



SPECIAL MEETING MINUTES

Date: 11/2/2016
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 3:40 p.m.

B. Roll Call

Present: Chair Kristy Holch, Vice-Chair Analisa Pratt, James Clendenin, Fran Dehn and Councilmember Peter Ohtaki (Arrived at 3:53)
Absent: Councilmember Catherine Carlton and Carol Schumacher
Staff: Jim Cogan, Housing and Economic Development Manager
Meghan Revolinsky, Management Analyst

C. Public Comment

- None

D. Consent Calendar

D1. Approve minutes for the Sister City Committee meeting of September 21, 2016.

ACTION: Motion by Dehn and second by Pratt to approve the minutes for the Sister City Committee Meeting of July 26, 2016. Motion Passes; 4-0 (Carlton, Otaki and Schumacher Absent).

E. Regular Business

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

- Committee Members discussed, prioritized and consolidated their goals, projects and priorities in Step 4 of their work plan.
- Staff to adjust Work Plan according to Committee's direction and bring back revised work plan to next meeting

E2. Discuss and adopt a regular meeting schedule

2016 Sister City Committee meeting dates:

Special Meeting: Wednesday, November 30, 2016 3:30 pm

Canceled Meeting: Wednesday, December 21, 2016 3:30 pm

- Committee discussed changing their regular meeting schedule and gave staff feedback on times that work better for them.

- 2017 Regular Meetings: Quarterly, 3rd Wednesday of February, May, August and November
 - Wednesday, February 15, 2017
 - Wednesday, May 17, 2017
 - Wednesday, August 16, 2017
 - Wednesday, November 15, 2017
- 2017 Special Meeting Schedule (as needed):
 - Wednesday, January 18, 2017
 - Wednesday, March 15, 2017
 - Wednesday, April 19, 2017
 - Wednesday, June 21, 2017
 - Wednesday, July 19, 2017
 - Wednesday, September 20, 2017
 - Wednesday, October 18, 2017
 - Wednesday, December 20, 2017
- The proposed changes to be formally adopted at next meeting on Wednesday, November 30, 2016

E3. Discuss and adopt future meeting agenda items

- Look at 2017 calendar and roughly plan out the year
- Adopt new meeting schedule for the year
- Continue Work Plan

F. Informational Items

- None

G. Commissioner Reports

Nor-Cal Sister City Committee 40th Annual Conference

- Holch reported that 5 Committee Members, Holch, Clendenin, Dehn and Schumacher, and one staff member, Revolinsky, attended.
- Clendenin handed out a copy of his notes.
- Dehn reported that she volunteered to be a Board Member on the Nor-Cal Chapter, representing The Menlo Park Sister City Committee and shared the minutes.

H Adjournment

Chair Holch adjourned the meeting at 5:12 p.m.

ATTACHMENT: Clendenin notes

10/29/2016

40th Annual Conference
Northern California Chapter (NORCAL) of Sister Cities International at
San Jose City Hall (Rotunda)

47 northern California cities participate in Sister Cities Int.

People:

Abbie Durand – conference organizer
Barbara - speaks Russian – Santa Clara County
Fernando Fonseca - SJ Sister Cities Committee
Dois Morris - ex-mayor Millbrae
Kevin de Leon - California Senate President pro Tempore - 24th Senate District (LA)

Projects:

Downtown Doors
Art display
Exchange visits
Medical equip
Exchange student
Pen pals
Brochure (Vallejo Sister City Association)
2017 "Czech" Festival (Orinda)

Organization of local Sister City groups:

Commission/Committee appointed by City Council
Addition of support group, sometimes a support group for each sister city
Added flexibility
Can be 501© (3), especially if accept donations
20 volunteers needed per sister city (Tim Quigley)

JEC

ATTACHMENT: NorCal SCI Board and Business Meeting Minutes



Sister Cities International

Northern California Chapter

www.norcalsistercities.com

Sister Cities International NorCal Annual Business Meeting and Board Meeting Minutes
October 29th, 2016
San Jose City Hall Rotunda Room, San Jose, CA

