

**CITY OF SIERRA VISTA**  
**SISTER CITIES COMMISSION**  
**October 03, 2016**

**CALL TO ORDER**

Susanne Himstedt-Gilbert called the meeting of the Sister Cities Commission to order at 5:38 p.m.

**ROLL CALL**

MEMBERS PRESENT:      Susanne Himstedt-Gilbert                      Randi Buros  
   Matthew Lentz    Lauren Giamalis  
   Irma Valdez

STAFF PRESENT:    Victoria Yarbrough

COUNCIL LIASION PRESENT:    Henrietta "Hank" Huisking

OTHERS PRESENT:

**ACCEPTANCE OF THE AGENDA**

Matthew made a motion to accept the agenda. Irma seconded the motion.

**VOTE:**    UNANIMOUS  
The motion carried.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING – September 19, 2016**

Matthew made a motion to accept the minutes. Irma seconded the motion.

**VOTE:**    UNANIMOUS  
The motion carried.

**CHAIRMAN'S COMMENTS**

Susanne read a thank you letter from Jordan Benniefield for the exchange trip grant and passed it around to the members.

## **REVIEW OF CITY COUNCIL ACTIONS – Hank Huisking**

Hank has emails she sent to Susanne, Randi and Victoria about obtaining a 501-c3. Milt had all sorts of information and recommended that the commission speak to the city attorney, Nathan Williams. Randi looked at the information and will bring it up later in the meeting. Milt has lots of resources and Hank thinks it's a great idea to form a 501-c3. Hank is excited about the commission's exchange trip to Germany. She asked if they were interested in doing an artist contest again. Susanne will talk about it later in the meeting. City Council is having a work session on Tuesday, October 11<sup>th</sup> to talk about the commissions and the tasking and clarify for the C.A.C. what they are being asked to do. Hank said we had a wonderful Art in the Park event and How the West was Run event.

## **DIRECTOR'S REPORT – Victoria Yarbrough**

Victoria said that we received the reimbursement check from the school district for the plane tickets. However, the check was combined with payment for something else that would go into the revenue account. The money is here but not quite yet, as we may have to get the school districts to write two separate checks if we can't do anything with the check we have.

## **CALL TO THE PUBLIC**

There were no comments from the public at this time.

## **OLD BUSINESS**

### **1. Treasurer's report and discussion – Randi Buros**

Randi gave each member a report. The Oktoberfest profit last year was \$4,035 and this year it was \$4,941.87. The \$78 deposited September 2<sup>nd</sup> is for an unidentified debit from a couple months ago, possibly from the 4<sup>th</sup> of July. Randi will find the receipts if possible and bring them to the next meeting for reimbursement if the members approve. There is a current balance of \$7,973.35 less the \$31 to Susanne for the additional costs from the travel expenses for the additional student. Randi will send a spreadsheet for Oktoberfest 2016 to Paris for distribution to all members. There will be a \$420 deposit from the Buena Sister Cities Club next month and Matthew will talk about that.

### **2. Buena Sister Cities Club Updates – Matthew Lentz**

Matthew said that he received a call mid-September notifying him that the club account was going to be closed if he did not provide an EIN. He closed the account and pulled out the money. The kids voted to use the money to reimburse the plane tickets and the students that worked at Oktoberfest and the carwash; \$50 each day for Oktoberfest and \$40 each day for the carwash. Students knew there was another spot available for the trip and Matthew received a request from a student and, later, the club president to go. Susanne communicated with Germany and got approval last week for the additional student. The ticket was over \$2,000, but the parents bought the ticket. The student will be writing an article for the school paper and the Sierra Vista Herald about the trip. The rest of the money from the account, \$420, was given to Randi to deposit. The last parent meeting was last Thursday. Cananea will meet them on Monday at the 1<sup>st</sup> planned activity, but are travelling

separately. Hank will get the proclamation that the Mayor wanted Mayor Burt to have. She will take it to Susanne tomorrow so that it can go to Germany with the gift and letter.

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

Randi would like to speak to the city attorney. He will need to make an appointment. Milt previously gave the commission theoretical boiler plate for setting up articles and by-laws, but Hank got an example of Mesa's by-laws and such from Milt. Randi spoke in detail about the contents of both to demonstrate that the Mesa information was shorter and less confusing. Some details and information need to be worked out such as votes, dues, members, quorums, board of directors with a lawyer. We need someone to be a statutory agent, this person's home is considered the place of business and all mail will be sent there for the organization. Randi asked that it not be him as he will be holding the funds. Matthew volunteered. Randi will send Mesa's information to Paris to be distributed to members. A draft will be drawn up and brought to the November meeting.

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

Susanne said they will be leaving on Saturday, October 8<sup>th</sup> in the morning. They will be gone 2 weeks and will be back late on Saturday, October 22<sup>nd</sup>.

### **5. Christmas Around the World event – Susanne Himstedt-Gilbert**

Susanne went to the last planning meeting. Participants from the heritage fair were invited. They are looking at setting up in the park where the farmers market is. It will be Saturday, December 10<sup>th</sup> from 3pm-7pm. They are trying to build up little villages by geographic area showcasing Christmas in each culture including food and carols. They were talking about asking the community chorus or children from Huachuca Mountain school music club to come and sing. Susanne said the commission is invited to participate. She looked into food vending and advises against it because of all the requirements. She said that one less complicated option is cookies under the home baked goods certification. Susanne has several ideas about activities that can be done for the event if the commission decides to participate. Lauren motioned to participate. Randi Seconded. The vote was unanimous and the motion passed. Susanne will submit the paperwork and asked that everyone think about what can be brought to the table for the event. Hank suggested the next meeting be moved up to the 14<sup>th</sup> of November to allow more time to plan for the event. Randi motioned to move the meeting date and Lauren seconded. The vote was unanimous and the motion carried.

## **NEW BUSINESS**

### **1. Discussion of strategic plan suggestions to submit to City Council**

Susanne thought about some broad suggestions. She thought we should work closely with Cananea and make a connection with local businesses and the tourism commission to have a Cananea day. She said we should really work on our relationship with Cananea and find more people over there to extend our effort. A second idea she had was to get an adult exchange going. A third idea was to

make a second leg as a 501c3 that we are already working on. Another idea was to get more involved with sister cities international to bring the commission out more into the public to bring the city recognition, for instance, joining the young artist showcase which would make the city more attractive to the youth. Hank suggested that having a successful state conference should be on the list of ideas. Victoria said we could write these ideas up, take more ideas by email and send them out so that members can vote on three of them in November to submit. She recommend that everyone keep in mind that the City council is looking for ideas that provide a city wide benefit rather than specific activities.

### **ANNOUNCEMENTS AND REQUESTS OF COMMISSIONERS**

There were no announcements or requests from the commission.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:24 p.m.

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

Susanne Himstedt-Gilbert, Chairperson