

AGENDA

SISTER CITIES COMMISSION

Regular Meeting

Oscar Yrun Community Center, Conference Room

3020 E. Tacoma Street, Sierra Vista, AZ 85635

September 19, 2016

5:30 p.m.



CALL TO ORDER

ROLL CALL

ACCEPTANCE OF THE AGENDA

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING August 15, 2016

CHAIRPERSON'S COMMENTS

REVIEW OF CITY COUNCIL ACTIONS - Hank Huisking

DIRECTOR'S REPORT - Victoria Yarbrough

CALL TO THE PUBLIC

OLD BUSINESS

1. Treasurer's report and discussion - Randi Buros
2. Buena Sister Cities Club Updates - Matthew Lentz
3. Discussion on establishing a 501(c)3 organization - Randi Buros
4. Discussion/Decision on German Student Exchange in October 2016 - Susanne Himstedt-Gilbert

NEW BUSINESS

1. After action report - Oktoberfest 2016 - Susanne Himstedt-Gilbert
2. Christmas around the World event - Susanne Himstedt-Gilbert
3. Donation check for Jordan - Susanne Himstedt-Gilbert

ANNOUNCEMENTS AND REQUESTS OF COMMISSIONERS

ADJOURNMENT

CITY OF SIERRA VISTA
SISTER CITIES COMMISSION
August 15, 2016

CALL TO ORDER

Susanne Himstedt-Gilbert called the meeting of the Sister Cities Commission to order at 5:32 p.m.

ROLL CALL

MEMBERS PRESENT:	Susanne Himstedt-Gilbert	Randi Buros
	John McBee	Lourdes Montoya-Murphy
	Irma Valdez	Matthew Lentz

STAFF PRESENT: Victoria Yarbrough

COUNCIL LIASION PRESENT: Henrietta "Hank" Huisking

ACCEPTANCE OF THE AGENDA

John made a motion to accept the agenda. Randi seconded the motion.

VOTE: UNANIMOUS
The motion carried.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING – July 18, 2016

Lourdes made a motion to accept the minutes. John seconded the motion.

VOTE: UNANIMOUS
The motion carried.

CHAIRMAN'S COMMENTS

Susanne reminded the members about the commission meet and greet this Thursday and hopes that a few members will be able to attend. She also mentioned that the Commission on Cultural Diversity will be hosting a "Christmas around the World" event and has invited all the participants from the Heritage Fair to attend. She thinks it would be great for the commission and the kids from the club to participate in this event.

REVIEW OF CITY COUNCIL ACTIONS – Hank Huisking

Hank told them members she was happy they had a good meeting last month without her. She is looking forward to the September 2nd trip to Cananea and hoped that the commission would be able to attend. Most of the members stated that they would not be able to attend. She also invited the commission to the August 25th AZ league of cities day that will highlight "AriSon". She explained what AriSon is to the members. She also spoke to the members about some of the concerns of the West End citizens that the council was asked to look into.

DIRECTOR'S REPORT – Victoria Yarbrough

Victoria had no report this month.

CALL TO THE PUBLIC

There were no comments from the public.

OLD BUSINESS

1. Treasurer's report and discussion – Randi Buros

Randi went over the report and explained some of the items to the members, like the grill cost and cleaning deposit. He reported the balance in the account is \$ 3,673 plus the \$78 that he needs to transfer back into the account.

2. Buena Sister Cities Club Updates – Matthew Lentz

Susanne attended the meeting since Matthew had to leave for his sick child. She reported that there are 2 new members. There will be a car wash 17th of September from 10-3 at Windemere and they would like to sell tickets ahead of time at Oktoberfest. The kids would also like to sell hats that they have made. They would like to sell candy, not sure if they will be able to do that due to space constrictions. There is a Vinny's fundraiser scheduled in February. Matthew said that a few kids came by his class the following day saying that thought the meeting was cancelled since his classroom was dark. Next month there may be more kids in attendance.

