

**BURBANK SISTER CITY COMMITTEE  
AGENDA**

**Meeting to be held in the Buena Vista Library Meeting Room  
300 N. Buena Vista Street, Burbank, CA 91505  
Monday, November 5, 2018  
6:30 PM**

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If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

- I. Call to Order
- II. Roll Call by Sign-in Sheet
- III. Welcome
- IV. Approval of Minutes
- V. Treasurer's Report
- VI. Public Comment
- VII. Correspondence
  
- VIII. Unfinished Business
  - A. Incheon Exchange 2019 – Student interviews scheduled for Thursday, November 8.
  - B. Open Executive Board seats: Treasurer and Secretary. Possibly need Itinerary & Fundraising Chair
  - C. Gaborone application and decision on year to bring Gaborone delegates to Burbank
  - D. Fundraising ideas
  
- IX. New Business
  - A. 2019 Incheon chaperones
  - B. Holiday potluck dinner – December 3, 2018 at 6:30pm at Buena Vista Library Meeting Room - Food Sign ups to be coordinated by Denise Listorti
  
- X. Committee Reports
  - A. Gaborone, Botswana – Doug Grimshaw
  - B. Solna, Sweden – Anitra Castile
  - C. Incheon, Korea – Rachel Baroma
  - D. Ota, Japan – Tomoko Serizawa
  - E. SCI So Cal Chapter – Diana Callahan
  
- XI. Topics for Future Agenda
  
- XII. Mark Your Calendar
  - A. Student interviews November 7 and 8 at Buena Vista Library
  - B. December 3, 2018 – Annual Holiday Potluck Dinner 6:30 pm, Buena Vista Library
  - C. January 7, 2019 – BSCC Monthly Meeting, 6:30 pm at Buena Vista Library
  
- XIII. Adjournment

\*Denotes action items

**BURBANK SISTER CITY COMMITTEE (BSCC)  
MEETING MINUTES**

**Meeting held in the Buena Vista Library Auditorium  
300 N Buena Vista Street, Burbank, CA 91505  
Monday, October 1, 2018  
6:30 PM**

- I. Jessie Moro called the meeting to order at 6:40 pm.
- II. Members and guests in attendance: Austin Sowers, Jessie Moro, Felipe Morales, Luke Boag, Anitra Castile, Susie Avetisyan, Mykala Listorti, Denise Listorti, Melissa Boag, Judy Monji, Eli Staub, Nancy Fraser, Cary Noren, Katherine Baker, Nicki Sporkin, Jeff Sporkin, Ashley Garber, Timoko Serizawa, Doug Grimshaw, Dena Grishaw, Maya Grimshaw, Yukie Shirtcliff, Bernadette Reardon, Elise Hayes, Mikayla Hayes, Rachel Baroma, Emil Cristea, James Callahan, Diana Callahan.
- III. Welcome by Jessie Moro
- IV. Approval of Minutes
  - A. Copies of September 10, 2018 meeting minutes were distributed with the meeting agenda for members to review. Correction was made in Section IX, C. to read "membership dues increase to \$25 for individual membership".
  - B. A motion to approve the minutes with correction was made by Denise Listorti. Jeff Sporkin seconded the motion. The motion was passed unanimously.
- V. Treasurer's Report- Felipe Morales
  - A. Copies of the BSCC Treasurer's report were distributed along with a City of Burbank Sister City Budget for members to review. Felipe noted that there are two families who have still not indicated if they want to receive the \$35.09 refund for 2018 Japan airfare. The outstanding checks on the report were since cashed and will be reflected in next month's treasurer's report.
  - B. Denise Listorti made a motion to approve the Treasurer's Report. The motion was seconded by Jeff Sporkin. Motion passed unanimously.
- VI. Public Comment- None.
- VII. Correspondence- None
- VIII. Unfinished Business
  - A. Incheon Chaperone applications are due October 12th and Student applications are due October 19th, 2018 at the Central Library in the administration office.
  - B. Fundraising ideas:
    1. Denise Listorti proposed selling See's chocolate candy bars. A suggestion was to have a booth at the Magnolia Park event to promote BSCC and to sell the chocolate bars. Dena Grimshaw said she knows the contact person for the Magnolia Park Association.
    2. Anitra Castile suggested contacting BSCC sponsors listed on our website to ask what about their continued level of sponsorship or donations. James Callahan brought a newsletter from La Canada's Sister City program with sponsors.
    3. Having Restaurant Fundraisers were suggested. Doug Grimshaw suggested having home potluck dinners instead, where attendees are charged to dine. Profit margin would be greater than restaurant fundraisers.
  - C. Membership Dues increase:
    1. Discussion occurred regarding last month's proposal to increase BSCC membership dues to \$25 for individuals and \$50 for families. Jessie Moro noted that dues have not increased since 2008.
    2. A committee formed at September's meeting of Jessie Moro, James Callahan and Larry Applebaum met to discuss a process to provide a membership dues scholarship for prospective individuals or families that have financial hardship. Jessie reported that Larry is composing the application form for this scholarship.

3. Denise Listorti made a motion to approve membership dues increase to \$25 for individuals and \$50 for families starting January 2019. Jeff Sporkin seconded the motion. A vote was conducted and results were as follows: Ayes: 14, Nays: 5, Abstain: 1. Motion carries.

IX. New Business

A. Election of Officers:

1. Jessie noted that according to BSCC By-laws, the President and Vice-President positions are a one year term.
2. Anitra presented the 2018-2019 BSCC Board and Committee Chair nominee slate. Diana Callahan self nominated for the SoCal Representative position. Denise Listorti and Luisa Espinoza self nominated for the Potluck Chair position. All unfilled positions are to be left as open for next month's meeting agenda. Position of Secretary and Treasurer need to be filled immediately.
3. Doug Grimshaw made a motion to approve the presented BSCC 2018-2019 Board and Committee Chair nominees. Anitra Castile seconded. Motion passed unanimously.

