

Forest Grove/Nyuzen Sister Cities Committee Meeting Minutes

Meeting Date:	April 13, 2022
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:	
Sig Unander	
Others:	
Blackmun, Rich	Absent
Ruggles, Anna	Staff Liaison-Absent
Rebeka Andrade	Staff Liaison, Program Coordinator
Rippe, Timothy	City Council Liaison

1.	Called to Order	Meeting was called to order at 5:32 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.
2.	Quorum	Yes
3.	Minutes	Minutes from the March 9, 2022, meeting were distributed and reviewed. <u>Motion: moved by Allen, seconded by, Nefedov to approve the minutes as submitted. Motion carried.</u>
4.	Financial Report	Stenson reports a balance of \$5392.44 (same as last month) SCC Bottle Drop account is \$295.50 Bottle Drop accepts 15 bags of recyclables per account, per quarter. We maxed out our quarterly allotment for Q-1 2022.
5.	Liaison Reports	a. Chamber (Rippe)
	No Report	

		b. City (Andrade)
	1) SCC calendar of events is up to date on the city website. 2) Farmers Market will resume on the first Wednesday in May. 3) The Concours d'Elegance Auto Show is scheduled for Sunday, July 15	
6.	Sub-Committees Updates—Latin American (Rippe)	
	An informal meet and greet gathering of individuals who have expressed interest in pursuing a sister city relationship with a Latin American city is scheduled for May 12 from 7 pm-8 pm. Invitations are to be sent. Next steps include formation of a search committee and identification of potential candidate cities.	
7.	Old Business	a. 2022 Event Sub-Committee Activities
	1) <u>Summer Festival</u> —Stapp secured two booths at the Aug. 3 rd Farmers Market for the event. One of the booths was secured at no cost. Stapp provided a refundable \$35 fee, for which she will request reimbursement. The sub-committee will devise activities, games, and food items to be offered. The sub-committee suggests making the games a free activity. Fundraising options include a donation jar and raffles items. Nefedov has Japanese theme appropriate items for raffle which she received from Sandy Garcia and the City. Rippe and the Andersons volunteered the use of pop-up tents for the event. The sub-committee will be requesting help from SCC members with various necessary tasks leading up to and including the day of the event. 2) <u>Adult Delegation</u> —Nowlin reported on the sub-committee meeting of herself, Andrade, Rippe, and K. Anderson. February and March action items have been completed. Host Family guideline documents for both Adult and Student Delegations need to be completed. Collaboration with the Student Delegation sub-committee on the guideline documents will be necessary as there will be content common to both documents. 3) <u>Student Delegation</u> —J. Anderson reported on the sub-committee meeting of herself, Stenson, and Nefedov. February and March tasks have been completed. The sub-committee will begin working on a public announcement flyer and activity options for the students. Stapp can share host family materials with both the Student and Adult Delegation sub-committees.	
		b. SCC Logo
	Stapp suggested using the Fiverr logo design service due to their affordability. She solicited SCC input on preferences for the basic elements of our logo such as color scheme, style, graphic components, and wording. The logo will be used to adorn SCC	

	documents and flyers and should reflect the expected future inclusion of Cornelius and a projected additional Latin American sister city. Members suggested a green, brown, blue color scheme with no more than three colors. Some of the graphic elements which were suggested included a world globe and a tree. Stapp shared examples from the Fiverr website of various logo styles available. She explained that after submitting our basic requirements, the logo designer will produce three to five possibilities from which we can select a preference and request further refinement to produce a final product. The committee agreed on an upper limit of \$100 to be spent on the logo.	
8.	Next Meeting(s)	Wednesday, May 11, 2022, 5:30 pm
10.	Adjournment	Meeting adjourned at 6:29 pm.