

MINUTES
Sister City Relationships Advisory Commission
Wednesday, March 16, 2011

The Sister City Relationships Advisory Commission met at 4:00 p.m. on Wednesday, March 15, 2011 in Conference Room A at City Hall.

Present

Commissioners: Sheila Castenda, Jill Connors, Michael Coty, Larissa, Filimonenko, Jeff Jochum, Dick Landis, Will McIntee, Pat McNamara, Betty Phillips, Louise Thurn, Annalee Ward; Council Representatives Joyce Connors and Kevin Lynch; Staff Member Kevin Firnstahl

Call to Order by Kevin Lynch at 4:00 p.m.

Oaths of Office were administered by Assistant City Clerk Kevin Firnstahl

Commissioners introduced themselves and reviewed the contact list for updates. Firnstahl will redistribute the updated list.

Open Meetings Law Review

Firnstahl briefly reviewed basic requirements for the posting of meeting notices, obtaining a quorum, and submitting minutes to the City Council.

Election of Officers

Motion by Phillips to elect Dick Landis to the position of Chairperson. Seconded by McIntee. Motion carried unanimously.

The Commission agreed to postpone the election of vice chairperson until Firnstahl checks on whether or not a Council representative can serve in the position. The Commission further agreed that Firnstahl will act as the Commission's secretary.

Schedule of Future Meeting Dates, Time, Place

The Commission agreed to meet on April 6 at 4:00 p.m. in Conference Room A at City Hall and agreed to schedule future meetings. Firnstahl to confirm room.

Budget Review

The Sister City budget consists of \$5,000 per fiscal year in addition to the membership to the Sister Cities International (\$680). Unused funds are generally not carried over to the next fiscal year.

Sister Cities International Membership and Information

Information regarding web sites, tools CD, and Iowa contacts was distributed.

Review of Current & Potential Sister City Relationships

Landis, Lynch and Connors relayed information about the creation and past experiences with Handan (China), Pyatigorsk (Russia), Dornbirn (Austria), and Trois-

Rivieres (Quebec). Firnstahl discussed the pending delegation visit from Dornbirn on April 29-May 30. He will follow up with Dornbirn and relay new information. There is a pending visit by a few Chinese Fellows April 17-30. Assistant City Manager Cindy Steinhauser is working on it and might ask for assistance from the Commission. Firnstahl will pass on details as they become available.

Communication Plan to Establish and Maintain Connections

Lynch requested that the Commission begin thinking about how to establish a communication plan to work toward maintaining current Sister City connections. Firnstahl stated that this now consists of correspondence between contacts and can greatly expanded.

Volunteers & Partnerships

The Commission was asked to consider ways of involving community volunteers and past committee members as well as creating partnership with local organizations. Commission Phillips indicated that she will be the Commission's liaison to the local chapter of Friendship Force.

Future Items

Firnstahl described current and future possibilities for a Sister City web page through the City's current web page. He will do some follow up with the Information Services Department and the Public Information Office as to the possibility of Commission Member involvement. The archiving of Sister City materials and souvenirs has been handled mostly by the Library and can become a duty of the Commission.

Adjournment

Motion by Jill Connors to adjourn at 5:15 p.m. Seconded by Ward. All in favor.

Submitted by Kevin S. Firnstahl, Assistant City Clerk