

**BURBANK SISTER CITY COMMITTEE
AGENDA**

**Meeting to be held in the Buena Vista Library Meeting Room
300 N. Buena Vista Street, Burbank, CA 91505
Monday, March 4, 2019
6:30 PM**

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

- I. Call to Order
- II. Roll Call by Sign-in Sheet
- III. Welcome
- IV. Approval of Minutes
- V. Treasurer's Report
- VI. Correspondence

- VII. Unfinished Business
 - A. STUDENTS: Please arrive by 5:30pm at BV Library, for photos (dressy attire)
 - B. Airfare Payments- final payment due at March 4th meeting \$689.78 (**parents: it's imperative payment is made at meeting, tickets are already reserved.**)
 - C. Buffalo Wild Wings fundraiser results and announce March fundraiser- Ashley Garber
 - D. Students- Orientation in Storytime Room (Children's Area)
 - E. Email distribution list

- VIII. New Business
 - A. Hold harmless, Medical release forms – parents/students sign and return at April 1st meeting
 - B. Live Scan (forms available, if still needed)
 - C. Remove Past Treasurer from Credit Union Account
 - D. Itinerary Committee updates– Rosalie Baker
 - E. Next Meeting – March 4, 2019, 6:30 pm at Buena Vista Library

- IX. Committee Reports
 - A. Gaborone, Botswana – Doug Grimshaw
 - B. Solna, Sweden – Anitra Castile
 - C. Incheon, Korea – Rachel Baroma
 - D. Ota, Japan – Tomoko Serizawa
 - E. SCI So Cal Chapter – Diana Callahan

- X. Topics for Future Agenda
 - Notary
 - Flyaway bus to Van Nuys on July 1st (purchase tickets)
 - BSCC Budget
 - April Fundraiser

- XI. Mark Your Calendar
 - A. April 1, 2019 – BSCC Monthly Meeting, 6:30 pm at Buena Vista Library

- XII. Adjournment

*Denotes action items

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

**Meeting held in the Buena Vista Library Auditorium
300 N Buena Vista Street, Burbank, CA 91505
Monday, February 4, 2019
6:30 PM**

- I. Jessie Moro called the meeting to order at 6:40 pm.
- II. Roll Call- members and guests in attendance (by sign in sheet): Jessie Moro, Austin Sowers, Anitra Castile, Angie Gomez, Wong Sy Lee, Matthew Mucha, Michele Mucha, Reinelle Abrazado, Linda Giffen, Nuala Giffen, Mykala Listorti, Denise Listorti, Sarah Pando, Norma Pando, Ashley Gaber, Tomoko Serizawa, Cary Noren, Jake Noren, Luke Boag, Melissa Boag, Emily Callahan, James Callahan, Bernadette Reardon, Vereena Metry, Romany Metry, Josh Staub, Eve Kim-Brody, Robbie Brody, Yukie Shirtclift, Felipe Morales, Rosalie Baker, Katherine Baker, Rachel Baroma, Dena Grimshaw, Doug Grimshaw
- III. Welcome
- IV. Approval of Minutes
 - A. Copies of January 7, 2019 meeting minutes were distributed with the meeting agenda for members to review. Motion was made by Mykala Listorti to approve the minutes. Luke Boag seconded the motion. Motion passed unanimously.
- V. Treasurer's Report
 - A. Copies of the BSCC Treasurer's report and BSCC Budget, as prepared by Felipe Morales, were distributed for members to review. Felipe Morales went over the report. There was general discussion on cost of activities for Ota delegates and money the City of Burbank provides. A motion was made by Tomoko Serizawa to approve the Treasurer's Report. Rosalie Baker seconded the motion. Motion passed unanimously.
- VI. Public Comment- None.
- VII. Correspondence- None
- VIII. Unfinished Business
 - A. Secretary position was filled by Linda Giffen. A motion was made by Jessie Moro to approve the nomination. Denise Listorti seconded the motion. Nomination passed unanimously.
 - B. Fundraising Update - Ashley Barber
 1. Chipotle fundraiser resulted in \$133
 2. Buffalo Wild Wings fundraiser on February 20, 2019 11am-2am. Flyer was distributed. Must show flyer at restaurant.
- I. New Business
 - A. Individual and group photos will be taken at March meeting: dressy attire, arrive at 5:30pm.
 - B. Second payment of \$500 for airfare mostly received. Final payment due at March 4th meeting. Amount TBD.
 - C. Copies were made of passport and Medical Insurance cards during meeting
 - D. Live Scan forms distributed and must be done for anyone over 18 that will be hosting students this summer. Live Scan is free of charge at City of Burbank - Administrative Services Building, but you must bring the correct form.
 - E. Itinerary Committee - Rosalie Baker passed around sign-up sheet for volunteers to join the committee to plan activities.

F. Next Meeting - March 4, 2019, 6:30 pm at Buena Vista Library

II. Committee Reports

A. Gaborone, Botswana - Doug and Dena Grimshaw discussed hosting a small group in 2020 and sending a group in 2021. Doug will start application process in March to be due end of April for 2021 delegation. Draft itinerary for Gaborone visitors was distributed.

B. Solna, Sweden – Jessie Moro stated no progress in the pen pal program with John Muir Middle School. The contact person has not responded.

C. Incheon, Korea - Tentative departure between July 1st and 3rd, returning by July 15th.

D. Ota, Japan - Tomoko Serizawa stated arrival date of July 23 and departure of August 5th.

E. SCI So Cal Chapter - James Callahan stated next meeting to be in Laguna Beach on Saturday, February 9th.

III. Topics for Future Agenda - Notary for Hold harmless and chaperone agreement – Will discuss possibility of using City of Burbank for notary again. Can also be done elsewhere, but fee will be individual family's responsibility.

IV. Mark Your Calendar

A. March 4, 2019 - BSCC Monthly Meeting, 6:30pm at Buena Vista Library.

Meeting adjourned at 7:36pm.