

BURBANK SISTER CITY COMMITTEE MINUTES

**Meeting was held in the Central Library Auditorium
110 N. Glenoaks Blvd. – Burbank, CA 91502
Monday, September 14, 2015
6:30 PM**

- I. Call to Order – Dena Zelig began the meeting at 6:40 pm.
- II. Members and Guests in Attendance
 - a. Dena Zelig, Doug Grimshaw, Melissa Potter, Alex Ieraci, Anna Zinsmeister, Myrtle Keefe, Franchette Brosoto, Michelle Carr, Shannon Carr, Teresa Maynes, Tomoko Serizawa, Eliza Cristea, Diana Cristea, Daniel Cristea, Nancy Kachline, Felipe Morales, Daniel Morales, Yukie Shirtcliff, Nancy Lee, Emil Cristea, Maelee Blancafor
- III. Welcome
- IV. Approval of Minutes
 - a. Dena gave the members a few minutes look over the minutes from the July meeting. Doug Grimshaw made a motion to approve the minutes. Franchette Brosoto seconded the motion. The motion was approved unanimously.
- V. Treasurer’s Report
 - a. Dena explained that several donations were collected in honor of Sharon Cohen’s retirement. Some of the more recent donations will be deposited soon, and tax receipts will be issued. Sharon will receive an acknowledgement letter. Donations are still being accepted.
 - b. Alex Ieraci made a motion to approve the treasurer’s report, and Nancy Kachline seconded the motion. The motion was approved unanimously.
 - c. Ending balances as of August 31, 2015:

Checking	\$1917.10
Gaborone	\$50.46
Savings	\$6367.30
TOTAL	\$8,334.86
- VI. Public Communication
 - a. Alex Ieraci reported that two students from Ota recently were in town for 10 days, and Alex spent some time showing them around Los Angeles.
 - b. Alex also reported that one student from Incheon is now a flight attendant for Qatar Airlines and was recently in Los Angeles.
- VII. Correspondence
 - a. none
- VIII. Committee Reports

- a. Gaborone, Botswana – Doug Grimshaw
 - i. We are in early planning stages for a Gaborone delegation to visit Burbank during summer 2016.
 - b. Solna, Sweden – Ted DiVirgilis
 - i. No report
 - c. Incheon, South Korea – Rachel Baroma
 - i. There was no exchange this past summer, but we will still host them in summer 2016.
 - ii. All airline refunds have been returned to the families.
 - d. Ota, Japan – Tomoko Serizawa
 - i. The students who came to Burbank recently visited the Ota mayor and city council to talk about their visit.
 - e. SCI SoCal Chapter – Alex Moreno and Franchette Brosoto
 - i. The next meeting is in November in Bakersfield. There will be another meeting in February, location has not been decided yet.
- IX. Unfinished Business
- a. New BSCC Logo
 - i. Franchette Brosoto and Doug Grimshaw have been designing a new logo, and they will finalize the logo soon. There will be different designs of the logo for different purposes. A gift or prize will be given later.
 - ii. Teresa Maynes suggested the committee make bumper stickers or car decals using the logo for more publicity.
 - b. Ota Student Exchange
 - i. Myrtle Keefe gave out index cards for members to write feedback and comments about the itinerary for this past summer.
 - ii. We will need a new itinerary chair for next summer because Myrtle will be the next BSCC President.
- X. New Business
- a. Back to School Nights – Wednesday, September 16 at BHS and JBHS
 - i. Franchette Brosoto and Rebekah Maynes volunteered to hand out fliers at BHS. Daniel Morales volunteered to work at JBHS.
 - b. Student Applications for Ota 2016
 - i. Applications are available on the BSCC website.
 - ii. The application deadline is Friday, October 16 at 5:00 pm.
 - iii. Students who were supposed to travel to Incheon can go to Ota without an interview, but they still must submit an application with all required materials.
 - iv. Other applicants must be currently enrolled in high school and live in Burbank.
 - c. Chaperone Application
 - i. Rachel Baroma and Jodi Levy will be contacted to see if they would like to chaperone the Ota trip. If not, we interview and select new chaperones.

- ii. Anyone interested in being a chaperone should contact Dena Zelig ASAP and she will send the application materials.
 - iii. Chaperones must be at least 25 years old and have a connection to and knowledge of the city of Burbank.
 - iv. The chaperone application is also available on the BSCC website.
 - d. Nominating Committee
 - i. We need to nominate the Executive Board positions to take over in November 2015.
 - ii. Doug Grimshaw volunteered to lead the Nominating Committee. Alex Ieraci, Teresa Maynes, Felipe Morales, Myrtle Keefe, and Dena Zelig also volunteered to be on the Nominating Committee. They will all begin contacting current Executive Board members to find out if they plan to stay in their positions for one more year.
 - iii. Anyone who is interested in a position should contact Dena Zelig or Doug Grimshaw.
 - iv. BSCC approval of the nominated positions will happen at the October meeting.
- XI. Topics for Future Agenda
- XII. Calendar
 - a. September 16 – Back to School Night at high schools
 - b. October 5 – BSCC monthly meeting 6:30 pm at Central Library
 - c. October 16 – Student Application Deadline 5:00 pm
- XIII. Adjournment
 - a. Myrtle Keefe made a motion to adjourn the meeting. Kancy Kachline seconded the motion. The motion was approved unanimously and the meeting adjourned at 7:15 pm.