

**BURBANK SISTER CITY COMMITTEE  
MINUTES**

**Meeting held in the Central Library Auditorium  
110 N. Glenoaks Blvd. – Burbank, CA 91502  
Monday, June 5, 2017  
6:30 PM**

- I. Myrtle Keefe called the meeting to order at 6:35 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, Daniel Morales, Diana Cristea, Daniel Cristea, Spencer Kierstein, Rachel Baroma, Howard Fallman, Nancy Kachline, Elizabeth Goldman, Riley Duncan, Mason Keefe
- III. Welcome
- IV. Approval of Minutes –
  - A. Copies of the minutes from the June meeting were distributed for members to review. Myrtle Keefe asked members to look over the minutes before they could be approved.
  - B. A motion to approve the minutes was made by Mason Keefe. The motion was seconded by Joseph Siraki. The motion was approved unanimously.
- V. Treasurer's Report
  - A. The treasurer's report was not included this month with the minutes and will be available next month.
- VI. Public Comment
  - A. Keep free metro tickets given by the city for the Japanese students.
  - B. Susan Miceli, a former member of the BSCC, is moving to Albuquerque.
- VII. Correspondence
- VIII. Unfinished Business
  - A. Community Outreach – we are still seeking a volunteer or volunteers to head up a community outreach committee.
  - B. Student Orientation – students will meet for one last time before their trip on June 13. We all wish them safe travels.
  - C. Incheon travel dates – June 13 – June 26
  - D. Ota visit – July 25 – August 7
  - E. Hosting update – Anitra announced that we are short hosts for one male chaperone and one female student.
  - F. Itinerary - copies of the itinerary were passed around the meeting for members to sign up to chaperone and go on trips with our visitors from Ota. Members may also sign up online at [signupgenius.com](http://signupgenius.com). Elizabeth announced that ticket purchases to be made with the city credit card should be processed by next week.
  - G. May potluck report – great success, \$162 raised
- IX. New Business
  - A. Potential Incheon Visit in 2018 – Myrtle talked to the group about getting ideas ready for our next meeting to discuss options to the usual student exchange next summer. We may host a smaller group from Incheon or delay the exchange for a year, or require students to host before traveling.

- B. BSCC funding sources and expenditures - Felipe discussed the differences between the city funding for our student exchanges and how much they actually cost. The creation of a fundraising committee was discussed.
  - C. Next meeting- scheduled for July 3, 2017 was moved to July 10, 2017 due to the Fourth of July holiday.
- X. Committee Reports
- A. Gaborone, Botswana – NONE
  - B. Solna, Sweden – NONE
  - C. Incheon, Korea – NONE.
  - D. Ota, Japan – Tomoko Serizawa announced that there will only be 10 students from Ota this year as opposed to the usual 12.
  - E. SCI So Cal Chapter – Nothing to report.
- XI. Topics for Future Agenda
- Discuss what to do for future visits
  - Fundraising committee
  - Create a budget for the itinerary
- XII. Mark Your Calendar
- A. July 11, 2017 – Burbank Delegates visit City Council Meeting 6:00 p.m. Meet outside City Hall at 5:30 p.m.
  - B. July 25 – August 7, 2017 – Ota exchange Students visit Burbank
- XIII. A motion to adjourn was made by Tom Keefe. The motion was seconded by Felipe. The motion was approved unanimously. Meeting was adjourned at 7:30pm.