.

To submit public comments, email behler@ci.wilsonville.or.us by 12:00 PM on the day before the meeting date or mail comments to Kitakata Sister City Advisory Board, C/O Erica Behler, Wilsonville City Hall 29799 SW Town Center Loop East, Wilsonville, OR 97070.

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The city will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Erica Behler, Recreation Coordinator at behler@ci.wilsonville.or.us or 503-570-1525: assistive listening devices (ALD), sign language interpreter, bilingual interpreter. Those who need accessibility assistance can contact the city by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1525.

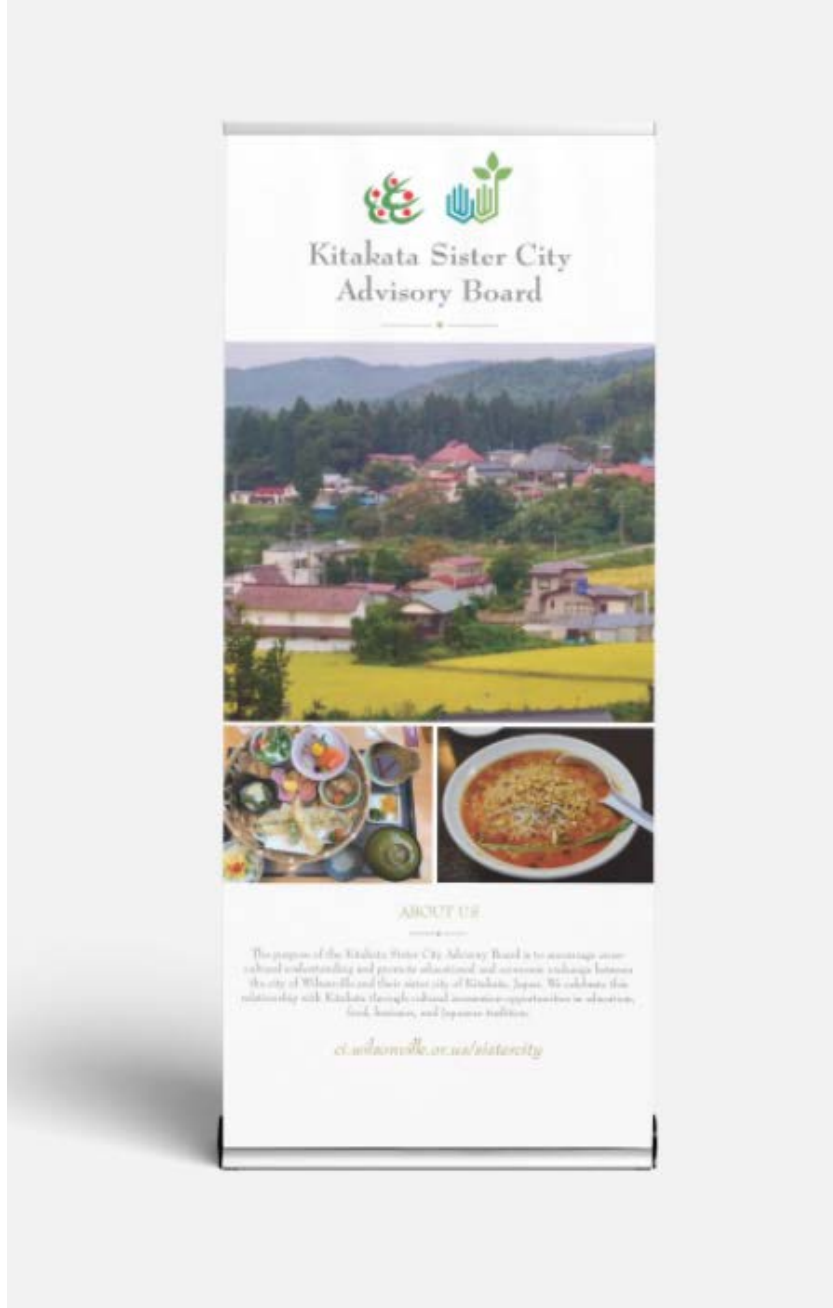




Table Cloth is \$310 (6 ft table)



Banner X2 = \$100 (dimensions are 2.5x4 feet)



Roll up stand- 33.7'x81.34' = \$220

Text reads:

The purpose of the Kitakata Sister City Advisory Board is to encourage cross-cultural understanding and promote educational and economic exchange between the city of Wilsonville and their sister city of Kitakata, Japan. We celebrate this relationship with Kitakata through cultural immersion opportunities in education, food, business, and Japanese tradition.

