

**BURBANK SISTER CITY COMMITTEE (BSCC)
MEETING MINUTES**

**Meeting held in the Buena Vista Library Auditorium
300 N Buena Vista Street, Burbank, CA 91505
Monday, September 10, 2018
6:30 PM**

- I. Jessie Moro called the meeting to order at 6:38 pm.
- II. Members and guests in attendance:
 - A. Jessie Moro, Rachel Baroma, Elizabeth Goldman, Anitra Castile, Robbie Brody, Cindy Gonzalez, Vereena Metry, Emily Callahan, Luke Boag, Eli Staub, Mykala Listorti, Denise Listorti, Isabel Espinoza, Luisa Gallegos, Sarah Pando, Norma Pando, Xavier Dubon, Judy Monji, Erin Monji, Katherine Baker, Rosalie Baker, Doug Grimshaw, Bonnie Staub, Caia Blake, Nancy Kachline, Howard Fallman, Larry Applebaum, Lauren Applebaum, Lucia Applebaum, Emil Cristea, Austin Sowers, James Callahan
- III. Welcome
- IV. Approval of Minutes
 - A. Copies of August 6, 2018 meeting minutes were distributed with the meeting agenda. Correction was made to change title from "Agenda" to "Minutes".
 - B. A motion to approve the minutes with correction was made by Taylor Keppel. Denise Listorti seconded the motion. The motion was passed unanimously.
- V. Treasurer's Report- Felipe Morales
 - A. Copies of the Treasurer's report were distributed to the members to review, along with a net income/loss report from August 1, 2017-July 31, 2018 prepared by Felipe Morales. Discussion ensued regarding deficit from expenses and allocation of fundraising income. Elizabeth Goldman noted that any expenses the group would like to have paid from the City account must be discussed well in advance, as the City procurement rules are complex.
 - B. Denise Listorti made a motion to approve the Treasurer's Report. The motion was seconded by Anitra Castile. Motion passed unanimously.
- VI. Public Comment- Robbie Brody suggested having a BSCC information table at the College Fair held at Burbank High School on September 22, 2018. Approval for the table was obtained by Larry Applebaum. Doug Grimshaw volunteered to coordinate student volunteers.
- VII. Correspondence: None
- VIII. Unfinished Business
 - A. Back to School Night-September 5, 2018 - Reports were given by BHS and JBHS student members who had an information table at the event. It was noted that several applications were given and questions answered to inquiring prospective delegates and parents.
 - B. It was announced that the due date for Incheon chaperone applications is October 12, 2018, and student delegate applications are due October 19, 2018. All applications are submitted to Anne Ngo at Burbank Central Library administration office.
- IX. New Business
 - A. Summer 2018 Itinerary comments
 - o Denise Listorti mentioned that Emily Gabel-Luddy requested to be contacted during planning next year to possibly include horseback riding on the itinerary. She is able to provide the logistics of this activity. This request must be made through the Library staff.
 - o Feedback comments and suggestions regarding this year's Burbank itinerary activities were made.
 - B. Fundraising Ideas - Rachel Baroma suggested having a Bike-a-thon fundraising, as has been held in previous years.
 - C. Membership dues increase -

- o Jessie Moro proposed having membership dues increase to \$30 for individual membership and \$50 for family membership starting January 2019.
- o Bob Frutos raised the point of having a process and provisions in place for any prospective members unable to pay membership dues in the case of financial hardship. A committee was formed to review applications to subsidize membership fees on a case by case basis. James Callahan, Jessie Moro and Larry Applebaum volunteered to be on this committee. A Scholarship application for membership dues will need to be composed.
- D. Sister City International - no report
- E. Nomination process - Anitra Castile announced BSCC positions open for nominations for the 2018-2019 year. Voting on nominees for BSCC positions will occur at the October meeting.
- X. Committee Reports
 - A. Gaborone, Botswana -
 - o Doug Grimshaw explained the history of the Gaborone relationship with Burbank. Doug has been in contact with Tommie Hamaluba, a Gaborone college professor, about planning the trip. Doug is proposing to have a group of 6-8 people go to Gaborone to take part in a project in Summer of 2020. Elizabeth Goldman noted that the City cannot commit to this project without additional review.
 - o Motion was made by Doug Grimshaw to put the Gaborone trip on next month's agenda for BSCC approval to propose to Burbank City Council. Howard Fallman seconded the motion. All responded in favor.
 - B. Solna, Sweden – Anitra Castile: no report
 - C. Incheon, Korea – Rachel Baroma presented a copy of a written thank you from each Incheon delegate and chaperone sent collectively from Incheon chaperone, Minjong (Belle) Yu. This correspondence has also been emailed to all members.
 - D. Ota, Japan - Tomoko Serizawa: absent. Comment was made that there will likely be no delegates sent to Japan in 2020 due to expected increase in airfare cost to Summer Olympics held in Japan that year.
 - E. SCI So Cal Chapter – position remains open
- XI. Topics for Future Agenda
 - A. Vote for Bike-a-thon fundraiser.
 - B. Vote on Gaborone exchange 2019/2020 trip
- XII. Mark Your Calendar
 - A. October 1, 2018 – BSCC Monthly Meeting at Buena Vista Library at 6:30 pm.
 - B. October 12, 2018 - Chaperone applications for Incheon trip due by 5pm.
 - C. October 19, 2018 - Student applications for Incheon trip due by 5pm.
- XIII. Meeting adjournment: A motion to adjourn was made by Nancy Kachline. The motion was seconded by Rosalie Baker. Motion was approved unanimously. Meeting adjourned at 7:45 pm.