

Kitakata Sister City Advisory Board Meeting Action Minutes
11.10. 2021

Advisory Board Members Present:

Jason Jones
Sruthi Menon
Aaron Reyna- Vice Chair
Tracy Sailors
Dave Schalk
Seiji Shiratori
Kevin Stewart
Ashleigh Sumerlin- Chair
Lois Reimer- Emeritus (observing)

Staff Present:

Erica Behler – Recreation Coordinator

Members of the Public Present:

N/A

AGENDA ITEM	ACTIONS
CALLED TO ORDER	6:07 p.m.
<u>Minutes</u>	A. August 11, 2021 minutes approved, all in favor, none opposed
<u>Public Comment</u>	A. N/A
Seiji Budget Update	A. Seiji gave a brief overview of the budget excel spreadsheet he created. The board agreed that it would be useful to revisit this document frequently to begin outlining purchasing/forecasting for the future.
Review of Harvest Festival and Council Presentation	<p>A. Erica briefly gave an overview of the council presentation that her and Ashleigh gave regarding the boards work plan. Erica also briefly touched on the Harvest Festival event, and then opened it up to the board for further comments.</p> <p>B. Ashleigh said she was able to speak with the Mayor at the Harvest Festival about some of their ideas. The Mayor spoke with Ashleigh about a potential opportunity to use a recording studio to create a cooking video- (I believe she was talking about Willamette Falls Media Center)</p> <p>C. Other board members chimed in that they thought it was a great event and that the leaf rubbing activity was well received by those that participated.</p>
Board Appointment Reminder	A. Erica reminded the board that those up for reappointment need to email the Mayor by November 13 and express interest in reappointment; otherwise, their positions will be up on December 31, 2021 and new members will be appointed.
Pen-Pal Program webpage review	<p>A. Erica showed the board an ad/promotional poster she created in Canva for the Pen-Pal program, as well as the web form on the sister city advisory board web page. The board discussed collecting letters throughout the month of January and mailing them to Kitakata in early February. The webform/webpage reads as follows:</p> <p>SISTER CITY PEN-PAL PROGRAM</p> <p>Do you want to connect with an individual in our sister city of Kitakata, Japan via letter or email? From January 3 through January 28, the Kitakata Sister City Advisory Board will be accepting letters from Wilsonville residents at the Parks and Rec Admin Office (29600 SW Park Place) Monday through Friday 8am to 5pm. All letters collected during this time will be mailed to Kitakata, Japan on Monday January 31 for distribution to the local community.</p>

Students and residents in Kitakata will then reply directly to the provided return address or email. Remember to write as legibly as possible (typing up your letter is also an option). At a minimum, please include the following information in your letter:

- Your Name & Age
- Your physical return address or email address (please note your preferred method of reply by starring one)
- Your school/grade or occupation (adults are welcome to participate!)
- Hobbies/interests/pets/currently reading/etc...
- Something you'd like to know about Japanese culture
- Other items to include might be - a drawing, a picture of you or your family, stickers, bookmarks, etc... (only include items that can lay flat- and nothing too heavy please!)

The Board hopes that through this pen-pal program we can extend hospitality and messages of friendship from Wilsonville to Kitakata. It has been an exceptionally trying time for all of us around the world, and a letter from a friend (even one on the other side of the world) can go a long way. Letter writing is also a great way to help students in Kitakata learn to read and write in English, as well as help Wilsonville residents learn and appreciate the culture of our sister city. We hope you join us in this pen-pal program! Questions- reach out to Recreation Coordinator, Erica Behler at behler@ci.wilsonville.or.us

The board agreed that it would be best to discuss this program with Kitakata to make sure it was doable on their end before advertising it in outlets such as the Boones Ferry Messenger, etc...

Winter/Spring Activity Guide

- A. The Board discussed the Winter/Spring Activity Guide deadline and decided to put an event placement in the guide for Cherry Blossom Week. Details to be discussed further at an upcoming meeting. (This guide should be in mailboxes by December 10th)



JASO, Sake One, Exchange Student	A. Ashleigh gave the board an update on an event she went to at Sake One. She said that Sake One was interested in partnering with us on a sake collaboration with Kitakata, and would reach out to them for more information. She also mentioned the JASO (Japanese American Society of Oregon) was interested in partnering on future activities.
Community Enhancement Project	A. The board briefly reviewed the Wilsonville-Metro Community Enhancement Program page to discuss opportunities to apply. The majority of the board felt like it was too soon to apply for the program, and would want to have a larger more thought out project to submit. https://www.ci.wilsonville.or.us/bc-mce
Tabling Display-Prographics quote	A. Erica noted that she has begun discussions with Porgraphics Services in Wilsonville about a tabling display. Matt Noonan at Prographics will be supplying Erica with a quote and design in the coming weeks.
Next Meeting with Japan	A. The Board discussed possibilities for an upcoming meeting with Japan to present to them the work plan and pen pal program idea. The board landed on December 8 th at 6pm.
ADJOURN	7:30 p.m.