Total for 1 table cloth, 2 banners, and 1 pop up banner + shipping = \$643.21



Design a Poster to Share at Lowrie's International Festival!

Save the Date: Lowrie's International Festival is Friday June 3rd at 6pm

Design a poster to share your family's heritage:

The Lowrie PTA invites all families to create a poster and share more about their ancestral or cultural heritage with our community. The information on your family's poster could include the size and population of a country significant to your family, the country's flag, popular cuisine, spiritual or religious practices, and other cultural traditions. On the evening of June 3, you can share your poster with our community at a booth set up outside of Lowrie.

RSVP by returning this form (see reverse side) to your child's teacher or by emailing the information to the Lowrie PTA's VP of Diversity and Inclusion, Maegan Parker Brooks: mpbrooks@willamette.edu. Please RSVP to reserve your booth by Friday May 20.

2022 Lowrie International Festival RSVP Form

1. Your Contact information (name, email and/or phone number):

2. Your Child/Children's names and grades:

3. The Country and/or cultural heritage you plan to share:

4. The PTA is putting together an **International Festival playlist**, do you have a recommendation of a song that is connected to the culture you are presenting about that we should include:

5. The PTA is putting together an **International Festival Book of Recipes**. Do you have a recipe that is connected to the culture you are presenting about to share with us? If so, we invite you to attach it here or email it to the address above.

6. Is there anything else you would like to share with/at the Festival? We welcome performing arts, led art projects, and more!

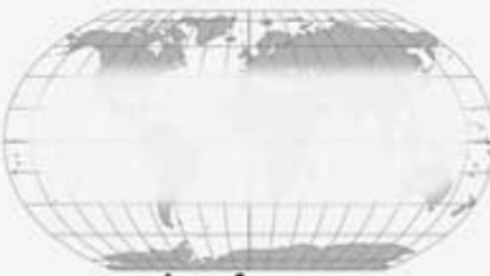
Poster-making supplies are available at the front office. Thank you for your contribution!

Some ideas to get started! Full size templates will be available at the front office.

All About a Country

Who is the main leader of the country?

What position does he or she hold?




Draw and color the country's flag.

Quick Information

Population: _____ Continent: _____


Main language: _____ Hemisphere: _____

Capital city: _____ Land area: _____



If you were to travel from your city to the country's capital, how many miles would you travel?

Draw a colored arrow that points to the location of the country.



List three interesting facts about the country:

1. _____

2. _____

3. _____

Draw and color the country's outline. Label its capital city.

What countries and/or oceans border the country?

Special Holidays and Traditions

Name a special holiday or tradition celebrated in the country, and draw a picture to represent the event or custom.


Write a paragraph that explains why you would or would not like to visit this country.

Draw and label one of the country's natural resources or products.

How do you say *hello* in the country?

Write the word(s) and pronunciation.

by: _____



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From: [Mombert, Zoe](#)
To: [Behler, Erica](#); [Katko, Keith](#)
Subject: RE: Kitakata Budget Question
Date: Monday, May 16, 2022 3:37:26 PM
Attachments: [image001.png](#)
[image003.png](#)

Erica,

I apologize for the delayed reply, I have been waiting for a response from Bryan as he wanted some time to really think about this. Unfortunately, this is not something that we can fund. The committee is doing great work and I hope you can get back to in person delegations very soon.

Kind regards,

Zoe Monahan Mombert

Assistant to the City Manager
 City of Wilsonville

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Behler, Erica <behler@ci.wilsonville.or.us>
Sent: Friday, May 6, 2022 4:33 PM
To: Mombert, Zoe <mombert@ci.wilsonville.or.us>; Katko, Keith <katko@ci.wilsonville.or.us>
Subject: Kitakata Budget Question

Good Afternoon,

I don't need an answer on this right away, but I'd like to start a discussion around whether or not it would be possible for the Kitakata Sister City Advisory Board to spend a portion of their funds on a scholarship program and/or grant to help a Wilsonville High School student travel to Kitakata, Japan through the high school program. Currently, the Japanese language teacher at Wilsonville High plans a 10 day-2week chaperoned trip every other year for Wilsonville High School students to partake in. Like a lot of international travel, this trip can be expensive and inaccessible to many students. We don't have a specific student in mind, but moving forward the board thought this would be a worthy way to spend some of their money. The board was thinking of having some sort of application/presentation process where interested students could apply. The board would then deliberate using a ranking sheet or something like that to determine the recipient/s.

