

**BURBANK SISTER CITY COMMITTEE  
MINUTES**

**Meeting was held in the Central Library Auditorium  
110 N. Glenoaks Blvd. – Burbank, CA 91502  
Monday, November 7, 2016  
6:30 PM**

- I. Call to Order – Myrtle Keefe began the meeting at 6:39pm
- II. Attendance: Myrtle Keefe, Dena Grimshaw, Doug Grimshaw, Aly Montoya, Anitra Castile, Taylor Castile, Samantha Keefer, Gretchen Keefer, Emilie Siraki, Daniel Cristea, Taylor Cristea, Jodi Levy, Rachel Baroma, Tomoko Serizawa, Jill Keppel, Jessie Moro, Spencer Kierstein, Eun Jee Kim, Bob Frutos, Laurie Kierstein, Howard Kachline, Howard Fallman, Felipe Morales
- III. Welcome Bob Frutos, Council Member
- IV. Approval of Minutes
  - A. Myrtle allowed for time to look over the October Minutes
  - B. Nancy Kachline mentioned that the new officers must be included in the minutes. These will be added.
  - C. Rachel Baroma made a motion to approve the minutes. Doug Grimshaw seconded the motion. The minutes were approved unanimously.
- V. Treasurer's Report
  - A. Ending Balances as of October 31, 2016**

1. Checking	\$1,297.41
2. Gaborone	\$322.49
3. Savings	\$8,088.20
4. TOTAL	\$9,708.10
  - B. There was not much activity this past month
  - C. Jody Levy made a motion to approve the Treasurer's report. Tomoko Serizawa seconded the motion. The Treasurer's report was approved unanimously.
- VI. Public Comment
  - A. Ted Devirgilis mentioned BSCC in the Burbank.com article.
- VII. Correspondence
  - A. None
- VIII. Unfinished Business
  - A. Student selection interviews being scheduled for Nov 9<sup>th</sup>, 2016 at the Buena Vista Library.
  - B. Election of Officers
    1. President – Myrtle Keefe
    2. Past President – Dena Grimshaw
    3. Vice President - Jessie Moro
    4. Treasurer – Felipe Morales
    5. Recording Secretary – Joe Siraki
    6. Corresponding Secretary – Laurie Kierstein
    7. Membership – Dena Grimshaw
    8. Gaborone, Botswana – Doug Grimshaw
    9. Incheon, Korean – Rachel Baroma
    10. Ota, Japan – Tomoko Serizawa
    11. Solna, Sweden – Tom Keefe
    12. Student Mentoring (New Chaperones) – Rachel Baroma & Jodi Levy
    13. City Liaison (Library) – Elizabeth Goldman
    14. Fundraising – OPEN
    15. Potlucks – Laurie Kierstein
    16. Hosting – Anitra Castile
    17. Itinerary – Eun Jee Kim & Sharon Cohen
    18. Public Outreach – Alex Moreno & Samantha Keefer
    19. Youth Coordinators (Past Chaperones) – Myrtle Keefe & Tom Keefe
    20. Youth Ambassadors – Selected Students for 2017

- 22. Burbank City Council Liaison – Mayor Jess Talamantes
  - C. Unanimous vote took place for the positions.
- IX. New Business
  - A. New Officers
    - 1. See above list
  - B. Walk-A-Thon
    - 1. Discussed a possible change in the fundraising events. The students will decide how to do the fundraising.
  - C. Holiday Potluck Dinner
    - 1. December 5, 2016 6:30 pm at the Buena Vista Library Meeting Room.
      - a. Food Sign ups/Coordinator will be Laurie Kierstein
- X. Committee Reports
  - A. Gaborone, Botswana – Doug Grimshaw
    - 1. None
  - B. Solna, Sweden – Tom Keefe
    - 1. None
  - C. Incheon, S. Korea – Rachel Baroma
    - 1. None
  - D. Ota, Japan – Tomoko Serizawa
    - 1. None
  - E. SCI So Cal Chapter – Alex Moreno
    - 1. None
- XI. Topics for Future Agenda
- XII. Mark Your Calendar
  - A. Incheon Student Selection interviews Nov 9<sup>th</sup>, 2016
  - B. December 5, 2016 – BSCC Holiday Potluck Dinner at Buena Vista Library at 6:30pm
  - C. January 9, 2017 – BSCC Monthly Meeting at Central Library at 6:30
- XIII. Adjournment
  - A. Doug Grimshaw made a motion to adjourn the meeting. Felipe Morales seconded the motion. Meeting was adjourned at 6:57pm