

and would like to know, from the commissioners, if it is alright to send a letter out asking for a donation from them. Susanne worked on Buena Club tax donations and found \$400 extra dollars that they put back into the account. Susanne asked that if anyone made tax donations to Buena for the Sister Cities Club please let her know so that she can make sure it made it into the right account. There is a State Board meeting on Friday, the 28th in Phoenix at a time TBD, but probably 11:00 a.m. Susanne believes it is important that the commission attend. She is going and would greatly appreciate it if someone would join her.

REVIEW OF CITY COUNCIL ACTIONS – Gwen Calhoun

Gwen was not present.

DIRECTOR'S REPORT – Victoria Yarbrough

Victoria has nothing to report at this time.

CALL TO THE PUBLIC

None.

OLD BUSINESS

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

Randi passed around copies of the approved corporate entity paperwork. The articles are being printed in the Tombstone paper. As soon as that is done, Randi can send in the request to the IRS for the tax-exempt, non-profit status. There was a hiccup in opening the bank account. National Bank asked for a notarized letter from each of the board members, Susanne, Lourdes, and John, authorizing Randi to access the account. Mayor Mueller said that Randi can stage a document at City Hall and each signature can be notarized there. He asked if there is a secondary signatory on the account and recommended that one of the other board members goes with Randi to be authorized as well. Sister Cities of Sierra Vista is a corporation now, but will not be a non-profit by State Conference.

2. Discussion on State Conference October 2017

Susanne said that everything is in upheaval after Milt's passing. He was the commission's main promoter, organizer and point of contact. The State Board is not functioning right now so the commission needs to really work hard to put everything together and make it interesting. Mayor Mueller would like to speak at the beginning of the conference. He asked about general plans and a local attraction booth. Hank said that usually it starts with a Friday night social. Last year in Fountain Hills it was a lake cruise. She said Sierra Vista is hoping to showcase extraordinary skies with astronomy. Michael, Hank and the Mayor discussed the issues that the commission went over at last meeting regarding the University of Arizona hosting the social and rehashed the social plans. Susanne said she worked on the program for

Saturday a little bit. She put down a registration, State Board meeting, mayoral welcome, memoriam for Milt, break, presentation by the Hispanic Chamber of Commerce (30 minutes by Dan on cross border trade and a possible additional talk on international trade), roundtable, open spots, lunch and guided observatory and garden visits, and a presentation on Sister Cities Sierra Vista (specifically Oktoberfest and the exchange). The Mayor recommended finding out what the State wants to present as it may fill up the rest of the day and Susanne said she was hoping to find out what the State Board wanted to present at their meeting. Susanne read a list of other breakout session ideas as well. Susanne talked to Ellen and Mike and asked if she should contact SC International to see if they can send a guest speaker. Ellen said she would check in with some friends there and see if she can organize something. The mayor recommended scheduling the keynote speaker directly after him. He said that on Saturday the commission should set up a display to showcase the city. He asked Victoria if there's a city facility that would hold 100 people. She said that the Mona Bishop room at the Library with the patio area would work; the Ethel Berger Center or the Cove are also options, but the park will be full. The mayor asked about alcohol. Victoria said the EBC has a liquor license, but the library would need special dispensation. Michael said that the commission discussed Pueblo Del Sol. The mayor expressed concern about the size of the building. John expressed concern about having a definite decision and a plan by July 15th. Susanne said that the things that need to be chiseled out as soon as possible are Friday night's location, invitations sent out, and the Saturday agenda, albeit noted as subject to change. Victoria said that what the commission really needs to decide on are the plans for Friday, the hotel and the cost. Michael did the cost calculations for 80 people at Pueblo Del Sol (all inclusive) and figured it would cost just over \$20 per head. Judy and Susanne said that they want to discuss changing the location to somewhere with "wow factor". Brown Canyon Ranch was a suggestion. Michael cautioned to consider all of the unknowns that won't be taken care of at that type of location like servers, catering, transport and generators for lights. The commissioners discussed convenience versus impressiveness. Judy said that the city could invite Hoppin' Grapes to come and run a bar and Susanne said that the commission could ask for food donations from Texas Roadhouse. John said he got quotes from Angelika's for low cost food as well. Hank said she could talk to the Forest Service to find out if it is available and how to reserve it. Victoria said the buses can be reserved if they are mechanically sound at that time. It would be Friday, October 8th from 5:30-8:00 p.m. Hank said that the commission could still invite the astronomy club there. Susanne talked to a barbershop quartet about performing. John mentioned that Irma also found traditional Spanish dancers through Alma Dolores. The commissioners discussed entertainment options. The mayor said that, at this point, he is thinking PDS for simplicity's sake. Randi agreed. Everyone looked at the spreadsheet of costs that Michael made. Commissioners discussed food and pricing options at Cochise College for Saturday again. Victoria asked if the commission could just pack a lot of Sierra Vista flavor into an event at PDS for logistic ease. Commissioners discussed the space available there. Victoria and Susanne mentioned that

Brown Canyon could be prepared as a trip or recommended in the visitor package. Susanne said that kids can help stuff the bags with the local information and gifts with the City logo on them like pens and notepads. The commission could also get shirts for them and they could be utilized at the conference. Commissioners discussed pricing again. In the past, the two days were \$50 together or \$30 each separately. Susanne brought up the question about which invitees should be charged again. Mayor Mueller said that he would take care of the costs for the people he invites through the City. Victoria said that she and Judy could figure out total costs for Friday and Saturday. On the hotels, Lauren didn't get very far so Susanne worked on it. She went over some offers. Garden Place Suites came back with \$68.25 including drinks and breakfast. The commission discussed breakfast at Cochise again. Victoria said that the commission needs to figure out their preferences and let the City figure out costs. They will select the best, most affordable options based on commission preferences. Victoria said the goal will be to keep the costs as close to previous State Conferences as possible. The City should have everything needed to build the flyers now. Susanne would like them prepared by July 15th if possible, without an agenda on it. John asked what time the conference will end; he was under the impression that it would be over after lunch at 1:00 p.m. The other commissioners said 3:00 p.m. Susanne asked if the bags can be ordered. Judy said the bags should be ordered by the end of July to get them in time. Susanne said that will be about \$400. Hank recommended getting sponsors for the gift bags. Susanne asked if Hank would please talk to the Chamber of Commerce about it. The City will do invites. The State Board will plan something for Milt.

NEW BUSINESS

1. Oktoberfest September 8, 2017

Susanne signed the commission up as a vendor. The commission is just waiting for the bank account to be set up so that they can write a check. She asked that everyone make their selves available. Susanne pre-ordered the brats and talked to Angelika's about pretzel rolls. Susanne asked the commission if she could just plan the event like last year. Matthew made a motion to give her that authority and John seconded. The vote was unanimous and the motion carried. There is \$1119.19 in the account per Victoria.

2. Exchange to Germany October 2017

Susanne said the tickets have been purchased. The dates are October 8th – 23rd. Susanne presented a cost breakdown. She talked to Frank and Grunara. The couple coming needs to be housed together. They are also vegan. Susanne asked that the commission consider having Prague on the agenda. Matthew is against it.

ANNOUNCEMENTS AND REQUESTS OF COMMISSIONERS

Susanne will not be able to attend the meeting next Monday, the 17th. John and Irma would like to postpone it. The commission decided on Monday, July 31st instead.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:04 p.m.

Susanne Himstedt-Gilbert, Chairperson