Type of Meeting: Annual business meeting in conjunction with SCI NorCal Annual Conference and quarterly board meeting (the 3rd meeting of 2016)

Note Taker: Meg Mizutani, Secretary

Attendees: Bill Hinkle, Lee Guio, Tim Quigley, Kathleen Kimura, G. Preet Singh, Brenda Brumfield-Ross, Doris Morse, Vera Ricarte, Gil Ricarte, Starr Hurley, Joanne Anderson, Bobbie Landers, Dinah Villanueva-Ryan, Meg Mizutani, Enda Brennan, George Saxton, Pat Gacoscos, Mark Warlick

Guests: Fran Dehn, Menlo Park
Meghan Rovinsky, Menlo Park
Nancy Madison, Santa Clara
Marice Hsueh, San Jose

ANNUAL BUSINESS MEETING

This portion of the meeting was held in conjunction with NorCal SCI Annual Conference. It started at 1:30 and completed at 2:12. The meeting was suspended between 1:41 and 2:06 in order to complete the conference program. At the beginning of the meeting, President Hinkle announced that a quorum of 9 was established.

Business meeting topic:

Approval of the amendment to the bylaws

Background:

SCI NorCal board is now a unincorporated 501(c)(3) organization. Gordon Lindstrom, an accountant who assisted with filing suggested the board should have a dissolution clause in the bylaws in compliance with the IRS regulations. At the board meeting on July 30, 2016, the board voted on and approved the addition of the following to the current bylaws.

Article X. Provision in case of dissolution

Should this unincorporated association dissolve, all assets and funds shall be transferred to Sister Cities International, Inc., a 501(c)(3) organization.

After the board meeting, Gordon further suggested that we should make a friendly amendment to the wording we approved as underlined below.

Article X. Provision in case of dissolution

Should this unincorporated association dissolve, all assets and funds shall be transferred to a like-minded 501(c)(3) organization.

In the discussion, clarification was made that there is no specific requirement or restriction in terms of the location of this "like-minded 501(c)(3) organization" that the chapter will select in case of dissolution.

Enda moved to approve the friendly amendment. Starr seconded. The motion was carried unanimously.

Closing of the business meeting:

Enda moved to close the business meeting. George seconded. The motion was carried unanimously.

The business session adjourned at 2:12.

Quarterly Board Meeting

1. Call to order

- Meeting called to order at 2:20pm by President Bill Hinkle

2. Announcement

- The chapter board will send a card to Nancy Eidam for her loss in her immediate family.

3. Approval of Agenda/Additional Items

- Bobbie moved to approve the agenda as presented. Dinah seconded. Vote was unanimous.

4. Approval of the 0730/2016 board meeting minutes

- Starr moved to approve the minutes as presented. Brenda seconded. Vote was unanimous.

5. Treasurer's Report – per Nancy Eidam's report emailed to the googlegroup on October 19, 2016

- Treasurer's report was presented to the board prior to the meeting (Attached).
- Ending balance as of 10/19/2016 was \$3,681.20. The only expense item for this reporting period was a payment in the amount of \$440 for the non-profit filing.
- Since this report was prepared, there has been a donation for \$500 from Marice Hsueh. It will be included in the next report.
- Clarification was made that a donation from Singh was separate from that of Pacifica Sister Cities.

6. State Representatives' Report – Brenda Brumfield-Ross and Starr Hurley

- A written report by Brenda and Starr was presented to the board as a handout. (Attached)
- Brenda reported she and Starr split the state by region. Their goals are to:
 - help lapsed/dormant cities be active again
 - invite more cities to join SCI
- Starr stated that it is important to educate people about the process of forming sister city relationships.