What is your gut reaction to this? Is it something that's even possible/allowed with city funds? The board is realizing, that on a year without an incoming adult or student delegation from Japan that there should be ample funds to allow for a scholarship program of this kind.

Thanks for your consideration and input!

Erica Behler

(she/her/hers)

Recreation Coordinator, CPRP
 Wilsonville Parks and Recreation

503.783.PLAY
503.570.1525 Direct
503.682.2995 Fax
behler@ci.wilsonville.or.us
WilsonvilleParksandRec.com



Admin Building
29600 SW Park Place, Wilsonville, OR 97070



Parks & Rec. Admin

The Parks & Rec. Admin. Building is now open, with physical distancing controls in place. During COVID-19, we wish to remain responsive while prioritizing the health and safety of the Wilsonville community. We are happy to meet by call or teleconference as an alternative to face-to-face meetings.

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

City of Wilsonville, OR

SISTER CITY ADVISORY BOARD 2021 - 2023 STRATEGIC PLAN

DRAFT PREPARED JULY 2021



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Introduction

As Wilsonville's Kitakata Sister City Advisory Board, we promote understanding, friendship, and cooperation with sister cities and sister countries all over the world. The City of Wilsonville and Wilsonville Kitakata Sister City Board is committed to diversity, equity and inclusion and will continue to promote peace, respect and mutual understanding within our local communities and sister cities around the world. We believe in people to people relationships and working together everyday to support and uplift the individuals and the diversity that make our communities beautiful.

The City of Wilsonville has had a Sister City relationship with the City of Kitakata, Japan since 1988. This 30+ year program. The program was long sustained through the dedication of the Wilsonville Sister City Association, a volunteer group that organized, raised funds and documented cultural exchanges prior to the establishment of this City board. In 2020/21, the City of Wilsonville transitioned this program to a city-funded/supported program and established an Advisory Board to guide and support the development and activities of the Sister City Program.

Historically, the cities have participated in a student exchange; local high school and middle school students from Kitakata stay with families here in Wilsonville, and students from Wilsonville stay with host families and participate in local activities in Kitakata. These exchanges have nurtured and increased understanding of different cultures, while creating wonderful memories and new friendships.

As the new Advisory Board evaluates opportunities to sustain and grow this program, the City hired SSW Consulting to facilitate a goal-setting process with the Board and develop a vision, goals, and actions to guide the team's work over the next three years.

Over the course of two virtual workshops in June 2021, and an in-person Board meeting in July, the Board developed a vision, goals and actions that are included in this Strategic Plan.

Our Team

Kitakata Sister City Advisory Board

Ashleigh Summerlin, Chair
Aaron Reyna, Vice-Chair
Adrienne Phillips
Tracy Sailors
Dave Schalk
Seiji Shiratori
Jason Jones

Wilsonville Staff Liaisons

Erica Behler, Program Coordinator
Zoe Monahan, Assistant to the City Manager

Consultant/Facilitator

Sara Singer Wilson, Principal/Owner



SSW CONSULTING

About Kitakata

Kitakata is located about 4 1/2 hours northwest of Tokyo, within the Fukushima prefecture of Japan. The climate is warm in the summer and usually receives heavy snowfall in the winter. The population of Kitakata is approximately 52,000. Kitakata is well known for its delicious ramen and beautiful lacquerware.

Mission

Our mission describes the purpose of the Board.

The Sister City Advisory Board's mission is to encourage cross-cultural understanding and promote educational and economic exchange between the City of Wilsonville and their Sister City Kitakata, Japan.

Vision

Our vision describes our desired future state and provides guidance to our goals for the next three years.

