

# Sister City and Friendship Committee



## REGULAR MEETING MINUTES

**Date:** 6/27/2016  
**Time:** 3:30 p.m.  
**Administration Building**  
**City Council Conference Room "Fishbowl"**  
**701 Laurel St., Menlo Park, CA 94025**

- A.** This was the Sister City and Friendship Committee first meeting and no chair has been voted in yet, therefore the Housing & Economic Development Manager, Jim Cogan, called the meeting to order at 3:36 p.m.
- B. Roll Call**
- Present: Councilmember Catherine Carlton, Councilmember Peter Ohtaki, James Clendenin, Fran Dehn, Kristy Holch, Analisa Pratt, Carol Schumacher
- Absent: None
- Staff: Jim Cogan, Housing and Economic Development Manager  
Meghan Revolinsky, Management Analyst in Housing & Economic Development
- C. Public Comment**
- None
- D. Regular Business**
- D1. Election of the Chair and Vice Chair
- ACTION:** Motion by Fran Dehn and second by Catherine Carlton to approve Kristy Holch as Sister City and Friendship Committee Chair. Motion Passes; 7-0.
- ACTION:** Motion by Kristy Holch and second by Carol Schumacher to approve Analisa Pratt as Sister City and Friendship Committee Vice Chair. Motion Passes; 7-0.
- D2. Establish a regular meeting time
- After discussion, there was a consensus among Commission Members to establish a regular meeting schedule as follows: the Commission will meet quarterly on the 3rd Wednesday of the 3rd month (March, June, September and December) at 3:30 pm in the Administration Building City Council Conference Room "Fishbowl"
- After discussion, there was a consensus among Commission Members that specials meetings would be need especially as the commission established itself. Therefore, a special meeting scheduled for July 26, 2016 at 3:30 pm in the Fish Bowl
- D3. Create and Adopt a Sister City and Friendship Committee Mission Statement  
([Staff Report #16-001-SC](#))

**ACTION:** Motion by Catherine Carlton and second by Analisa Pratt to approve Sister City and Friendship Committee Mission Statement as: “The mission of the Menlo Park Sister City and Friendship Committee is to promote international goodwill, respect, and cooperation by facilitating cultural, educational, and economic exchanges.” Motion Passes; 7-0.

D4. Adopt Protocol for Establishing and Maintaining Sister Cities Relationships  
([Staff Report #16-002-SC](#))

After discussion about protocol for establishing and maintaining Sister City relationships among all of the commission members this topic was tabled and requested to be put on the next agenda, which is the special meeting scheduled for July 26, 2016 at 3:30 pm.

D5. Cyberjaya, Selangor, Malaysia - Proposed Sister City by Bootup World, Menlo Park Business  
([Staff Report #16-003-SC](#))

Public comment were taken at this point.

- Marco Ten Vaanholt, from BootUp World, gave a brief description about BootUp World’s proposal to have Menlo Park become a Sister City with Cyberjaya, Selangor, Malaysia. He summarized his correspondence with the Malaysian government and their planned trip to Menlo Park.

Commission members discussed the general topic of adding new sister cities and then the more specific topic of adding Cyberjaya as a sister city. All of the commission members agreed that they are not ready to address this topic fully until there is a protocol for establishing a Sister City and they have more information. This topic was tabled and requested to be put on the next agenda, which is the special meeting scheduled for July 26, 2016 at 3:30 pm.

D6. Future Agenda Items

- Name Change of Committee - Catherine Carlton
- Adopt Protocol for Establishing and Maintaining Sister Cities Relationships
- Cyberjaya, Selangor, Malaysia - Proposed Sister City by Bootup World, Menlo Park Business

**E. Consent Calendar**

E1. Oral Report on Galway, Ireland, Mayor Frank Fahy’s Visit (Cogan)

The meeting had a hard stop time of 5:30 in order for all commission members to Brown Act Training by the City Clerk. There was no time left in the meeting, therefore this item was deferred and requested to be added to the special meeting agenda scheduled for July 26, 2016 at 3:30 pm.

**F. Commissioner Reports**

F1. Oral Report on Planned Student Exchange Visit to Bizen, Japan Visit (Carlton)

Councilmember Catherine Carlton gave an overview of the Bizen, Japan itinerary that Menlo Park children will be taking with her on July 9<sup>th</sup>.

**G. Adjournment**

Chair Kristy Holch adjourned the meeting at 5:34 p.m.

These meeting minutes were approved at the Commission meeting of July 26, 2016.