

**CITY OF SIERRA VISTA**  
**SISTER CITIES COMMISSION**  
**October 16, 2017**

**CALL TO ORDER**

Susanne Himstedt-Gilbert called the meeting of the Sister Cities Commission to order at 5:30 p.m.

**ROLL CALL**

MEMBERS PRESENT:	Susanne Himstedt-Gilbert Michael Boardman	Randi Buros Lauren Giamalis
STAFF PRESENT:		Rob Hinderer
COUNCIL LIASION PRESENT:		Gwen Calhoun
OTHERS PRESENT:		Laura Wilson Jill Adams

**ACCEPTANCE OF THE AGENDA**

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

**VOTE:** UNANIMOUS  
The motion carried.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING–Sept. 18, 2017**

Lauren made a motion to accept the minutes.  
Michael seconded the motion.

**VOTE:** UNANIMOUS  
The motion carried.

**CHAIRPERSON’S COMMENTS**

Susanne thanked everyone for help with the conference.

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

Gwen talked about the Fry town annexation and asked that commissioners direct questions from the public to City Council.

### **NEW BUSINESS**

#### **1. Review of Commission Procedure Guidelines – Jill Adams**

Jill said that last winter there was a 3 member council committee that reviewed commissions and the way they operate. They decided that all of the commissions were important, but were not being utilized to their full potential. They came up with an operating procedure guideline to help the commissions get and stay on the same page. If the guidelines are approved by the council, they will become, effectively, rules. One of the items in the guidelines is regarding the discontinuation of written minutes and implementation of recordings as the only record for commission meetings. This decision was made to save the city unnecessary staff time. Minutes can vary from brief to extensive and are interpretations, but the recordings are consistent and accurate. With this, the commission will need to keep in mind that a more formal format, in which the name of each speaker is announced, will benefit listeners. Susanne had some concerns about being able to quickly reference past topics. Jill talked about some of the ways to accommodate such referencing without written summaries. Jill said the other main change from the guidelines is that associate members will be more like regular members; they will be the same minus voting. City Council recognized that they could be communicating better and more frequently with commissions. Gwen asked that commissioners review the document that was sent to them and ask any questions before the November council meeting. Jill reminded commissioners that it isn't a final version and that she welcomes emailed concerns and suggestions.

### **OLD BUSINESS**

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

Randi went over a finance report that he handed out to commissioners. The 3 trash cans that were purchased for \$38.85 by Randi are SCC property. Gwen recommended clarifying whether the monies and inventory belong to the organization, commission or club. Randi and Susanne plan to get together to discuss exchange rates for the trip and club. The total in the account is \$6,933.15 as of right now. Randi will look up the balance due on the ticket that the exchange trip family is making payments on. Rob recommended that the subsidized part of the ticket be referred to as a scholarship now that the money comes from an organization and not a commission. Randi mentioned that a budget needs to be created for the 501 c3. A balance sheet and income statement need to be made up as well. Assets include a tent in addition to the 3 trash cans. Susanne spoke about a donation in exchange for ad space on the B-Troop calendar. Rob reminded her that sponsorships cannot be done by commissions. Laura said that organization (Sister Cities Association) business shouldn't be discussed at a commission meeting. Gwen had

to leave. Susanne asked if the commission would like to help Irma pay for her part of the ticket to Germany as it was more expensive for her than Matthew. Randi recommended paying for the rest of her ticket in full. Lauren and Michael agreed. Randi made a motion to pay for the remainder of Irma's ticket. Lauren seconded. The vote was unanimous and the motion carried. Rob said that the money left in the donation account with the city will be handed over in a check when the bank account is ready. Susanne asked for an itemized statement of the city donation account. Rob said that there is a transaction list going back 7 years. Michael would like a closeout account for the conference including all expenses and income. Rob said that he will go over it in the appropriate part of the agenda.

## **2. Exchange trip to Germany update and discussion**

Susanne said that the kids are doing great and having a good time. Van 115 is reserved for Monday. Susanne said to make sure that the last bench seat is removed this time and asked why she can't have a better vehicle. Susanne and Lauren discussed kids that need rides. Randi wants to pick up the van key at 12:00 pm on Monday. Susanne said that the van needs to be gassed up and cleaned better too. February 4<sup>th</sup>-24<sup>th</sup> is the proposed date range for the America Exchange. Susanne asked for permission to start booking reservations and making plans. She would also like to send a letter to the superintendent of schools requesting a chaperone besides Matthew.

## **NEW BUSINESS**

### **2. Young Artists and Authors Showcase – Susanne Himstedt-Gilbert**

Susanne spoke to the Arts and Humanities commission and they are on board to team up for the showcase. She said the commission needs to get started talking to the schools and teachers about submissions. She passed out an event flyer for the commissioners to review.

### **3. After action report on State Conference – Rob Hinderer**

Total revenue came to \$1,760. A total of 29 people registered for both events, 2 for the conference only and 10 for the social only. 33 of the attendees paid. Susanne asked if the bags were already charged. Rob said he would talk to PAO and the mayor's office about the bags and the mayor's invitees. \$420 is still due to Cochise for the room rental. Randi will pay it. Michael said that the AV guy was late, but he stayed longer to make up for it. Rob said that the commission should be in the black. Susanne asked if there was another food bill coming. Randi and Michael said no, as they already paid the \$612. Rob said that he thought it went really well overall. Participants were engaged and smiling. They were talking happily. Rob said he apologized to Ramsey Canyon for the "situation" and apologized about the vans. He recommended that the commission thank PAO for all they did. Michael gave a thumb drive to Rob so that presentations could be uploaded and posted. Susanne asked for a link as soon as it is finished. Susanne said that she believed the San Pedro House deserved an apology as well. Rob said that they didn't have to do anything extra to his knowledge. Susanne asked if someone should send out thank you letters. Randi said he would do it and Susanne said she'd send him a

list. Michael said the commission should put together a real after-action report. Randi said that he is trying to do that as well.

**LEISURE SERVICES REPORT – Rob Hinderer**

Rob had nothing more to report.

**ANNOUNCEMENTS AND REQUESTS OF COMMISSIONERS**

Susanne said she will be unavailable for a November meeting. Randi moved to cancel the November meeting as there isn't much business and there is no vice chair. Lauren seconded. The vote was unanimous and the motion carried. The next meeting will be December 18<sup>th</sup>.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:55 p.m.

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Susanne Himstedt-Gilbert, Chairperson