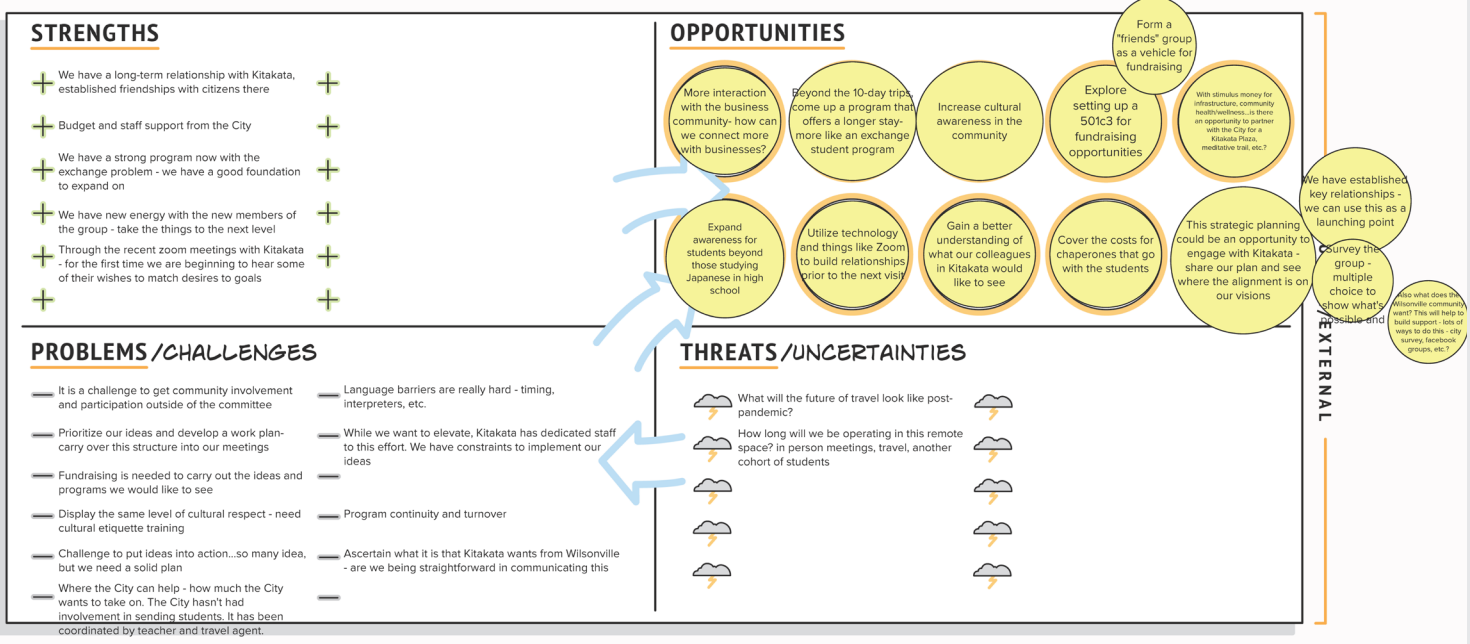
The Wilsonville community celebrates our relationship with Kitakata through cultural immersion opportunities in education, food, business, and Japanese tradition.

Setting the Context

The recent transition to the Advisory Board/City supported structure in addition to the challenges presented by the global health pandemic warranted a review of the current context before setting goals for the Board. This section highlights the general context of the community, the program, and the Board. All organizations work in a context; there are larger environmental forces and trends that shape what is and is not possible just as much as the internal capacities and capabilities of a group. To better understand the context for the Sister City Program and Advisory Board, the team discussed the Strengths, Problems, Opportunities and Threats (SPOT). This SPOT Analysis enabled the team to visualize the larger context and identify themes and insights that could assist in setting focused goals aligned with the mission and vision of the team.

The graphics below highlight the themes that emerged during this discussion.

SPOT MATRIX





2021-2024 Goals + Actions

Goal 1: Strengthen the relationship between Kitakata and Wilsonville through the development of a shared vision and goals.

Goal 2: Increase community awareness of the Kitakata Sister City program.

Goal 3: Engage Wilsonville's youth in the Sister City Program through expanded education and offerings.

Goal 4: Develop fundraising goals and priorities for the Kitakata Sister City program.

Goal 5: Foster economic ties, make connections, and build awareness of the Sister City program in the business community.

Goal 1 **Strengthen the relationship between Kitakata and Wilsonville through the development of a shared vision and goals.**

Target **Host 2-4 Zoom meetings per year and one in-person business meeting.**

Actions	Project Lead	Implementation Timeline
1.1 Develop and send a survey to solicit program input and gain clarity on interests from partners in Kitakata. Align the resulting data with future programming.	Adrienne Phillips	Nov. 10
1.2 Invite the Kitakata city officials and committee members to Wilsonville for a post-COVID reunion.	TBD	TBD
1.3 Conduct outreach to parents of visiting Kitakata students and chaperones to determine what activities would most benefit the students.	TBD	TBD

Goal 2 Increase community awareness of the Kitakata Sister City program.

