

Forest Grove/Nyuzen Sister Cities Committee Meeting Minutes

Meeting Date: May 19, 2021
Meeting Location: Community Auditorium and Video Conference
Members: Present
Nefedov, Larisa Chair
Stapp, Azumi Vice-Chair
Anderson, Kermit Secretary
Stenson, Doreen Treasurer
Allen, Linda
Anderson, Jackie
Beechwood III, John
Nowlin, Nicole
Members Absent: Hill, Martyn
Others:
Blackmun, Rich Staff Liaison
Ruggles, Anna Staff Liaison
Rippe, Timothy City Council Liaison-Absent

- 1. Called to Order** Meeting was called to order at 4:48 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 April 29, 2021, meeting were distributed and reviewed. Motion: moved by Nefedov, seconded by Allen, to approve the minutes as submitted. Motion carried.
- 4. Financial Report** Committee's Bottle Drop account is \$120.80. Stenson will confirm receipt of \$130 for Committee basket at Chamber fundraising dinner auction. Donation of \$17 recorded.
- 5. Liaison Reports**
 - a. Chamber (Nefedov for Rippe)**
 - 1) The Chamber will be overseeing the cities' tourism program, the previous contract for which recently expired. In this new role the Chamber should be able to help the Committee identify suitable points of interest and activities for future visiting delegations.

- 2) The Chamber has established a new website, the URL for which is not available, but will soon be forthcoming.
- 3) The Forest Grove Chamber announced their annual board retreat to be held on July 7.

b. City (Ruggles)

- 1) Prior to the meeting Ruggles distributed a letter from Mayor Sasajima to Mayor Truax regrettfully cancelling the adult delegation from Forest Grove due to COVID-19. He expressed doubt concerning sending the student delegation but did not formally cancel at this time.
- 2) Ruggles also distributed a letter dated May 17 from Mayor Truax confirming the adult delegation cancellation and formally cancelling this year's student delegation to Forest Grove, also due to COVID-19.
- 3) The city is proceeding with plans to celebrate its 150th anniversary on October 5, 2022. Nyuzen is scheduled to send an adult delegation in 2022, so a formal invitation will be sent to Nyuzen.

c. Sub-Committees Updates

Nowlin reported on the first meeting of the new sub-committee to develop criteria and procedures for establishing additional sister cities. Nowlin announced intention for the sub-committee to meet monthly. She estimated one to two years before selection of additional sister city.

- 1) Fact sheets for both Forest Grove and Cornelius need to be created.
- 2) The sub-committee hopes to identify overseas contacts with local citizens as an initial step in identifying candidate cities. Ruggles suggested a citizen survey for this purpose, which the City of Forest Grove can facilitate through the monthly announcements which accompany the monthly utility bill.

6 Old Business

c. Adult and Student Delegations

As mentioned earlier, Forest Grove adult delegation to Nyuzen has been formally cancelled by Nyuzen Mayor Sasajima. The annual student delegation from Nyuzen was also cancelled as communicated in the letter from Mayor Truax.

d. Digital Data Storage

Digital storage of photographs from previous delegation visits will be available upon notification by Nefedov.

e. Operations Handbook Tracking

Stapp demonstrated the tracking system in the Operations Handbook. The handbook has monthly tracking tasks and deadlines for planning the incoming and outgoing adult and student delegations. Due to the cancelation of this year's delegation due to COVID-19 there are currently no action items requiring attention.

7. New Business

a. Farmers' Market SCC Presence

- 1) Application for space at the event are to be made with Adelante Mujeres.
- 2) Beechwood III reports that information booths are not allowed but community service booths are allowed. He will notify the committee when reservations are open, possibly July/August.
- 3) Stapp proposed the committee determine more precisely the information and materials to be available at the booth, beginning with an informational brochure. Ruggles has a template for an informational brochure previously developed for the 30th anniversary of our sister city relationship which can be updated. Martha Robertson, Chamber Assistant, was identified as a resource for producing the brochure.

b. Nefedov/Stapp Meeting with Executive Director of Chamber (Juanita Lint)

Topics discussed included exploration of areas of mutual support. While the Chamber is not directly involved with the Forest Grove Farmers' Market, the Committee's insurance liability coverage for participation can be provided by the Chamber. Support possibilities

- 1) Chamber display of Nyuzen gifts to Forest Grove for community awareness. The Committee further discussed the gifts, being three types: gifts to the city, the mayor, and the Committee. Ruggles explained their tracking and disposition. The idea of rotating their display was discussed including featuring them at the city library.
- 2) Lint, as new coordinator of the City's tourist program, would be in a good position to assist the Committee in informing the public of activities and ideas for visiting delegation activities.

- 3) Lint also suggested the Chamber maintain information for keeping and producing our informational brochure with the participation of Martha Robertson see 7.a.3) above.
- 4) Photographs for use in the brochure are available per Nefedov and Stapp. The Committee will need to address appropriate criteria and permission documentation when including pictures of city employees and host families.

c. Informational Statement

Stapp shared a statement in draft form for use by the Chamber intended to raise awareness of the existence and activities of our committee. The Committee collaborated to finalize the statement as follows:

Did you know Forest Grove has a sister city in Japan? The City of Forest Grove and Sister Cities Committee have exchanged student and adult delegations of community members with the town of Nyuzen for thirty years, and the bond between the two cities has flourished. If interested in participating, please visit (<https://www.forestgrove-or.gov/citycouncil/page/forest-grove-sister-city-nyuzen-japan>) or contact fgcsc.info@gmail.com.

8. **Next Meeting(s)** Thursday, July 15, 2021, 4:45 pm
9. **Adjournment** Meeting adjourned at 5:53 pm.