

**BURBANK SISTER CITY COMMITTEE
MINUTES**

**Meeting was held in the Central Library Auditorium
110 N. Glenoaks Blvd. – Burbank, CA 91502
Monday, August 1, 2016
6:30 PM**

- I. Call to Order – Myrtle Keefe began the meeting at 6:38pm
- II. Attendance: Myrtle Keefe, Dena Grimshaw, Doug Grimshaw, Melissa Potter, Sharon Cohen, Shannon Carr, Spencer Kierstein, Lina Carr, Eun Jee Kim, Laurie Kierstein, Anitra Castile, Nancy Kachline, Howard Fallman, Rachel Baroma, Samantha Keefer, Daniel Morales, Yukie Shirtcliff, Alex Ieraci, Monica Severson, Jodi Levy
- III. Welcome – Feedback from the Incheon visit is welcome. Please write on the cards handed out and turn in to Laurie to compile.
- IV. Approval of Minutes
 - A. Myrtle allowed for time to look over the June Minutes
 - B. An error in the printed balance for the Treasurer's report was noticed and will be adjusted in these minutes to be accurate.
 - C. Doug Grimshaw made a motion to approve the minutes. Tomoko Serizawa seconded the motion. The minutes were approved unanimously.
- V. Treasurer's Report
 - A. Ending Balances as of July 31, 2016**

1. Checking	\$1,537.37
2. Gaborone	\$50.46
3. Savings	\$8,012.16
4. TOTAL	\$9,599.99
 - B. There was no meeting held in July so this is all reflecting the most current amounts after our summer of hosting and traveling students.
 - C. Samantha Keefer made a motion to approve the Treasurer's report. Nancy Kachline seconded the motion. The Treasurer's report was approved unanimously.
- VI. Public Communications
 - A. None
- VII. Correspondence
 - A. The City of Ota emailed and thanked us for sending a very well behaved group and it was a pleasure to have us. Myrtle thanked everyone and we are all very proud.
- VIII. Committee Reports
 - A. Gaborone, Botswana – Doug Grimshaw
 1. Tommie Hamaluba from Gaborone visited last week. The Mayor of Gaborone was not able to come, but Tommie had a wonderful visit. After 10 years of working together with Tommie and the City of Gaborone, it was wonderful to have him as our guest.
 2. He arrived July 23 and stayed 3 nights at the Grimshaw home and then 5 nights in The Holiday Inn.
 3. His visit consisted of the following activities:
 - a. Tour of Burbank
 - b. Welcome BBQ
 - c. Tour of Burbank Fire Department and Castaway dinner (hosted by Sharon Cohen)
 - d. Sat in on a BHS teacher meeting
 - e. met with Burbank Mayor, City Manager, and Asst. City Manager at City Hall
 - f. Meeting with Matt Hill, BUSD Superintendent
 - g. Tour of Woodbury University
 - h. Attended a charity event "Worthy of Love" at the Union Rescue Mission in Downtown LA
 - i. Tour of Disney Studios – Thanks to Nancy Kachline
 - j. Met with the Consulate of Botswana in Santa Monica

4. Due the small amount of expenses for Tommie's visit, we are accepting donations and will plan future fundraisers
 5. Botswana will be celebrating its 50 years of Independence and will invite Burbank officials to attend
- B. Solna, Sweden – Barbara Felipe
 1. None
 - C. Incheon, S. Korea – Rachel Baroma
 1. The group from Incheon, S. Korea had a great visit and were grateful for everything we did to host them
 2. Myrtle asked for feedback from Incheon visit to be written on cards and will be used for improvements for future hosting
 3. We have some left over discount AMC tickets for sale for \$9. All money will go towards the Gaborone visit expenses.
 - D. Ota, Japan – Tomoko Serizawa
 1. Students are back from their trip – students said they loved the water festival and going to school in Ota as their favorite parts of the trip. Students thanked the committee for sending them there.
 - E. SCI So Cal Chapter – Alex Moreno
 1. None
- IX. Unfinished Business
- A. Student Exchange – Thank You
 1. Incheon visit debrief
 2. Ota trip debrief
- X. New Business
- A. Back to School Night – September 14, 2016
 1. Volunteers for BHS - Emilie Siraki and JBHS – Daniel Morales Spencer Kierstein
 - B. Student Applications for Incheon due October 21, 2016
 - C. Chaperone applications – not needed Rachel Baroma and Jodi Levy will be chaperoning
 - D. Nominating Committee – Lead: Anitra Castile
 - E. Next Meeting – September 12, 2016 @ Central Library
- XI. Topics for Future Agenda
- XII. Mark Your Calendar
- A. August 9, 2016 – Burbank-Ota Delegation visits City Council Meeting 6:00 p.m.
 - B. September 12, 2016 – BSCC Monthly Meeting @ Central Library 6:30pm
 - C. September 14, 2016 – Back to School Night
 - D. October 21, 2016 – Student Applications due for Incheon trip, 5:00pm
- XIII. Adjournment
- A. Nancy Kachline made a motion to adjourn the meeting. Doug Grimshaw seconded the motion. Meeting was adjourned at 7:25pm