

Forest Grove/Nyuzen Sister Cities Committee

Work Session Meeting Minutes

Meeting Date: August 27, 2025
Meeting Location: Pacific Crossing Clubhouse 1070 Goff Rd., Forest Grove
Members Present:
Anderson, Kermit Secretary
Anderson, Jackie
Beechwood III, John
Nefedov, Larisa Vice Chair
Nowlin, Nicole Chair
Stenson, Doreen Treasurer
Absent: Blackmun, Rich
Guests:
Others:
Phillips, Joyce Staff Liaison
Martinez, Karen City Council Liaison
Yakos, Claudia Chamber, Director

1. Call to Order

Meeting was called to order at 6:11 p.m. by Nowlin.

2. Quorum Yes

3. Minutes

Minutes for the meetings of 07.23.25 were distributed to all committee members. Motion: moved by Nefedov and seconded by Beechwood to approve the minutes as submitted.
Motion carried.

4. Old Business a. Upcoming Student Delegation-Nowlin and Committee

- 1) Nyuzen has confirmed the dates of their visit. The delegation will arrive Wednesday, 10.22.25, in Forest Grove around 4:30 pm. They depart Forest Grove for Seattle Sunday, 10.26.25 approximately 11:00 am.
- 2) High Level Activities Schedule
 - Thursday, 10.23 School day and welcome dinner at the City Auditorium. Nowlin stated that after school if there is a need to fill time she is prepared to set up some games.
 - Friday, 10.24 activities. Because the students of each delegation are always different we can repeat successful activities from previous visits, such as the Washington County Training Center and the Fernhill Wetlands. We can have another Mexican lunch between the morning and afternoon activities.
 - Saturday. 10.25 is set aside for a day with the host families.

3) Host Families

Recruitment-Nowlin made available flyers to the committee which solicit host family participation. Committee members are encouraged to distribute them widely in the community. Former host families are to be contacted and would need to be re-vetted. With school starting Mayor Wenzl can help publicize the need for host families in the schools. Nowlin will also put together a press release and enlist available publicity outlets.

4) Welcome Dinner- Open discussion, about the food, entertainment, and theme.

To keep the vendor for the dinner local Yakos will use her knowledge and contacts in the community to find affordable providers for the food. Barbeque was mentioned as a good choice for the menu. Nowlin intends to work on the list of invitees e.g., Japanese Consul, Toyama Economic representative, Japanese local soccer star, etc. Entertainment options included the Forest Grove High School Mariachi Tradicion, Dancing Witches, and Forest Grove High School Jazz Band.

	b. SCC Roster
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Dates of origin for committee members were corrected or estimated when necessary. The copy of the roster is available as a Google doc.
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	c. Expense Reimbursement Procedure
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Completed expense forms (available from the Chamber) are to be submitted to the Chamber with copies also submitted to SCC Treasurer. The Chamber cuts checks once per week on Tuesdays.

5. Finance

Stenson-Reports

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| <ul style="list-style-type: none">a. Balance \$4,372.53. (same as last month) Does not yet reflect expense reimbursements connected with the recent Adult Delegation to Nyuzen.b. Bottle Drop credit \$585.84 and cash \$488.20
Blackmun acct. credit \$134.47, cash \$112.06 (not updated from last meeting)
K. Anderson acct. credit \$107.86, cash \$89.88 |
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6. Liaison Reports

a. Chamber-Yakos

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| <ul style="list-style-type: none">1) Annual Corn Roast is scheduled from 11 am-4 pm on 9.20.25. This coincides with the Chalk Art Festival. Sixty-five vendors will be open for business. Yakos hopes to exceed last year's 6500 attendees. There will be opportunities to promote host family recruitment.2) The Chamber lunch held at Pacific University is held on 9.22.25 featuring an economist who will speak specifically about the economic situation in Oregon. |
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- 3) Interns from Pacific University will be assigned to roles in The Chamber, with the possibility of participating in Sister City activities.

b. City Council-Martinez

- 1) Electricity rates will increase 3.25% due to inflation increase and supply chain constraints for substation parts and supplies.
- 2) The Forest Grove 2040 Vision Plan is complete. The community driven plan provides a trajectory for change and improvement.

c. City Council-Phillips

- 1) Phillips announced that our own John Beechwood will be attending the Civics Academy, a seven weeks program about the many facets of how Forest Grove City Government works.
- 2) The annual City Open House will be held from 5:30 pm to 8:00 pm on Tuesday, 10.28.25. Light refreshments will be served.
- 3) The city staff mourns the passing of Paul Downey, Assistant City Manager/Finance Director. Celebration of Life Services are scheduled for 11:00 am, 9.06.25 at Crossroads Church.
- 4) City Council passed resolutions updating the food and beverage policies for appointed and elected officials and staff.

7. Next Meetings

Monday, 9.15.25, 4:00 pm Zoom only
Monday, 9.29.25, 4:00 pm Zoom only
Thursday, 10.16.25, 5:00 pm City Auditorium

8. Adjournment

Meeting adjourned 7:27 pm