

**BURBANK SISTER CITY COMMITTEE
MINUTES**

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

- I. Myrtle Keefe called the meeting to order at 6:40 pm.
- II. Members and guests in attendance:
 - A. Myrtle Keefe, Doug Grimshaw, Dena Grimshaw, Elizabeth Goldman, Bob Frutos, Samantha Keefer, Gretchen Keefer, Emilie Siraki, Yukie Shirtcliff, Jodi Levy, Taylor Castile, Anitra, Castile, Rachel Baroma, Tomoko Serizawa, Daniel Morales, Felipe Morales, Taylor Keppel, Philip Keppel, Laurie Kierstein, Joseph Siraki, Eliza Cristea, Daniel Cristea, Spencer Kierstein, Felipe Morales, Nancy Kachline, Howard Fallman,
- III. Welcome
- IV. Approval of Minutes –
 - A. Copies of the minutes from the February meeting were distributed for members to review. Myrtle Keefe asked members to look over the minutes before the meeting was called to order.
 - B. A motion to approve the minutes was made by Tom Keefe. The motion was seconded by Joseph Siraki. The motion was approved unanimously.
- V. Treasurer's Report
 - A. No treasurer's report this month, as we are going to start having our report delayed by a month.
- VI. Public Comment
 - A. No public comment.
- VII. Correspondence
 - A. No correspondence.
- VIII. Unfinished Business
 - A. Burbank on Parade – April 29, 2017
Chairperson Felipe Morales reported no updates at this time.
 - B. Membership Renewal
 - Membership applications and payments from student applications have been located and will be added to the membership list. Payments will be deposited.
 - Members and families who have not paid membership should do so as soon as possible.
 - C. BSCC Brochure
 - Anitra reported that the work on the brochure has been handed over to Gretchen Keefer.
 - D. Student Orientation
 - Student and Chaperone photos were taken tonight before the meeting.
 - The FINAL payment is due at next month's meeting.
 - The permission for minors to travel will be signed and notarized at the May meeting. Both parents need to be present to sign.
 - E. Hosting Update
 - Nine families have committed to hosting, including 3 families that do not have a student who is currently traveling.

- Tomoko Serizawa encouraged members to sign up for NextDoor.com and use this social media site to raise awareness about our committee and to recruit host families.
- Tomoko said Ota is considering sending their students from July 25 to August 7, but that is not confirmed yet.

F. Itinerary Committee

- No report

IX. New Business

- A. Elizabeth Goldman gave an update on the city budget. We have all the appropriated monies available for this year, but the Ota visit will be in the next fiscal year. Nancy Kachline suggested we purchase Disneyland tickets and other items that we will need for the Ota visit in advance.
- B. Community Outreach was discussed. We found out that we might not be able to distribute our brochures at Burbank on Parade.
- C. In May, the students who are traveling to Incheon will have a Korean dinner in preparation for their trip. We discussed whether to have the meal at a restaurant or at the library.
- D. The Incheon travel dates are tentatively set for June 13 – 26, 2017.
- E. We are currently negotiating the purchase of tickets to Incheon.
- F. The Ota visit dates have been confirmed as July 25 – August 7, 2017.
- G. Next Meeting – April 3, 2017, 6:30 p.m. at Central Library

X. Committee Reports

- A. Gaborone, Botswana – No report
- B. Solna, Sweden – Tom Keefe made contact with Solna and they would like to correspond on a regular basis.
- C. Incheon, Korea – No new updates other than approximate travel dates.
- D. Ota, Japan – No new updates other than visit dates being confirmed.
- E. SCI So Cal Chapter – Myrtle reported that Sister Cities International Southern California Chapter is offering a scholarship for a youth (age 14 to 18) from a Southern California Sister City to attend the Sister Cities International Leadership Summit in Virginia Beach, VA, from July 13-16.

XI. Topics for Future Agenda

XII. Mark Your Calendar

- A. April 3, 2017 – BSCC Monthly Meeting at Central Library at 6:30 pm.
- B. April 29, 2017 – Burbank on Parade

XIII. A motion to adjourn was made by Tom Keefe. The motion was seconded by Joseph Siraki. The motion was approved unanimously. Meeting was adjourned at 7:40 pm.