

# Sister City and Friendship Committee



## REGULAR MEETING MINUTES

**Date:** 9/21/2016  
**Time:** 3:30 p.m.  
**Administration Building**  
**City Council Conference Room "Fishbowl"**  
**701 Laurel St., Menlo Park, CA 94025**

**A.** Chair Holch called the meeting to order at 3:32 p.m.

### **B. Roll Call**

**Present:** Chair Kristy Holch, Vice-Chair Analisa Pratt, Councilmember Catherine Carlton, Councilmember Peter Ohtaki (arrived at 3:39 pm), James Clendenin, Fran Dehn, Carol Schumacher  
**Absent:** None  
**Staff:** Jim Cogan, Housing and Economic Development Manager  
Meghan Revolinsky, Management Analyst in Housing & Economic Development

### **C. Public Comment**

- Jim Lewis from Palo Alto, spoke to the committee for 3.5 minutes and suggested the committee consider the following three subjects as they create their work plan: Updating the Sister City Website, create directional signage in the city parking lot for their friendship cities, and create a Sister City Facebook page.

### **D. Consent Calendar**

D1. Approve minutes for the Sister City and Friendship Committee meeting of July 26, 2016.

**ACTION:** Motion by Carlton and second by Schumacher to approve the minutes for the Sister City Committee Meeting of July 26, 2016. Motion Passes; 6-0-1 (Ohtaki Absent).

### **E. Regular Business**

E1. Discuss and develop 2017-2019 Sister City Committee 2 Year Work Plan

Committee brainstormed and discussed its priorities for their 2017-2019 Sister City Committee 2 Year Work Plan (See list below). Item continued to next meeting, Special Meeting on Wednesday, November 2, 2016 3:30 pm.

Committee Brainstorming:

- Outreach to schools & scouting programs
- Pen-pal Program
- Art Community – Art Program
- Form-letters for outreach, such as quarterly letter to S/F Cities
- Library Commission – Children’s Book Exchange, Featured Books, use case display
- Music Aspect?

- Search cities we want to form relationships with
  - Use SCI's Cities seeking Cities
- Bizen Trip – Identify families for hosting, start process, get previous students involved, letter-writing, Facebook group
- Structure for maintaining relationships – Communications, visits, evaluate success, how we retire programs
- How do we involve community? Membership? Website? Facebook Page?
- Formalize current relationships – China & India
- Review current agreements and their goals – how do we handle?
- Establish a Budget (expectations) – Gifts, dinners, etc.
- Viability/PR – How to manage? How to involve media?
- 2017 Calendar – Turns into a rolling calendar
- Checklist for visits, i.e. “meet at airport”...
- Portfolio of Info on each S/F City & Goals for each S/F City- Accessible
- Publicity on the program to attract volunteers and interest.
- One Pager for activities magazine
- Create Template for visits
- Grants? – SCI, private
- Penal program

#### Tim's Suggested Priorities

- Set very simple goals for each city
- Match population's interests with each City
- Go to annual conference
- Business to business relationships
- Cities focus on ED - Miami, Takoma, San Jose,
- What can we handle? – “a solid ongoing program requires about 20 volunteers per city”
- Get your 4 going well and then add more.
- Leverage SCI – best practices, access (Cities seeking cities – lower), programs, Tap into funding opportunities, apply for grant \$ in March
- Attend Nor-Cal Meeting in San Jose in October

#### E2. Discuss and adopt a schedule of future meeting agenda items

Committee suggested put modifying the regular meeting schedule on the next agenda, canceling the December 21<sup>st</sup> meeting because of the holidays and holding a few special meetings in order to continue working on the 2017-2019 Sister City Committee 2 Year Work Plan. Meeting Dates through 2016 are:

- Special Meeting: Wednesday, November 2, 2016 3:30 pm
- Special Meeting: Wednesday, November 30, 2016 3:30 pm
- Canceled Meeting: Wednesday, December 21, 2016 3:30 pm

#### F. Informational Items

##### F1. Introduction to Sister City International and Q&A (by Tim Quigley, Chairman of Sister Cities International)

Tim Quigley, Chairman of Sister Cities International (SCI), spoke to the committee for 1 hour and 20 minutes about SCI and his suggested priorities for the new committee. Some of the topics reviewed

were, not are not limited to: How SCI was established, the people to people model of world peace, current stats on SCI, the Nor-Cal Chapter and it's October Meeting, the annual conference if 2017,

The committee asked Tim what his opinion on priorities for the committee. Topics are called out and noted in item E1.

**G. Commissioner Reports**

G1. Oral report on Sister Cities International Board Meeting (by Dehn)

Item skipped because it was reviewed by Tim Quigley during Item F1.

**H Adjournment**

Chair Holch adjourned the meeting at 5:14 p.m.