

**CITY OF SIERRA VISTA**  
**SISTER CITIES COMMISSION**  
**August 21, 2017**

**CALL TO ORDER**

Susanne Himstedt-Gilbert called the meeting of the Sister Cities Commission to order at 5:33 p.m.

**ROLL CALL**

MEMBERS PRESENT:	Susanne Himstedt-Gilbert	Randi Buros
	John McBee	Irma Valdez
	Michael Boardman	Matthew Lentz

STAFF PRESENT:	Rob Hinderer
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COUNCIL LIASION PRESENT:	Gwen Calhoun
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OTHERS PRESENT:	Hank Huisking
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**ACCEPTANCE OF THE AGENDA**

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

<b>VOTE:</b>	UNANIMOUS
The motion carried.	

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING–July 31, 2017**

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

<b>VOTE:</b>	UNANIMOUS
The motion carried.	

**CHAIRPERSON’S COMMENTS**

Susanne said she sent the invoice to the school to get the 2 chaperone tickets reimbursed.

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

Gwen said the next council meeting is the 2<sup>nd</sup> week of September. She will make a statement about the exchange and mention the presentation for when they return.

## **LEISURE SERVICES REPORT – Rob Hinderer**

Rob introduced himself and announced that Victoria has a new position with the city. He let the commission know that he will be acting as the staff liaison temporarily.

## **CALL TO THE PUBLIC**

None.

## **OLD BUSINESS**

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

Randi currently has \$2,396. Of that total, \$420 belongs to the Buena Club. He withdrew \$50 to reimburse Susanne for the health inspection. The family on a payment plan paid another \$50 toward their ticket. There is a lawyer bill for the application to AZ Corporate Commission of \$75 to be paid. Randi will wait until the bank account is open to pay the bills. Publishing the Articles of Incorporation in the Tombstone newspaper may be as much as \$200.

### **2. Establishing a 501(c)(3) organization updates – Randi Buros**

Randi said the letter of approval came from the IRS for the tax-exempt status. A meeting for the organization will need to be set up soon. Randi would like to look into doing fundraising professionally. Michael recommended coming up with business rules right away. Randi said he would send a copy of the bylaws to Michael if he was interested. Michael said that the organization needs to go into more details than the bylaws do, such as accounting for property and record publishing. Randi said Cochise College also offers classes on non-profit organization. Rob asked what the commission's yearly funding goals are. Randi answered \$4,000-5,000. Rob said the priority should be setting up a board and key players for voting. Randi said that it would be okay to wait until after the conference to start. Rob recommended going to the Chamber of Commerce, Knights of Columbus, YMCA, VFW, etc. to get advice. Susanne mentioned finding out how to avoid sales tax. Michael said he believes that non-profit organizations have to pay sales tax, but not income tax. John said he would check with the purchaser at the German American Club about that. Randi and Michael discussed the separation of the commission and the organization, signing up, and membership dues for the 501(c)(3).

### **3. Buena Sister Cities Club update – Matthew Lentz**

Matthew said that membership exploded this year. There are more members this year than last year at this time. There are approximately 25. Matthew explained to the students that showing a commitment to the club would be necessary to earn their place on the exchange trip. The club will be selling hats for a fundraiser. They discussed having a Texas Roadhouse fundraiser, but not pre-selling carwash tickets yet. Matthew thinks it will be a good year for the club.

### **4. Exchange trip to Germany October 2017 discussion & vote**

Susanne said the parent meeting is this Thursday night at 5:30 p.m. An initial schedule outline was sent out, but there will be more this week. The trip cost is 25 Euros per person for Prague. Berlin has been moved to the beginning of the trip so the transport will cost more than it did last year. It will be 228 Euros. Health insurance is 1.20 Euros per person per day for a total of 168 for the American kids and 144 for the Mexican kids. The transport for Berlin plus the health insurance for everyone comes to 537 Euros or \$634. Randi and Susanne explained why the commission has paid for Cananea in the past, where the money comes from and how much it would be. Irma motioned that the commission pay the insurance for the Cananea kids. John seconded. The vote was unanimous and the motion carried. Randi asked if the commission should ask the kids to pay for Prague themselves at approximately \$30 each. Michael said that he believes the commission should pay for it because that is their purpose and where the money they raise should go. Randi moved to pay the transport costs for Prague. Matthew seconded. The vote was unanimous and the motion carried. The kids will fly out on October 8<sup>th</sup> and come back on October 23<sup>rd</sup>.

### **5. Oktoberfest September 8, 2017 discussion & vote – Susanne Himstedt-Gilbert**

Randi used his credit card to rent the grills for \$100. If the commission chooses to purchase a pressure sprayer it would cost approximately \$100 for a 1600psi machine. Michael doesn't recommend purchasing one if it can be avoided because if they aren't used frequently they don't work anymore. Randi could not find one to rent. John, Mike and Irma volunteered to find one to borrow. The commission decided not to buy one. Most of the supplies have been purchased by Susanne at Costco. Randi will purchase the sauerkraut when it comes in. Gwen will go pick up bratwursts on the 6<sup>th</sup> and John will store them. Susanne will send the details to Gwen. Rob said that the city will need a finance check request at least a week out. Gwen had to leave the meeting. Susanne reminded commissioners that she needs their schedules to know when people can work and what they can do. Paris will send out an email request and compile schedule responses for Susanne.

### **6. State Conference October 2017 update**

Susanne said the commission is almost ready. There are only 3 people registered so far. The agenda is set. Rob and Susanne will meet to finalize entertainment. Rob knows what the

budget for Friday night is and will meet with Michael and PDS to set up hors d'oeuvres. Susanne let Michael know that the garden and observatory tours will take place at about 2:15 p.m. Irma said that everything is laid out for getting baskets and trip certificates donated for the silent auction. Hank said she could get stuff from the chamber to put in the bags from the city, with the notepads. Susanne and Matthew will talk to the kids parents about where and when they'll be stuffing bags. Michael said he recommends having a welcome table with at least 3 children to hand out bags and nametags. Susanne asked if there would be anyone to serve coffee. Susanne said there should probably be a welcome table with 2 kids on Friday night as well. Michael asked about the nametag options and who would be responsible for buying and printing them. Susanne asked Rob to figure out the details with Judy Hector. The commission discussed coming together to check on last minute details on October 4<sup>th</sup> with a notice of possible quorum. Michael asked Rob if he could get a roster of those that are registered on September 29<sup>th</sup> and October 4<sup>th</sup>. Commissioners discussed putting together packets, bags and other handouts as well as needed supplies for Saturday. Michael and Susanne talked about staff, volunteers and recorders of video, audio or notes. Susanne asked Rob to check on equipment at Cochise, such as laptops, screens, projectors and internet. Michael offered to go with Rob to Cochise and do a walkthrough 2 weeks prior to the conference. Susanne offered to go to PDS as well. The commissioners discussed asking the mayor's office for a signed welcome letter to go into welcome packets. Susanne asked Rob to remind Gwen to push the conference at the League of Cities. The commission decided to take money at the welcome booths for same-day registration and not put those attendees through the city software or accounts. The state board is distributing the invitations so there isn't a list of invitees available. Michael brought up ideas for VIP treatment for special attendees.

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

Susanne asked if the commission would like to schedule a meeting before the 18<sup>th</sup> of September. The commission decided not to schedule a meeting.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:10 p.m.

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Susanne Himstedt-Gilbert, Chairperson