

# BURBANK SISTER CITY COMMITTEE MINUTES

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

- I. Call to Order – Dena Grimshaw began the meeting at 6:42 pm.
- II. Members and Guests in Attendance
  - a. Aly Montoya, Taylor Castile, Anitra Castile, Emilie Sirahi, Rachel Baroma, Tomoko Serizawa, Ryan Jalalizadeh, Spencer Kierstein, Laurie Kierstein, Rosie Ramirez, Reyna Ramirez, Teresa Maynes, Michelle Carr, Lina Carr, Shannon Carr, Dena Grimshaw, Myrtle Keefe, Melissa Potter, Felipe Morales, Daniel Morales, Tracy Andruscavage, Thomas Keefe, Emil Cristea, Eunsoo Jeong, Roya Mavaddat
- III. Welcome
- IV. Approval of Minutes
  - a. Dena gave the members a few minutes to look over the minutes from the September meeting. Thomas Keefe made a motion to approve the minutes. Tomoko Serizawa seconded the motion. The motion was approved unanimously.
- V. Treasurer’s Report
  - a. Deposits of donations were made towards Sharon’s retirement.
  - b. Felipe Morales made a motion to approve the treasurer’s report, and Tomoko Serizawa seconded the motion. The motion was approved unanimously.
  - c. Ending balances as of September 30, 2015:

|          |            |
|----------|------------|
| Checking | \$1917.10  |
| Gaborone | \$50.46    |
| Savings  | \$7548.20  |
| TOTAL    | \$9,515.76 |
- VI. Public Communication
  - a. Teresa posted on the City of Burbank Facebook page.
  - b. There is possibly something in the power bill insert.
  - c. Flyers were sent to various schools.
- VII. Correspondence
  - a. Dena received a letter from the Ota students that they all signed.
- VIII. Committee Reports
  - a. Gaborone, Botswana – Doug Grimshaw
    - i. No report
  - b. Solna, Sweden – Ted DiVirgilis
    - i. Ted is now at Burbank High School, so Solna has been passed off to another teacher at John Muir. They will be continuing the pen pal program.
  - c. Incheon, South Korea – Rachel Baroma
    - i. No report
  - d. Ota, Japan – Tomoko Serizawa
    - i. No report
  - e. SCI SoCal Chapter – Alex Moreno

- i. There will be a meeting in early November in Bakersfield.
- IX. Unfinished Business
  - a. Ota Applications
    - i. Student and chaperone applications are available online. The student applications are due Oct. 16 at 5:00 pm at the library. The chaperone applications are due Oct. 9. Applications must be complete in order to be considered.
    - ii. Chaperone interviews will be held in the next 2-3 weeks. Two chaperones will be selected. Students interviews will be held in early to mid November.
    - iii. After the student interviews, a letter will be mailed to their home address to let them know the time and date of the interview. Selections will be made after the interview. Usually twelve students will be selected. At the end of November students will receive a letter stating whether they have been accepted or not into the program. If accepted, they must attend every meeting beginning in January until they leave for the trip.
    - iv. The first deposit of \$500 is due in February.
- X. New Business
  - a. New Executive Board Positions
    - i. The following people have been elected to their new positions and will take over starting at the November meeting:
      - President - Myrtle Keefe
      - 1st Vice-President – Vacant
      - Treasurer – Felipe Morales
      - Secretary – Dena Grimshaw, Laurie Kierstein
      - Chairpersons:
        - Gaborone, Botswana – Doug Grimshaw
        - Incheon, South Korea – Rachel Baroma
        - Ota, Japan – Tomoko Serizawa
        - Solna, Sweden – Barbara Felipe
        - Student Mentoring – Ota Chaperones
        - City Liason – Melissa Potter
        - Fundraising – Vacant
        - Potluck – Laurie Kierstein
        - Hosting – Alicia Boote
        - Itinerary Co-Chairs – Teresa Maynes, Emil Cristea, Nancy Lee
        - Young Adults – Alex Ieraci
        - Public Outreach – Alex Moreno
        - Youth Coordinators – Unknown
        - SCI SoCal Sister City Representative – Alex Moreno
        - Burbank City Council Liason – Mayor Bob Frutos
    - ii. Tom Keefe made a motion to approve the new board. Ted Devine seconded the motion. The new board was approved.
  - b. New Logo
    - i. There are now two new logos that were designed by Franchette and Doug. They are slightly different from one another. There are a couple of corrections that will be made. They will be used on new t-shirts, stationary, stickers, etc.
- XI. Topics for Future Agenda

XII. Calendar

- a. October 9 – Chaperone applications due
- b. October 16 – Student applications due
- c. November 2 – BSCC monthly meeting 6:30 pm at Buena Vista Library

XIII. Adjournment

- a. Tom Keefe made a motion to adjourn the meeting. Tomoko Serizawa seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:32 pm.