

**CITY OF SIERRA VISTA**  
**SISTER CITIES COMMISSION**  
January 23, 2016

**CALL TO ORDER**

Susanne Himstedt-Gilbert called the meeting of the Sister Cities Commission to order at 5:36 p.m.

**ROLL CALL**

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

STAFF PRESENT: Victoria Yarbrough

COUNCIL LIASION PRESENT: Gwen Calhoun

OTHERS PRESENT:

**ACCEPTANCE OF THE AGENDA**

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

**VOTE:** UNANIMOUS  
The motion carried.

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

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

**VOTE:** UNANIMOUS  
The motion carried.

**CHAIRPERSON'S COMMENTS**

Susanne welcomed Gwen to the Sister Cities Commission. She reminded the commissioners about the All-Commission Meet and Greet on Tuesday, January 24<sup>th</sup> at 5:00 pm in the Mona Bishop Room of the Sierra Vista Public Library and asked anyone planning to attend to please bring a snack to share.

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

Gwen said that the City Council Action Review Meeting is tomorrow (Tuesday, January 24<sup>th</sup>) before the Work Session and it will summarize decisions that have been made about boards and commissions.

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

Victoria announced that the next Arizona Sister Cities Board Meeting is next Friday (February 3<sup>rd</sup>) from 11:00-12:30 and let everyone know that she has a call in number if anyone wants to participate.

## **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 deposited a \$4,000 check into the City account for use during the exchange trip. A total of \$5,624.38 is frozen in the bank account until further notice. Susanne purchased some items for the All-Commission Meet and Greet. Victoria advised her to put in a check request with the receipts attached for reimbursement.

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

Susanne said the kids are planning a farewell party for the students from Germany. Matthew said they are excited and making banners. They also have some pizza parties coming up at Vinny's and Chipotle. Susanne said the kids are planning something special for the exchange students too. Susanne told everyone that the presentation to City Council is this Thursday (January 26<sup>th</sup>) and the presentation to the school board is Tuesday, February 7<sup>th</sup>.

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

Randi passed out restated bylaws and articles of incorporation. Randi told everyone that, according to the lawyer, incorporation is fairly quick. Approximately 2-3 weeks, but approved articles and bylaws are needed to start the process as well as \$75 to the AZ Corporation Commission. Normally, the lawyer would charge \$1,000 to draw everything up from scratch, but if we present a copy of bylaws and articles for him to go off of it will only cost \$500. Randi said he tried to make it as simple as possible and allow for growth. He gave a rundown of the basic parts and structure of the articles and asked for input. Randi said he would like to vote to submit the paperwork tonight, but John said he would like to be able to go through and read it at length first. Randi said he will need the names and addresses of volunteers for the initial positions for Sister Cities of Sierra Vista, Inc. including president, vice president, secretary and treasurer and asked that the commissioners consider this for

next meeting as well. Randi motioned to move the February 20<sup>th</sup> meeting to February 13<sup>th</sup> due to the President's Day holiday. Matthew seconded the motion. The vote was unanimous and the motion carried. Randi noted that the incorporation must be announced in print. He recommends the Tombstone paper because the price is cheaper. Randi said the lawyer said to anticipate paying \$75-\$400 to publish the announcement. He also ran through the bylaws describing the ways in which the corporation will operate. John had to leave at 6:00 pm. Susanne recommended not including the entire city council in ex-officio members in order to avoid a majority override. Victoria recommends taking the word "monthly" out of the regular meetings to avoid the obligation to meet. Randi is planning on spending a total of \$1,500 for non-profit setup. Lauren mentioned that the commission should look into accounting software to track spending and generate reports for the IRS. Gwen and Victoria let the commissioners know that the Legacy Foundation runs trainings on non-profit organizations and there are non-profit management classes available at Cochise College.

#### **4. Cananea Outreach - Irma Valdez**

Irma has 3 bags of jackets to donate. She said we need to figure out how to get them to Mexico as soon as possible so that they can provide the most good in this time of year. Gwen said that the AZ Community Foundation has a connection with a clinic in Naco. Susanne thought the commission could ask Umberto to make small bags to send with the Cananea families on the 20<sup>th</sup> of February. He could distribute them. Susanne will ask him. Irma said her sister-in-law will look into writing a letter designating the clothes as donations officially. Victoria said that she understands that such a letter would need to come from the recipient rather than the donor. Victoria and Gwen had to leave at 6:25.

### **NEW BUSINESS**

#### **1. Discussion on Young Author's Showcase - Susanne Himstedt-Gilbert**

Susanne tabled the agenda item due to a time restraint and more pressing matters.

#### **2. Discussion on America Exchange Trip February 14<sup>th</sup> to March 4<sup>th</sup> - Susanne Himstedt-Gilbert**

Susanne passed out a calendar that she created for the exchange. She said she sent out a host list to be checked by the hosts before sending it to Germany. Susanne went over the schedule from February 12<sup>th</sup> to March 4<sup>th</sup>. Randi made a motion to pay for the hotel rooms for the kids in Phoenix. Susanne seconded the motion. The vote was unanimous and the motion carried. Irma had to leave at 6:45. Matthew made a motion to approve the schedule calendar and the total approximate cost between \$3,000 and \$4,000 for the exchange trip. Randi seconded the motion. The vote was unanimous and the motion carried.

**3. Discussion and voting on participation in the Cultural Heritage Fair – Susanne Himstedt-Gilbert**

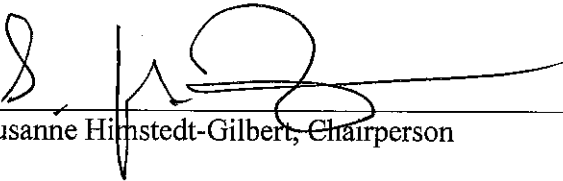
Susanne asked if the commissioners wanted to participate in the Cultural Heritage Fair on April 8<sup>th</sup>. Randi motioned to participate and Lauren seconded the motion. The vote was unanimous and the motion carried.

**ANNOUNCEMENTS AND REQUESTS OF COMMISSIONERS**

There were no announcements or requests.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:02 p.m.

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

Susanne Himstedt-Gilbert, Chairperson

## **AGENDA**

### **SISTER CITIES COMMISSION**

Regular Meeting

Oscar Yrun Community Center, Room 1

3020 E. Tacoma Street, Sierra Vista, AZ 85635

January 23rd, 2016

5:30 p.m.



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### **CALL TO ORDER**

### **ROLL CALL**

### **ACCEPTANCE OF THE AGENDA**

### **ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING December 19, 2016**

### **CHAIRPERSON'S COMMENTS - Susanne Himstedt-Gilbert**

### **REVIEW OF CITY COUNCIL ACTIONS - Gwen Calhoun**

### **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. Cananea Outreach - Irma Valdez

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

### **ADJOURNMENT**