

**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, February 4, 2019  
6:30 PM**

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. Correspondence
  
- VII. Unfinished Business
  - A. Students – Orientation in Storytime room (Children's area)
  - B. Secretary position still OPEN – must get a volunteer
  - C. Fundraising update – Ashley Garber
    - o Chipotle fundraiser results
    - o Buffalo Wild Wings fundraiser on February 20, 2019 11am-2am
  
- VIII. New Business
  - A. Photos will be taken at March meeting: dressy attire, 6PM BV Library
  - B. Airfare Payments- second payment due at February meeting \$500.00 (Final payment due March 4<sup>th</sup>, amount TBD)
  - C. Bring passport, Medical Insurance cards (to be photocopied & returned same night)
  - D. Hold harmless, Medical release forms – parents/students sign and return at March meeting
  - E. Live Scan (forms available)
  - F. Itinerary Committee – Rosalie Baker
  - G. Next Meeting – March 4, 2019, 6:30 pm at Buena Vista Library
  
- IX. 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
  
- X. Topics for Future Agenda
  - Notary
  
- XI. Mark Your Calendar
  - A. March 4, 2019 – BSCC Monthly Meeting, 6:30 pm at Buena Vista Library
  
- XII. 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, January 7, 2019  
6:30 PM**

- I. Jessie Moro called the meeting to order at 6:40 pm.
- II. Roll Call- members and guests in attendance (by sign in sheet): Jessie Moro, Austin Sowers, Bonnie Staub, Verna Augustine, Susie Avetisyan, Eun Jee Kim, Denise Listorti, Mykala Listorti, Reinelle Abrazado, Vereena Metry, Romany Metry, Yukie Shirtcliff, Sarah Pando, Norma Pando, Eli Staub, Bonnie Staub, Matthew Mucha, Linda Giffen, Nuala Giffen, Michelle Mucha, Robbie Brody, Eve Kim Brody, Melissa Boag, Luke Boag, Dena Grimshaw, Jake Noren, Cary Noren, Nicole Reardon, Bernadette Reardon, Diana Callahan, Emily Callahan, James Callahan, Ashley Garber, Tomoko Serizawa, Isabel Espinoza.
- III. Welcome — the Chair thanked Denise for organizing such an amazing pot luck for our students and families.
- IV. Approval of Minutes
  - A. Copies of November 5, 2018 meeting minutes were distributed with the meeting agenda for members to review. Motion was made by Denise Listorti to approve the minutes. Mykala Listorti seconded the Motion. Motion passed unanimously.
- V. Treasurer's Report
  - A. Copies of the BSCC Treasurer's report and BSCC Budget were distributed for members to review. A motion to approve the Treasurer's Report was made. The motion was seconded. Motion passed unanimously.
- VI. Public Comment- None.
- VII. Correspondence- Holiday cards from Ota mayor and Sister Cities International were shared.
- VIII. Unfinished Business
  - A. Open Executive Board Positions and Committee Chairpersons:
    1. Secretary position needs to be filled.
    2. Fundraising chair is Ashley Garber.
    3. Hosting Chairs are Ashley Garber and Bernadette Reardon
    4. Norma Pando was nominated unanimously for Treasurer.
  - B. Fundraising Ideas
    1. Ashley reported that our first fundraising dinner is scheduled for Chipotle Restaurant on January 22, 2019 from 4pm to 8pm.
    2. All were encouraged to sign up and use [ralphs.com](http://ralphs.com) community rewards when shopping at Ralphs. Our code to sign up on line is UK768.
- IX. New Business
  - A. Airfare payments and hosting applications have been (mostly) received.
  - B. We are continuing to pursue the idea of a bus furnished though LA County.
- X. Committee Reports
  - A. Gaborone, Botswana - Dena Grimshaw - no additional report.
  - B. Solna, Sweden – no report
  - C. Incheon, Korea – no report
  - D. Ota, Japan - Ota has proposed arrival date of Tuesday July 23 and departure of August 5.
  - E. SCI So Cal Chapter - Diana Callahan reports that the event was a success.
- XI. Mark Your Calendar
  - A. February 4, 2019 — BSCC Monthly Meeting at Buena Vista Library at 6:30 pm.
- XII. Adjournment- A motion was made to adjourn meeting. The motion was seconded. Motion passed unanimously. Meeting adjourned at 7:15pm.