

**BURBANK SISTER CITY COMMITTEE
MINUTES**

**Meeting held in the Central Library Auditorium
110 N. Glenoaks Blvd. – Burbank, CA 91502
Monday, January 5, 2015
6:30 PM**

- I. Dena Zelig called the meeting to order at 6:40
- II. Members and guests in attendance:
 - A. Sharon Cohen, Doug Grimshaw, Dena Zelig, Myrtle Keefe, Tom Keefe, Rachel Baroma, Jodi Levy, Michelle Shirtcliff, Yukie Shirtcliff, Tomoko Serizawa, Jessica Baylor, Ivy Boy, Bea Boy, Sam Baylor, Ezra Clay, Victoria Clay, Ron Wood, Mariah Wood, Franchette Brosoto, Laurie Kierstein, Spencer Kierstein, Nick Andruscavage, Tracey Andruscavage, Ted DeVirgilis, Nancy Kachline, Howard Fallman, Alex Moreno, Diana Cristea, Emil Cristea, Alicia Boote, Sam Boote, Felipe Morales, Daniel Morales, Rosalina Ramirez, Alex Ieraci, Chris Walker, Everardo Valdovinos, Everett Valdovinos, Aaron Tacub, Arnel Tacub, Estrella Tacub, Diane Weisman
- III. Dena Zelig asked members to sign in and for new members to make sure their email addresses are included on the sign in sheet.
- IV. Approval of Minutes
 - A. Copies of the minutes from the November meeting were distributed for members to review.
 - B. A motion to approve the minutes was made by Ted DeVirgilis. The motion was seconded by Ron Wood. The motion was approved unanimously without discussion.
- V. Treasurer's Report
 - A. Copies of the Treasurer's Report were distributed for members to review.
 - B. A motion to approve the Treasurer's Report was made by Doug Grimshaw. The motion was seconded by Ron Wood. The motion was approved unanimously without discussion.
 - C. Final Balances as of December 31, 2014:

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|-----------------------|----------|
| o Checking | 216.77 |
| o Tania Hurd Memorial | 607.25 |
| o Gaborone | 50.46 |
| o Savings | 8,971.29 |
- VI. Membership renewal forms were passed around, and members were asked to sign up and pay their membership fees at this meeting or as soon as possible. Dena reminded members present that membership fees make up the majority of the committee's revenue and are necessary for the hosting expenses each summer.
- VII. Public Communications
 - A. None
- VIII. Correspondence
 - A. The committee received a Holiday Greeting Card from Mayor Shimizu in Ota, Japan.
- IX. Committee Reports
 - A. Gaborone, Botswana – Doug Grimshaw
 - o The dates for trips with Botswana have been pushed back one year due to scheduling difficulties.

- We will host a delegation from Botswana in 2016, and we will send a group to Botswana in 2017.
 - B. Solna, Sweden – Ted DeVirgilis
 - Ted received an email from Monica Rosenquist regarding two teachers in Sweden who want to start a middle school pen pal program. Ted will hopefully find out more this month.
 - C. Incheon, Korea – Rachel Baroma
 - No report
 - D. Ota, Japan – Tomoko Serizawa
 - No report
 - E. SCI So Cal Chapter – Sarah Youn
 - SCI So Cal Chapter will have its quarterly meeting at the Buena Vista Library on Saturday, February 7, at 10:00 am. Interested BSCC members are welcome to attend this meeting to find out more about local sister city organizations.
- X. Unfinished Business
- A. The new Incheon delegates and chaperones were introduced.
 - Every member and guest present had an opportunity to introduce themselves and briefly explain how they have been involved in the committee.
 - B. The Executive Board met in December and Dena shared a few high-lights from the meeting.
 - Burbank is hosting a delegation of athletes, coaches, and staff prior to the Special Olympics in July 2015.
 - We are working with Ota, Japan to set the dates for their visit to Burbank. We are trying our best to avoid any overlap with the Special Olympics delegation.
 - Botswana trips are postponed for one year.
 - C. Ota, Japan is sending a delegation to visit Burbank January 22-23 to commemorate 30 years of our relationship.
 - There will be 22 adult delegates visiting. An itinerary is being planned for the two days.
 - The Sister City Committee will host a potluck dinner on Friday, January 23 at the Buena Vista Library at 6:30 pm. A sign-up sheet for potluck items was passed around for members who plan to attend.
 - All members and guests are welcome to attend.
 - D. Our committee is still in need of a Secretary to serve on the Executive Board.
 - E. BSCC Logo Contest
 - We have received a few submissions for a new logo, but we would like to get a few more.
 - There will be a prize (to be determined) awarded to the selected logo designer(s).
- XI. New Business
- A. Bike-A-Thon 2015
 - Reyna Ramirez will be the lead person for the Bike a Thon. She reminded the student travelers that their attendance is expected and they should clear their calendars for that day.
 - Donations that are made to support any of the riders are fully tax-deductible. BSCC is a non-profit organization, and receipt letters for tax purposes will be sent to anyone who makes a donation.
 - Dena explained that the 26-mile ride can be completed by any level of cyclist. Some riders have extended their ride, and others have ridden a portion of the route when needed.

- Students who cannot ride or do not want to ride can still volunteer to help during the event.
- Students have the opportunity to collect donations from sponsors to cover the costs of their trip this summer.
- The Bike a Thon will be held on Saturday, April 18. Registration will start at 7:00 am, and the Bike a Thon will begin at 7:30 am.
- Members should spread the word to get more riders involved in this event. Student travelers should start looking for sponsors and donations.

B. Membership Renewal

- Members were reminded to renew their membership tonight, or as soon as possible.

XII. Upcoming events:

- A. January 23, 2015 – Ota Welcome Potluck at the Buena Vista Library 6:30 p.m.
- B. February 2, 2015 – BSCC Monthly Meeting at Central Library 6:30 p.m.
- C. February 7, 2015 – SoCal Sister City Meeting at the Buena Vista Library 10:00 a.m.

XIII. Adjournment

- A. A motion to adjourn the meeting was made by Ted DeVirgilis. The motion was seconded by Tom Keefe. The motion was approved unanimously without discussion.