3. Discussion on establishing a 501(c)3 organization – Randi Buros

Randi reported about establishing a 501(c) 3. He had a handout for the members to give them all some ideas and he has some information from Milt as well. You can do this without a lawyer to save the 1200-1500 cost. There are about 7 or 8 steps. The first step is to clear the name "Sierra Vista Sister Cities" with the cooperation commission at a cost of \$30 -\$40. This then has to be filed annually at a cost of \$10. There was further discussion about the steps that need to be taken along with the handouts. Randi suggested the members read all the information and then it can be discussed again next month. He would like to make a suggestion to have the members

think about the information and find a date to discuss all this information. Susanne thought that it may be better to have this discussed at the November meeting when there isn't a bunch of other business to be discussed. There was some further discussion about when in November would be a good day for a meeting. Randi added more information and explained the time frame and money this would require. Hank asked about how much money the commission is trying to profit from Oktoberfest. Susanne stated it should be about \$5k dollars.

4. Discussion on German Student Exchange in October 2016 - Susanne Himstedt-Gilbert

There aren't many updates, there was a parent meeting on Thursday night. There are 7 students with Susanne and Matthew attending as chaperones. There is no schedule as of yet. There is a concern with the Mexican group flying into Dresden. Humberto has 5 students and 2 chaperones attending. The parents in Germany will have to pick up at 2 different sites.

a. Discussion on sponsoring a child of a low income family

The commission discussed sponsoring a student. Hank was concerned that none of the kids were low income but Susanne said that there is one. Susanne thought that the kids appreciate and respond better to a monetary reward, than just a certificate. There was discussion what the decision up to this point in time had been. Susanne explained that the decision of how much was tabled but they would be making a donation to sponsor a deserving student. Lourdes made a motion to cover half of Jordan's ticket (\$350.00). John seconded. Vote was unanimous. Susanne would like to invite him to the September meeting and make a presentation. There was a brief discussion about how the group from Cananea is able to get their funds to go on the trip.

5. Discussion/Strategic planning - Susanne Himstedt-Gilbert

Susanne asked the members what they thought about this and reminded the members that she asked each member to think about this. Victoria reminded the members that anything they decided must be approved by city council. She feels it may be good to put their own stamp on their commission and possibly linking it to the 501-3c. Randi felt that since they are 2 separate entities they should be handled that way. Hank explained that she learned at the league of cities that other Sister City commissions had a 501-3c and they are "friends of Sister Cities". Victoria suggested that they table this discussion until after the November discussion about the 501-3c. The members agreed.

6. Discussion/Oktoberfest 2016 - Susanne Himstedt-Gilbert

Susanne said that she had bad news; the sausage shop will be charging them an additional \$1.50 per pound. She had pre-ordered 650 lbs, which was less than last year since they had about 100 lbs of leftovers last year. There was a discussion of raising the

prices a little bit to cover some of the cost or ordering less bratwurst to make sure there was enough money to cover all the costs before the event. The decision was made to order only 600 lbs of brats. The potato salad will be made at the VFW kitchen. They will get pretzel bread from the Bread Basket and smaller French rolls from Safeway. There was a discussion about how much to charge for each item and for plates. She also ordered 30 large cans of sauerkraut from Food City. Susanna is waiting for cost on all those and will go to Costco for all the other supplies. There was a brief discussion on crock-pots and rosters - Susanne would like them by Wednesday or Thursday before Oktoberfest so she can load her vehicle to bring to the park on Friday. She will sent out a schedule for the weekend and would appreciate all the help she can get. Victoria will take care of sending it out to the commissioners once Susanne makes a schedule. Victoria will make sure that all repairs are completed and the trailer is in the park as soon as possible to be cleaned and set up by 3:00pm for the health department inspection.

ANNOUNCEMENTS AND REQUESTS OF COMMISSIONERS

Next meeting is September 19th. It was reported that Humberto came and picked up the wheelchairs and other equipment that had been donated to the commission.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:59 p.m.

A handwritten signature in black ink, appearing to read 'S. Hinstedt-Gilbert', written over a horizontal line.

Susanne Hinstedt-Gilbert, Chairperson