7. Round Robin

- Joanne Anderson: Italian Film Screening on 11/18/2016, Santa Clara
- Bobbie Landers: 2017 Saint Wenceslaus Czech Festival, 9/29-10/1/2017
- Pat Gascoscos: Union City Sister City Festival booklet passed around
- Dinah Villanueva-Ryan: Filipino American History Month celebration during the month of October in Vallejo
- Gil Recarte: Mayor of Balaguer is planning to visit Pacifica.
- Meg Mizutani: Friendship Dinner and Celebration on 11/5/2016, Sebastopol

8. Old Business

A. Website Update

- Bill would like to work with Mark Warlick to get three bids up to \$2,000 for the website and social media upgrade. Proposals will be presented at a future board meeting for the board's review and approval. It is important to have the cap as most of the professional services are more expensive. Mark stated that process of getting the bids should also help us figure out how we use the website and facebook to market ourselves and be a link with existing members. Lee pointed out that the maintenance of the website will be equally challenging.
- Tim made a motion to authorize Bill and Mark to obtain three bids up to \$2,000 for the website and social media upgrade. Starr seconded. Vote was unanimous.

- This topic was discussed in other sections of the board meeting.
- E. SCI Inaugural Gala
 - It will be held on January 17, 2017 at the building of Organization of American States in Washington DC.
- F. Joint Meeting with SoCal SCI
 - The board encourages communication with the SoCal Board about a possibility of having another joint meeting in 2018.
- G. 2017 board meeting dates and locations
 - The dates were tentatively set as follows.
 - January 28 in Pacifica (second choice is January 21)
 - April 8 Location TBD
 - July 22 Location TBD
 - October 28, Annual Conference, Location TBD – Bobbie suggested we start discussing the location at the next board meeting to allow enough time for the hosting city to plan and prepare

Announcement

Tim: There have been multiple of cases where sister cities get caught in national and/or historic conflicts between countries. The issues are oftentimes complex and sister cities' link can be the last linkage left for their relationships. SCI's goal is to help sister cities in such conflicts maintain the linkage and help elected leaders not to get caught in this issue. To continue promoting peace at the people-to-people level, SCI leaders like ourselves are urged to be aware of the complex and sensitive nature of the situation and seek advice from Tim, Bill, and State Representatives whenever needed.

Adjournment

- Tim made a motion to adjourn the meeting. Starr seconded. Vote was unanimous. The meeting was adjourned at 3:43 pm.

Next Meeting

- Gil and Vera will let us know if the venue in Pacifica is available on Saturday, January 28, 2017.

Respectfully submitted,
Meg Mizutani, Secretary

B. The 501(c)(3) Status

- Bill reported that we are an unincorporated 501(c)(3) association. This status excuses us of the Secretary of State filing responsibilities.

C. Bylaws Amendment

- Addressed in the business session

D. NorCal Chapter Board Directory

- Bill and Lee cleaned up the roster by removing inactive/ deceased members and updating old information. The latest roster was passed around for the members to check the accuracy. It will be maintained and updated by Meg (Secretary) per the bylaws.
- Gil asked about the status of the Master List, which had a variety of contacts including those of mayors. It used to be utilized to send conference invitations. It has not been actively maintained and the information is likely to be too old. Bill asked the state coordinators to work with him and Lee to review the list, as the state representatives are the chapter's sales force and a link with the cities. (There are 47 cities in the chapter but only 16 of them are represented at the board. We should market the NorCal chapter to increase the depth of the sister city movements in Northern California. Harbir also pointed out that promoting our own events on facebook will be a great tool to get other cities to join the board.)

9. New Business

A. Board Election

- Lee made a motion to re-elect the following board members whose term is up in 2016. Kathleen seconded. Vote was unanimous.
 - Brenda Brumfield Ross
 - Starr Hurley
 - Bobbie Landers
 - Doris Morse
 - Gil Ricarte
 - Vera Ricarte
 - Mark Warlick
- Bobbie made a motion to re-elect the following officers. Kathleen seconded. Vote was unanimous.
 - Bill Hinkle - President
 - Lee Guio - Vice President
 - Meg Mizutani - Secretary
 - Nancy Eidam - Treasurer
- Enda made a motion to elect the following people to SCI NorCal Board. They all submitted a board application prior to the meeting. Starr/Kathleen seconded. Vote was unanimous.
 - Marice Hsueh, San Jose
 - Nancy Madison, Santa Clara
 - Fran Dehn, Menlo Park
- It was clarified that board elections take place only once a year but people who are interested in joining the board can still submit an application and can be appointed by the board president.

