

**BURBANK SISTER CITY COMMITTEE
MINUTES**

**Meeting was held in the Central Library Auditorium
110 N. Glenoaks Blvd. – Burbank, CA 91502
Monday, January 4, 2016
6:30 PM**

- I. Call to Order – Myrtle Keefe began the meeting at 6:39pm
- II. Attendance:
 - A. Doug Grimshaw, Dena Grimshaw, Julian Maynes, Teresa Maynes, Diana Cristea, Emilie Siraki, Joe Sikraki, Samantha Keefer, Gretchen Keefer, Ryan Jalalizadeh, Roya Mavaddat, Spencer Kierstein, Alycce Montoya, Aly Montoya, Anitra Castile, Taylor Castile, Estrella Tacub, Reyna Ramirez, Rosalina Ramirez, Lina Carr, Michelle Carr, Shannon Carr, Marlee Blancaflor, Franchette Brosoto, Tom Keefe, Myrtle Keefe, Melissa Potter, Charlie Colato
- III. Welcome
 - A. The new Senior Administrative Analyst, Charlie Colato, was introduced and welcomed
- IV. Approval of Minutes
 - A. Myrtle allowed for time to look over the November Minutes
 - B. no corrections or additions were needed
 - C. Doug Grimshaw made a motion to approve the minutes. Julian Maynes seconded the motion. The minutes were approved unanimously.
- V. Treasurer's Report
 - A. Not many changes were made. One new membership was deposited in December.
 - B. Ending Balances as of December 31, 2015**
 1. Checking \$1,917.43
 2. Gaborone \$50.46
 3. Savings \$7,579.18
 4. TOTAL \$9,547.07
 - C. Chris Walker made a motion to approve the treasurers report. Franchette Brosotto seconded the motion. Treasurer report was approved unanimously.
- VI. Public Communications
 - A. No Report
- VII. Correspondence
 - A. Myrtle received a Christmas card from a past Ota chaperone and from the Mayor of Ota.
- VIII. Committee Reports
 - A. Gaborone, Botswana – Doug Grimshaw
 1. We have been in touch with Tommie about hosting small delegation from Gaborone in Burbank in July. We hope to not interfere with the Incheon visit. The visit will likely involve Tommie and maybe 2 or 3 others. They want to meet with school and city officials. More info to come.
 - B. Solna, Sweden – Barbara Felipe
 1. not present/no report
 - C. Incheon, S. Korea – Rachel Baroma
 1. The Mayor of Burbank and other council members visited Incheon recently to help with the unveiling of the Burbank statue installment.
 2. A model of the statue was shown to the members
 - D. Ota, Japan – Tomoko Serizawa
 1. no report
 - E. SCI So Cal Chapter – Alex Moreno/ Franchette Brosotto
 1. SoCal Sister City 60th Anniversary theme is "Peace through People". They are currently recruiting members age 22 – 35.
- IX. Unfinished Business
 - A. Welcome New Ota Delegates and Chaperones
 1. Chaperones: Myrtle Keefe and Tom Keefe

2. Students Delegates: Shannon Carr, Taylor Castile, Diana Cristea, Ryan Jalalizadeh, Samantha Keefer, Spencer Kierstein, Aly Montoya, Daniel Morales, Rosalina Ramirez, Emilie Siraki, Aaron Tacub
- B. New Officers / New Bank Signature Card
1. The new executive officers have now taken over. We need to change the signature cards for the bank accounts to reflect the new signers.
 2. New officers:
 - a. President: Myrtle Keefe
 - b. Past President: Dena Grimshaw
 - c. Treasurer: Felipe Morales
 - d. Secretary: Laurie Kierstein & Dena Grimshaw
 - e. Gaborone Botswana Chairperson: Doug Grimshaw
 - f. Incheon, S. Korea Chairperson: Rachel Baroma
 - g. Ota, Japan Chairperson: Tomoko Serizawa
 - h. Solna, Sweden Chairperson: Barbara Felipe
 - i. Student Mentoring: Tom & Myrtle Keefe
 - j. City Liaison: Melissa Potter
 - k. Potluck Chairperson: Laurie Kierstein
 - l. Hosting Chairperson: Alicia Boote
 - m. Itinerary Chairperson: Teresa Maynes & Emil Cristea & Nancy Lee
 - n. Public Outreach: Alex Moreno
 - o. Youth Coordinators: Rachel Baroma & Jodi Levy
 - p. SoCal Sister City Rep: Alex Moreno & Franchette Brosoto
 - q. Burbank City Council Liaison: Mayor Bob Frutos
 3. Old names on signature card to be removed: Doug Grimshaw, Sharon Cohen, Tom Keefe
 4. New signers for the accounts need to be added: Felipe Morales, Myrtle Keefe, and Melissa Potter
- X. New Business
- A. Bike-A-Thon 2016
 1. Lead – Alicia Boote has agreed to be the lead
 2. Select a date – students will discuss the bike a thon and dates in their orientation meeting
 - B. Membership Renewal Due this Month
 1. New Memberships are due this month and can be turned in to Dena Grimshaw
 - C. Next Meeting – February 1, 2016, 6:30 p.m. at Central Library
 - D. Student Orientation
 1. A reminder to students traveling to Ota - always plan on staying after for your orientation
 - E. Airfare Payments:
 1. \$500 deposit (non-refundable) Due tonight – please pay
 2. \$500 2nd payment Due February 1, 2016
 3. final payment (remainder) Due March 7, 2016
 - F. Itinerary Committee
 1. Teresa Maynes is looking for planning committee members to help plan out next summer's Itinerary. Please sign up on the sheet to help her with Itinerary committee – then will get together and meet.
- XI. Topics for Future Agenda - none
- XII. Mark Your Calendar
- A. February 1, 2016 – BSCC Monthly Meeting at Central Library 6:30 p.m.
- XIII. Adjournment
- A. Tom Keefe made a motion to adjourn the meeting. Joe Siraki seconded the motion. Meeting was adjourned at 7:06pm