Target Publish content monthly and host 2-4 events per year.

Actions	Project Lead	Implementation Timeline
2.1 Identify events and develop a schedule for Sister City events. (Ideas to consider include Cherry Blossom Viewing, Cooking classes, Forest Bathing, Raijio Taiso)	Advisory Board	TBD
2.2 Coordinate messaging before all Sister City sponsored events to ensure the relationship between Wilsonville and Kitakata is highlighted.	Advisory Board	TBD
2.3 Work with Board Members to submit monthly articles to the Wilsonville paper and/or Boones Ferry Messenger.	Erica Behler	ongoing
2.4 Collaborate with the new Diversity, Equity and Inclusion committee on sharing information about these groups with the community.	Jason Jones	TBD
2.5 Use multi-media such as YouTube clips on the website to advertise upcoming programs and events and highlight other program activities or offerings.	Sruthi Menon	TBD
2.6 Coordinate outreach materials/content to highlight Asian History month each May.	Aaron Reyna	TBD

Goal 3 Engage Wilsonville’s youth in the Sister City Program through expanded education and offerings.

Target Double student participation in Kitakata programs and exchanges each year.

Actions	Project Lead	Implementation Timeline
3.1 Conduct outreach with past chaperones and Kitakata students to determine what future opportunities that should be considered for itineraries. (Consider adding Hillsboro Hops game)	Ashleigh Sumerlin	TBD
3.2 Revamp the recruitment and selection process to broaden participation in the exchange program.	Ashleigh Summerlin	TBD
3.3 Explore opportunities to add Japanese cultural classes for all age groups at the Community Center.	Dave Schalk	TBD
3.4 Identify and develop cultural outreach classes for Wilsonville youth. (Examples include a Japanese Tea Ceremony, interactive cooking class/demonstration, etc.)	Tracy Sailors	TBD
3.5 Explore the expansion of the exchange program with Rotary to extend the stay for youth visitors.	Adrienne Scritsmier	TBD

Goal 4 **Develop fundraising goals and priorities for the Kitakata Sister City program.**

Target **Develop an annual fundraising plan.**

Actions	Project Lead	Implementation Timeline
4.1 Identify fundraising goals and develop a fundraising plan with clear actionable strategies.	Seiji Shiratori	TBD
4.2 Identify contacts, networks, and potential donors, businesses to engage as part of a fundraising strategy.	TBD	TBD



Goal 5 **Foster economic ties, make connections, and build awareness of the Sister City program in the business community.**

Target **Develop 1-2 relationships per year.**

Actions	Project Lead	Implementation Timeline
5.1 Reestablish the relationship with the Wilsonville Chamber of Commerce.	Erica Behler	TBD
5.2 Host a video exchange to highlight specific businesses (beer, sake, agricultural products)	Adrienne Scritsmier	TBD
5.3 Host a Kitakata meeting at Japanese businesses (options might include Toyota, sushi restaurants, etc.)	TBD	TBD
5.4 Partner with Sake One in Forest Grove to engage on Sake making exchange with Kitakata.	Ashleigh Sumerlin	TBD

Implementation Plan

To maintain accountability to the goals and ensure two-way communication between the Board, Council, staff, the community, and our Sister City partners the following process has been outlined to support the implementation of the goals. This process will also support evaluating and tracking progress on the goals over the next three years.

Goals, Actions + Timelines

The Advisory Board will assign "Project Leads" for each action to support the team in moving the goal forward and maintaining the alignment of the goals and strategies to the Board's overall mission and vision. The project leads will be staff, the Board, or specific Board members who will oversee the implementation and report progress. The Project Leads will provide estimated timelines for the strategies based on capacity and budgeted resources.

Progress Reporting

Each January, the Advisory Board will provide the City Council with an update on the goals and actions. These updates will include any progress, challenges that need to be addressed, and/or recommendations or requests for additional Council direction. The Board may recommend updates and/or amendments to the plan. These updates will ensure the plan remains a living document that will continue to provide guidance to the Board.

The Advisory Board will also provide real time updates on actions as they progress and highlight the goals and actions in their communications and updates where applicable.





PREPARED BY:

