

**BURBANK SISTER CITY COMMITTEE
MINUTES**

**Meeting held in the Central Library Auditorium
110 N. Glenoaks Blvd. – Burbank, CA 91502
Monday, September 8, 2014**

- I. Dena Zelig called the meeting to order at 6:37
- II. Members and Guests in Attendance:
 - A. Dena Zelig, Doug Grimshaw, Ted DeVirgilis, Tristan Stern, EunJee Kim, Mason Keefe, Myrtle Keefe, Raymond Shideler, Anna Zinsmeister, Alicia Boote, Sam Boote, Howard Fallman, Nancy Kachline, Melissa Potter, Sharon Cohen, Krista Dietrich, Sofia Ramirez, Rima Shideler, Franchette Brosoto, Lalaine Brosoto, Mira Metry, Daniel Morales, Felipe Morales, John Calimlim, Reyna Ramirez
- III. Approval of Minutes
 - A. Copies of the minutes were distributed for members to review.
 - B. Doug Grimshaw made a motion to approve the minutes. The motion was seconded by Nancy Kachline. The minutes were approved without any discussion.
 - C. Dena Zelig thanked Howard Fallman for standing in to run the July meeting. Doug Grimshaw thanked Teresa Maynes for taking the minutes in July.
- IV. Treasurer's Report
 - A. Copies of the Treasurer's Report were distributed for members to review.
 - B. The Report lists "Incheon" as one of the accounts, but that account is officially the "Gaborone" account.
 - C. Howard Fallman made a motion to approve the Treasurer's Report. Ted DeVirgilis seconded the motion. The Treasurer's Report was approved without discussion.
 - D. Final Balances as of August 30, 2014:

○ Checking	504.85
○ Tania Hurd Memorial	607.16
○ Incheon	441.44
○ Savings	10,748.60
- V. Public Communications
 - A. The visiting delegation from Incheon sent a variety of gifts and letters to the host families and other participants from this past summer.
 - B. Alicia Boote suggested that we coordinate some type of committee response in addition to any personal responses that people may want to send.
 - C. Dena Zelig commented that our students should start sending similar personal letters upon returning from a trip. Even the students who travelled to Ota last summer could still send some type "thank you" letter.
- VI. Correspondence
- VII. Committee Reports
 - A. Gaborone, Botswana – Doug Grimshaw
 - Need to be in touch with Tommie Hamaluba in Botswana to confirm that a delegation will visit Burbank during Summer 2015. Doug will contact Tommie this week to start working on dates and other important details. We will do our best to avoid any overlap with students visiting from Japan.
 - Applications will be available next month for those interested in traveling to Botswana during Summer 2016. The application deadline for that trip will be sometime in November, with interviews to be held in December.
 - B. Solna, Sweden – Ted DeVirgilis
 - City Council Member Emily Gabel-Luddy spoke with Ted about starting an internship program with Solna, which also has a strong film-making industry.
 - C. Incheon, Korea – Rachel Baroma
 - No report
 - D. Ota, Japan – Tomoko Serizawa

- Ted DeVirgilis reported that Gunma Prefecture's mascot is currently in first place in a Japanese mascot contest. He is gathering information on how Burbank residents can vote to support our sister city in this contest.

- E. Young Adults – Alex Ieraci
 - No report

- F. SCI So Cal Chapter – Sarah Youn
 - No report

VIII. Unfinished Business

- A. Student Exchange – Debrief of itinerary from Incheon visit
 - Cartoon Network and City tour of Burbank were on the same day, and many students were tired during the C.N. tour after walking around Burbank. It would be better to have C.N. first, with less talking/lecture as part of the tour. Our group did not feel very welcomed by the C.N. staff. We would like to find a new option for the first day of the visit. Rima Shideler suggested finding a recording studio to allow them to experience different aspects of the music industry.
 - Pool Party at Verdugo Pool was fun and inexpensive. Good way to showcase our parks.
 - Park Hopper passes at Disney Land worked out great.
 - Would like to bring back the service project during Mission Day.
 - Jet Propulsion Laboratory was a great location.
 - Students seemed to enjoy Reagan library (Americans more than Koreans), but it would be helpful to have a translator. Everyone enjoyed the Underwood Farms.
 - Some concerns with busses being on time. We had school busses a few days (instead of charter busses), which saved a lot of money and provided a more "American" experience.
 - It was disappointing to run out of food at the Exchange Picnic. Families will need to start bringing more items (especially children who attend without their parents) and we can ask local restaurants/stores to donate some items.
 1. Somebody left a knife with a black handle at the picnic. Myrtle Keefe has the knife – contact her if it belongs to you.
 - Thank you again to Myrtle Keefe for organizing this year's itinerary. Myrtle thanked anybody who chaperoned/led any of the days.
 - Thank you also to Anna Zinsmeister for coordinating the host families this year.

- B. Back to School Nights
 - Middle School Back To School Nights happened last week. Thank you to those who volunteered to hand out information at these events.
 - High School Back to School Nights are Wednesday, September 17. People have volunteered to give out information and applications and to answer questions about the program.

IX. New Business

- A. Student/Chaperone applications for trip to Incheon – Summer 2015
 - Student applications due October 17, 2014. Applications will be available on the BSCC website soon. Dena Zelig and Doug Grimshaw will host an informational meeting for interested students at Burbank High School
 - Chaperone applications due September 26, 2014. The only requirement is to be 26 years or older, have a connection to Burbank, and to have experience working with teenagers.
 - Both applications can be found on the Burbank Library website.
- B. Executive Board Meeting
 - Will be scheduled soon. Dena will email the board members later this week.
- C. BSCC Logo Contest
 - We would like to design a new logo for flyers, t-shirts, etc.

- Some type of prize will be offered for the winning design.
- Submissions with contact information attached should be turned in to the library by October 6, 2014.

D. Nominating Committee

- Current officers' terms expire in November. Those who are not staying in their current positions will need to be replaced by another committee member.
- We need a committee of people to nominate members for these vacancies. We will vote on new positions at the October meeting.
- We have not had a Vice President for the past year, but we need to fill that spot this year. When Dena Zelig finishes her second year as President in November 2015, the VP will replace her.
- Members must be 26 years or older to serve as an Executive Committee member.
- Doug Grimshaw, Alicia Boote, Ted DeVirgilis, Felipe Morales, and Dena Zelig will be the Nominating Committee.

X. Topics for Future Agenda

XI. Mark Your Calendar

- A. September 26, 2014 – Chaperone Application for Incheon are due
- B. October 6, 2014 – BSCC Monthly Meeting @ Central Library 6:30 pm
- C. October 17, 2014 – Student Applications for Incheon are due at 5:00 pm

XII. Doug Grimshaw made a motion to adjourn the meeting. Myrtle Keefe seconded the motion. All members present approved the motion. Meeting was adjourned at 7:34 pm.