B. Proposed Gaborone exchange 2019/2020

1. Doug Grimshaw passed out an outline of a Burbank/Gaborone Proposal for travel in summer 2020 and hosting in 2019. Doug explained that this will be a humanitarian project exchange for adults. He has been in contact with Tommie Hamaluba, a Gaborone teacher, on planning the trip and project. Discussion occurred which included budget, eligible participants, application, travel and hosting time frame. It was suggested to both host and travel in 2020 to avoid conflict with hosting Ota students in 2019.
2. Hosting year for Gabarone delegates will be decided at a future BSCC meeting.
3. Anitra Castile made a motion to approve sending a BSCC group to Gaborone in 2020. Mykala Listorti seconded the motion. Motion passed in favor.

C. College Fair results - Mykala Listorti and Isabel Espinoza manned a table at the September 22 college fair at Burbank High School to create BSCC awareness. Mykala reported that quite a few students were interested and took applications.

D. Chaperone and student interview dates - exact dates are to be determined. Jessie is targeting interviews for chaperones the week of October 15th and students during the week of October 29th.

E. Overview and Incheon trip expectations of students and chaperones. Jessie Moro read the history of the BSCC exchange program and explained the commitment and what is expected of the parents and delegates.

F. Next Meeting-November 5, 2018, 6:30pm at Buena Vista Library

X. Committee Reports

- A. Gaborone, Botswana - Doug Grimshaw - no added information
- B. Solna, Sweden – Anitra Castile- Ted DeVirgilis, a Burbank High teacher, is expected to restart a pen pal exchange program with his students.
- C. Incheon, Korea – Rachel Baroma - no report
- D. Ota, Japan - Tomoko Serizawa- no report
- E. SCI So Cal Chapter - position filled by Diana Callahan

XI. Topics for Future Agenda

- A. Decision on Gaborone hosting year.
- B. Holiday Potluck
- C. Unfilled BSCC positions.

XII. Mark Your Calendar

- A. October 12, 2018 - Chaperone applications for Incheon trip due by 5pm.
- B. October 19, 2018 - Student applications for Incheon trip due by 5pm.
- C. November 5, 2018 – BSCC Monthly Meeting at Buena Vista Library at 6:30 pm.

XIII. Meeting adjournment Jessie Moro called the meeting adjournment at 7:50pm.

## City of Burbank Sister City Budget

Burbank Sister City Committee	2018-19 Budget	Spending YTD (through 9/30/2018)	Percent spent
<b>Overview</b>			
Main account	\$ 12,000.00	\$ 1,770.00	14.75%
Scholarship fund (restricted)	\$ 2,000.00	\$ -	0.00%
<b>Total</b>	<b>\$ 14,000.00</b>	<b>\$ 1,770.00</b>	<b>12.64%</b>
<b>Detailed accounting</b>			
2018 visit - bus - Warner Bros	\$ 617.50		
2018 visit - bus - LAX arrival	\$ 671.50		
2018 visit - bus - LAX departure	\$ 481.00		
<b>Total</b>	<b>\$ 1,770.00</b>		
2019 trip - scholarships	\$ -		

*November 2018 meeting*

**Burbank Sister City Committee  
Monthly Treasurer's Report  
October 1, 2018**

		<b>Burbank City Federal Credit Union</b>		
		Checking	Gaborone	Savings
<b>Beginning Balance September 1, 2018</b>		<b>\$ 369.87</b>	<b>\$ 369.74</b>	<b>\$ 7,543.15</b>
<b>INCOME</b>				
<b>Donations</b>				
Applebaum	10-Sep			\$ 20.00
<b>Total Donations</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20.00</b>
<b>Fundraisers</b>				
Smart and Final Donation	4-Sep			\$ 300.00
<b>Total Fundraisers</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300.00</b>
<b>Membership</b>				
Applebaum	10-Sep			\$ 30.00
<b>Total Membership</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30.00</b>
<b>Other income</b>				
Refund ticket Universal Studios	4-Sep			\$ 90.00
<b>Total other income</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90.00</b>
<b>Interest</b>				
	30-Sep	\$ -	0.02	\$ 0.33
<b>Total Income</b>		<b>\$ -</b>	<b>\$ 0.02</b>	<b>\$ 440.33</b>
<b>EXPENSES / WITHDRAWALS</b>				
Biennial payment to Secretary of State (ck#420)	4-Sep	\$ (20.00)		
<b>Total Expenses / Withdrawals</b>		<b>\$ (20.00)</b>	<b>-</b>	<b>-</b>
<b>Ending Balance on September 30, 2018</b>		<b>\$ 349.87</b>	<b>\$ 369.76</b>	<b>\$ 7,983.48</b>
<b>Total in all Accounts (beginning of month)</b>			<b>\$ 8,282.76</b>	
<b>Total in all Accounts (end of month)</b>			<b>\$ 8,703.11</b>	
<b>Net increase/decrease</b>			<b>\$ 420.35</b>	

**RECONCILIATION**

Checking account balance (Bank statement)	<b>\$ 349.87</b>
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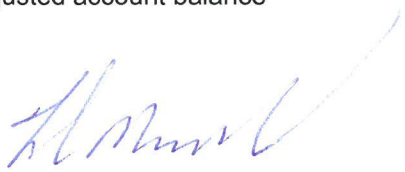
Outstanding checks

Total outstanding check(s)

**\$ -**

Adjusted account balance

**\$ 349.87**



BSCC Treasurer (Felipe Morales)