

**BURBANK SISTER CITY COMMITTEE
MINUTES**

**Meeting was held in the Central Library Auditorium
110 N. Glenoaks Blvd. – Burbank, CA 91502
Monday, Jan 9, 2017
6:30 PM**

- I. Call to Order – Myrtle Keefe began the meeting at 6:39pm
- II. Attendance: Myrtle Keefe, Elizabeth Goldman, Dena Grimshaw, Anitra Castile, Taylor Castile, Samantha Keefer, Emilie Siraki, Daniel Morales, Daniel Cristea, Taylor Keppel, Philip Keppel, Jodi Levy, Yuki Shirtcliff, Michelle Shirtcliff, Rachel Baroma, Spencer Kierstein, Joseph Siraki, Eun Jee Kim, Jesse Moro, Austin Sowers, Sharon Cohen, Diana Cristea, Emil Cristea, Felipe Morales, Gretchen Keefer, Laurie Kiersten, Bob Frutos
- III. Welcome
- IV. Approval of Minutes
 - A. No corrections or additions were needed
 - B. Gretchen Keefer made a motion to approve the minutes. Samantha Keefer seconded the motion. The minutes were approved unanimously.
- V. Treasurer's Report
 - A. **Ending Balances as of DEC 31, 2016**

1. Checking	\$859.22
2. Gaborone	\$322.53
3. Savings	\$9,088.93
4. TOTAL	\$10,270.68
 - 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
- VII. Correspondence
 - A. We received a holiday card from the Mayor of Ota. Thanks to Tomoko, she sent holiday cards to all the Sister City mayors and contacts.
- VIII. Unfinished Business
 - A. Welcome new Incheon Delegates and Chaperones.
 - B. New Officers/New Bank Signature Card are Myrtle Keefe, Jessi Moro, Felipe Morales
- IX. New Business
 - A. Student Orientation in the Literacy Conference Room
 - B. Membership Renewal Due this month.
 - C. Airfare Payments:
 1. \$500 deposit (non-refundable) Due Jan 9, 2017.
 2. \$500 2nd payment due Feb 6, 2017
 3. Final payment (remainder) Due March 6, 2017.
 - D. Executive Board Report – The executive board met to discuss how to recruit new members to the BSCC as well as insure we have enough host families in the future. Myrtle gave the report and led a discussion with the group. Burbank Council Member, Bob Frutos, gave us ideas for using the city television time to spread the word about BSSC. Also pledged he would help us get a Nickelodeon Tour for the upcoming visit from the Japanese delegation.
 - E. Itinerary Committee – Asked for volunteers to sign up to serve on the committee.
 - F. Brown Act Compliance – Elizabeth explained the details of how it works.
 - G. Next Meeting – Feb 6, 2017, 6:30 pm at Central Library.
- X. Committee Reports
 - A. Gaborone, Botswana – Doug Grimshaw – nothing new to report
 - B. Solna, Sweden – Tom Keefe – nothing new to report
 - C. Incheon, S. Korea – Rachel Baroma – nothing new to report
 - D. Ota, Japan – Tomoko Serizawa – nothing new to report

- E. SCI So Cal Chapter – Alex Moreno - nothing new to report.
- XI. Topics for Future Agenda
- XII. Mark Your Calendar
 - A. Feb 6, 2017 – BSCC Monthly Meeting at Central Library at 6:30pm
- XIII. Adjournment
 - A. Dena Grimshaw made a motion to adjourn the meeting. Gretchen Keefer seconded the motion. Meeting was adjourned at 7:45pm