B. Virginia Muller Scholarship Fund – Starr

- No update. Starr will tell her family in Toronto that we are now officially a 501c3 organization.

C. Tour de Globe Project – Harbir

- City of Santa Clara is planning to host a festival targeting the entire bay area that promotes different cultures. It is not only a celebration of different cultures but will be a showcase of the NorCal chapter. It will be held in late spring 2017. Harbir encourages the members to start thinking about how they can be involved. She will continue to update the board of the progress.

D. Project to get cities to join NorCal SCI

**NorCal Treasurer's Report
October 19, 2016**

Balance 04/09/16		\$4021.20
Income		
Donations from Anderson, Pacifica Sister Cities, Singh, Mizutani	100.00	
Total income	100.00	
Expenses		
501C3 paper work	440.00	
Total expenses	440.00	
Ending Balance 10/19/2016		<u>\$3681.20</u>

Nancy Eidam, Treasurer

Donations—Note: In lieu of formal dues, an annual donation of \$25.00 or more is greatly appreciated and noted below.

**October, 2015 –Hurley, Anderson, Chahal, Brumfield-Ross, Green, Figueroa,
January, 2016—Eidam, Villanueva-Ryan
April. 2016—Sanders, Morse, Kimura, Guio
July, 2016—Mizutani, Singh, Pacifica Sister Cities, Anderson,
Millbrae Host Committee**

SISTER CITIES INTERNATIONAL
STATE REPRESENTATIVE REPORT
NORCAL BOARD OF DIRECTORS
ANNUAL CONFERENCE MEETING
OCTOBER 29, 2016
SAN JOSE CITY HALL ROTUNDA
200 SANTA CLARA STREET
SAN JOSE, CALIFORNIA
BY
CALIFORNIA STATE REPRESENTATIVES

BRENDA BRUMFIELD-ROSS
&
STARR HURLEY

Greetings to all and a wonderful thank you to the beautiful city of San Jose and the Dublin sister city Committee for hosting our 40th Annual NorCal Conference. We know this will be an informative and memorable day for us all. The national office located in Washington, D.C. is celebrating Mary Kane's 5th year as C.E.O. of Sister Cities International. She has been dynamic and worked especially hard with the visibility and branding of our organization. If you know Mary, please call her and give her a "Congrats".

Starr Hurley will be introduced as the newly appointed State Representative by the S.C.I. Leadership to the position of Northern California State Representative. We've had a couple of meetings already to discuss our responsibilities. We're looking forward to working together and getting out the information to you and our member cities. We are also working on a shared list of cities recruitment to our NORCAL Board and getting our cities to share their success stories.

We would like to acknowledge the contributions and good works of Bill Boerum, who served on the Sister Cities International Board of Directors and represented Northern California, while doing so, Very well. We will present him with a "certificate of appreciation" for doing his job so well and representing all of Northern California. We will also give a Certificate of appreciation to A.J. Chahal for all that he did for the Youth abroad and at home and especially here in Santa Clara and Northern California.

We are so excited to have Tim Quigley replace Bill Boerum who is from NORCAL and we have two other members of our region on the Board of Directors for Sister Cities International. We will introduce the newly elected members at our conference. We are truly a very intricate part of Sister Cities International and I think the National office recognizes this also.

The Sister Cities International Conference for next year will be held in Virginia Beach, July 13-15, 2017. We had a very successful attendance from Northern California to the 60th Anniversary last year and hoping we get as many this year as we did last year at the 60th Anniversary. We are looking forward to seeing each of you at the next Conference in Virginia Beach.