

**BURBANK SISTER CITY COMMITTEE
MINUTES**

**Meeting held in the Central Library Auditorium
110 N. Glenoaks Blvd. – Burbank, CA 91502
Monday, May 1, 2017
6:30 PM**

- I. Myrtle Keefe called the meeting to order at 6:45 pm.
- II. Members and guests in attendance:
 - A. Myrtle Keefe, Samantha Keefer, Emilie Siraki, Yukie Shirtcliff, Jodi Levy, Anitra Castile, Taylor Castile, Philip Keppel, Laurie Kierstein, Joseph Siraki, Karen Christoffersen, Dana Duncan, Alex Ieraci, Howard Fallman, Nancy Kachline, Elizabeth Goldman, Riley Duncan, Tomoko Serizawa,
- III. Welcome
- IV. Approval of Minutes –
 - A. Copies of the minutes from the April 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 Joe Siraki. The motion was seconded by Yukie Shirtcliff. The motion was approved unanimously.
- V. Treasurer's Report
 - A. Try and keep the expenses down for 2017.
Ending Balances as of March 31, 2017:

○ Checking	\$	1840.42
○ Gaborone	\$	369.40
○ Savings	\$	15,038.80
- VI. Public Comment
 - A. Tomoko relayed the news that Mr. Kanai from Ota passed away.
- VII. Correspondence
 - A. Myrtle shared news that Doug and Dena's baby was born.
- VIII. Unfinished Business
 - A. Burbank on Parade April 29, 2017 Recap
 - We won 3rd place in our division in the parade. A lot of flyers were given out. Thank you to Felipe for organizing the event and to Emil for the loan of his car and to everyone who came and participated. Felipe felt that the tent was not necessary after the parade.
 - B. BSCC Brochure – Gretchen
 - The brochure and flier were perfect for handing out during the parade. Thanks to Gretchen, Samantha, and Anitra for their work on the layout and to Felipe for making the copies.
 - C. Membership Renewal
 - All traveling students are paid.
 - D. Community Outreach
 - Myrtle asked if anyone would assume responsibility for Community Outreach.
 - E. Student Orientation
 - Parents signatures were notarized on the permission for minors to travel forms. Thank you to Mary Erickson for volunteering her Notary services.

- Students went to have a Korean meal during the meeting. Thank you to Susan Miceli for ordering the meal and giving a lesson on eating in Korea.
 - F. Incheon Travel Dates – June 13 – June 26, departing from Burbank Airport.
 - G. Ticket purchase – balance due tonight
 - H. Ota visit – July 25 – August 7
 - I. Hosting Update
 - Anitra believes that she may have found enough hosts for all the visiting students if she gets a few more people. We have some volunteers at the meeting.
 - J. Itinerary
 - The itinerary committee has met and a schedule/sign up sheet is passed around. We need volunteers for chaperones each day.
- IX. New Business
 - A. Potluck
 - There will be a potluck at Myrtle and Tom Keefe's home on Sunday, May 21, 2017, at 5:00 p.m. Laurie passed around a sign up sheet for food.
 - B. Next Meeting – June 5, 2017, 6:30 p.m. at Central Library
- X. Committee Reports
 - A. Gaborone, Botswana – NONE
 - B. Solna, Sweden – NONE
 - C. Incheon, Korea – NONE.
 - D. Ota, Japan – Tomoko reported that the Mayor of Ota got reelected.
 - E. SCI So Cal Chapter – Nothing to report.
- XI. Topics for Future Agenda
 - None
- XII. Mark Your Calendar
 - A. BSCC Monthly meeting on June 5, 2017 at the Central Library at 6:30 p.m.
- XIII. A motion to adjourn was made by Alex. The motion was seconded by Nancy. The motion was approved unanimously. Meeting was adjourned at 7:15pm.