

**BURBANK SISTER CITY COMMITTEE
MINUTES**

**Meeting was held in the Central Library Auditorium
110 N. Glenoaks Blvd. – Burbank, CA 91502
Monday, September 12, 2016
6:30 PM**

- I. Call to Order – Myrtle Keefe began the meeting at 6:37pm
- II. Attendance: Myrtle Keefe, Dena Grimshaw, Thomas Keefe, Aly Montoya, Anitra Castile, Taylor Castile, Kristen Broderick, Shannon Carr, Samantha Keefer, Emilie Siraki, Daniel Morales, Ryan Jalalizadeh, Daniel Cristea, Taylor Keppel, Philip Keppel, Eliza Cristea, Jodi Levy, Yuki Shirtcliff, Rachel Baroma, Tomoko Serizawa, Anna Zinsmeister, Elizabeth Goldman
- III. Welcome
- IV. Approval of Minutes
 - A. Myrtle allowed for time to look over the August Minutes
 - B. No corrections or additions were needed
 - C. Ryan Jalalizadeh made a motion to approve the minutes. Emilie Siraki seconded the motion. The minutes were approved unanimously.
- V. Treasurer's Report
 - A. Ending Balances as of August 31, 2016**

1. Checking	\$1,352.37
2. Gaborone	\$50.46
3. Savings	\$8,087.51
4. TOTAL	\$9,490.34
 - B. There was not much activity this past month
 - C. Daniel Morales made a motion to approve the Treasurer's report. Samantha Keefer seconded the motion. The Treasurer's report was approved unanimously.
- VI. Public Comment
 - A. Anna Zinsmeister introduced a visitor from Ota, Ryohei. He was a student who visited with the Ota group in 2008. He has been here for a month and a half staying with different people. Anna also shared about her recent trip to Incheon and her interview with the press there.
 - B. Yuki Shirtcliff announced that the Nanka Gunma Kenjinkai will be celebrating their 110 year Anniversary on October 29.
- VII. Correspondence
 - A. None
- VIII. Unfinished Business
 - A. None
- IX. New Business
 - A. Back to School Night – September 14, 2016
 1. Volunteers for BHS - Emilie Siraki and JBHS – Daniel Morales Spencer Kierstein
 - B. Student Applications for Incheon due October 21, 2016
 1. Applications can be found online
 2. All returning students must still turn in a complete application and take it just as seriously as the first time.
 - C. Nominating Committee – Lead: Anitra Castile
 1. Nominations have been made for the open positions.
 2. There are a few important positions that are still needing to be filled
 - a. VICE PRESIDENT
 - b. SOLNA, SWEDEN CHAIR
 - c. HOSTING CHAIR
 - d. ITINERARY CHAIR
 3. A discussion took place about the survival of this committee. If families do not continue to remain active before, during, and AFTER the student trips, we will not be able to continue as a committee.

4. Without the volunteers being willing to take on committee positions, we cannot move forward and 40 years of this organization will end.

D. Program Review – Elizabeth discussed that at some point in the near future, she will be asked to give a review of our committee and present that to the City Council as to the “sustainability of our program”.

X. Committee Reports

A. Gaborone, Botswana – Doug Grimshaw

1. Due the small amount of expenses for Tommie’s visit, we are accepting donations and will plan future fundraisers
2. AMC discount tickets are available to buy for \$9 each.
3. Botswana will be celebrating its 50 years of Independence

B. Solna, Sweden – Barbara Felipe

1. None

C. Incheon, S. Korea – Rachel Baroma

1. None

D. Ota, Japan – Tomoko Serizawa

1. None

E. SCI So Cal Chapter – Alex Moreno (Samantha Keefer)

1. Volunteers are needed for an upcoming conference
2. SCI SoCal recently celebrated 60 years.

XI. Topics for Future Agenda

XII. Mark Your Calendar

- A. September 14, 2016 – Back to School Night
- B. October 3, 2016 – BSCC Monthly Meeting at Central Library at 6:30pm
- C. October 21, 2016 – Student Applications due for Incheon trip, 5:00pm

XIII. Adjournment

A. Tom Keefe made a motion to adjourn the meeting. Ryan Jalalizadeh seconded the motion. Meeting was adjourned at 7:37pm