

Forest Grove/Nyuzen Sister Cities Committee Meeting Minutes

Meeting Date: March 4, 2021
Meeting Location: Community Auditorium and Video Conference
Members: Present
Nefedov, Larisa Chair
Stapp, Azumi Vice-Chair
Anderson, Kermit Secretary
Stenson, Doreen Treasurer
Anderson, Jackie
Beechwood III, John
Nowlin, Nicole
Allen, Linda
Members Absent:
Hill, Martyn
Others:
Blackmun, Rich Staff Liaison
Ruggles, Anna Staff Liaison
Rippe, Timothy City Council Liaison
Guests: None

- 1. Called to Order** Meeting was called to order at 4:49 p.m. by Nefedov. Due to COVID-19 the meeting was held via Zoom conferencing. Members were variously in attendance at City Auditorium or connected remotely via the internet.
- 2. Quorum** Yes
- 3. Minutes** Minutes from the October 8, 2020, meeting were distributed and reviewed. Motion: moved by J. Anderson, seconded by Allen, to approve the minutes as submitted. Motion carried.
- 4. Financial Report** Balance **\$5,145.84** which includes \$33.50 from bottle/can recycle from Ruggles and \$400.00 donation from the City of Forest Grove. As of March 1 the balance of the Committee's Bottle Drop account is \$45.60.
- 5. Liaison Reports**
 - a. Chamber (Rippe)**

- 1) Rippe reports the Chamber Board of Directors, the City of Cornelius and the City of Forest Grove have approved the Memorandum of Understanding (MOA). Thus, the bylaws can be considered operational for Committee activities going forward.
- 2) The Chamber has a new executive director, Juanita Lint, having previously served as acting director for a number of months.
- 3) The Chamber has begun implementation of new software which has many enhanced functionality for their website and customer management.
- 4) The Chamber will hold an online dinner-auction fund raiser to be scheduled sometime in April. Contact Rippe for details on participation.

b. City (Ruggles)

Nyuzen has not communicated with Forest Grove concerning future delegations. Nyuzen student delegation is very tentatively being considered for Fall 2021 but this will depend on the course of the pandemic. No adult delegation from Forest Grove is anticipated this year (2021). Depending on the course of the pandemic the next adult delegation from Nyuzen would be in 2022. Ruggles will contact the mayor about inquiring of Nyuzen concerning future plans.

c. Sub-Committees Updates

No updates were presented from the Acculturation and Finance sub-committees. Rippe reported that the Bylaws sub-committee has additional work to complete on the administrative instructions document. Rippe will assess and advise at the next Committee meeting.

6 Old Business Award Event for Sandy Garcia

March 7 is the anniversary of Sandy Garcia's passing. A tentative celebration of life is being considered for some time in June/July at which the Committee can appropriately honor Sandy.

7. New Business a. New Committee Member?

Ruggles has been in communication with Sig Sigunander, former Cornelius City council member who has expressed interest in the activities of the SCC. Rippe will contact him about his particular interest and possible involvement with SCC activities.

b. Google Drive Committee Document Repository

Stapp demonstrated a service, Google Drive for use by SCC members as an online repository for our working documents. Ruggles also reported that the City will be going live with an online site for city document management, including the SCC documents. The consensus of SCC was that the Google Drive be utilized for working documents. Due to limitations of memory capacity and other considerations it will not be used as a comprehensive SCC historical document archive. Ruggles will send the city site link to SCC members.

c. SCC Operations Handbook

Stapp shared the latest version of the SCC Operations Handbook highlighting the task lists for even and odd numbered years corresponding to the adult delegation destination of Forest Grove (odd) or Nyuzen (even). Tasks are arranged chronologically by month and responsible parties are identified. Further additions, modifications, and refinements will be made as we await resumption of the delegation exchanges.

- 8. Next Meeting(s)** Thursday, April 29, 2020, 4:45 pm
- 9. Adjournment** Meeting adjourned at 6:09 pm.

5:40 PM

10/08/20

Forest Grove / Cornelius Chamber of Commerce

Restricted Fund Balance Detail - Sister Cities

All Transactions

Type	Date	Num	Name	Memo	Amount
3101 - Restricted Funds					
3113 - FB - Sister Cities					
Deposit	02/06/2019	1853	Forest Grove Foun...	Transfer Funds from Foundation	5,062.95
Invoice	02/19/2019	20195338	City of Forest Grove.	Sister Cities 2018 Admin Fee	59.90
Check	02/24/2019	9291	City of Forest Grove	VOID: Student Scholarship for 2...	0.00
Deposit	02/26/2019			-MULTIPLE-	525.00
Check	03/05/2019	9298	Truax, Pat	16 Photo Albums 30th Anniv	-417.91
Check	03/27/2019	9312	Eleanor Polk	Student Scholarship for 2019 F...	-1,000.00
Deposit	04/01/2019	7028		Photo book	35.00
Invoice	09/11/2019	20195632	City of Forest Grove.	Sister Cities - Student Delegatio...	400.00
Check	10/09/2019	9427	Sandy Garcia	Reimb Fall Festival Fundraiser ...	-130.69
Deposit	10/16/2019	1672		RV DN Stenson	410.00
Check	11/01/2019	9447	Doreen Stenson	Fall Festival 10/5/19, Reimb Exp...	-57.51
Deposit	11/01/2019			Japanese Aki Matsuri Fall Festiv...	90.00
Deposit	11/01/2019			Japanese Aki Matsuri Fall Festiv...	-3.90
Bill	11/01/2019	11/19	City of Forest Grove	Reimb Expenses relating to Nyu...	-400.00
Deposit	11/05/2019			Japanese Aki Matsuri Fall Festival	10.00
Deposit	11/05/2019			Bankcard Fee	-0.50
Deposit	11/08/2019	4673		Donation - Linda Allen	30.00
Deposit	01/23/2020	1699		Sandy Garcia Donated Bottles	100.00
Invoice	09/01/2020	20205958	City of Forest Grove.	Sister Cities - Student Delegatio...	400.00
Deposit	09/03/2020		Doreen Stenson	Cash from donated bottles/cans	33.50
Total 3113 - FB - Sister Cities					5,145.84
Total 3101 - Restricted Funds					5,145.84
TOTAL					5,145.84