

## Forest Grove Sister City Committee – Meeting Minutes

**Meeting Date:** February 24, 2026

**Meeting Location:** Community Auditorium

**Members Present:** John Beechwood III (member), Aimee Lawlor (member), Nicole Nowlin (chair).

Joining online: Doreen Stenson (treasurer), Rich Blackmun (member), Larisa Nefedov (vice-chair)

**Members Absent:** Claudia Yakos

**Guests Present:** Jeron Beaulieu

**Partners Present:** Karen Martinez (Council Liaison), Joyce Phillips (City of FG Staff Liaison)

**1. Call to Order & Quorum** – Meeting was called to order @ 5:02 by Nicole. Quorum was met.

### **2. Reports for Approval**

#### *A: Minutes – Secretary*

Minutes for the meeting of January 22<sup>nd</sup>, 2026 were distributed by email to all committee members. Motion to approve the minutes as submitted. Motion carried.

#### **B. Finance – Treasurer**

SCC account balance \$4,200.89.

##### Bottle Drop Accounts:

- a. SCC Acct – \$519.86
- b. K. Anderson Acct –
- c. Blackmun Acct –

**3. New Committee Member Approval:** Jeron was introduced and gave a little information about himself. He is a FGSD employee, has experience traveling abroad, and other attributes that are beneficial as a new committee member. Motion to approve him as a new committee member. Motion carried.

**4: Committee Member leaving / Secretary position needs filled:** Aimee will be leaving the committee to devote time to her position of newly appointed chair of another non-profit committee. As Kermit has resigned, Aimee was going to take over as secretary but had to redraw from this position due to the above. A request went out to members for anyone interested in becoming the secretary to reach out to Nicole. Aimee will fill in if needed for the next meeting.

### **5. Reports**

A. Chamber of Commerce – Claudia Yakos: (not present)

B. City Council – Karen Martinez: FG is a sanctuary city and passed an ordinance to protect citizens. There were a lot of presentations from people throughout the city. Nothing else to report.

C. City of Forest Grove – Joyce Phillips: State of the City is March 12 and encourages all to come. It will be held at Theatre in the Grove. Doors open at 5:30, meeting starts at 6:00.

The Spirit of Civic Engagement Summit is to be held March 7<sup>th</sup>. (it was mentioned that Nowlin will be nominating SCC as a candidate for the Bevin McCarthy Civic Engagement Award)

Joyce gave an update on the status of Kermit & Jackie Anderson (with approval). Jackie did create a CaringBridge page, as she deals with stage 3 lung cancer. For those interested in helping drive them to appointments, take meals, get groceries, etc., please download the app and sign up to follow her page. Kermit is no longer able to drive, and they will need some assistance.

## 6. Old Business

A. Confirming arrival for this year's delegation is Wednesday, October 28<sup>th</sup>, and departs Sunday, November 1, 2026.

## 6. New Business

A. Future Structure of SCC – investigation to change to a non-profit 501 (c) (3) was discussed at length.

Both Joyce and Nicole did some research.

- Nicole determined that after her investigation, it is NOT recommended to pursue the non-profit as an LLC, but instead as a standard non-profit operation. There is no operating budget to purchase insurance for directors & officers. It was noted that it is not uncommon not to have this type of insurance for small non-profits. Nicole stated she still needs to do further research on insurance for delegates.
- The City of Kaiser is in the process of transitioning to non-profit status. Their mayor told Nicole (at the All Sister City Meeting) that they are more than happy to answer any questions and share any discoveries or forms that would assist in our transition, if that's what we choose to do. Nicole discovered that Forest Grove is unusual in that we are NOT a 501c3.
- Joyce has researched example documents, forms, etc to start the process of transition and will have those ready if the agreement is to proceed.
- The committee discussed several different options that would be possible with a non-profit that are not possible now – including fundraising, entering into partnerships with businesses like SakeOne in Forest Grove, or the yuzu cocktail that Nicole mentioned in Newberg (is it St.Cousair?), or having a SCC table at Uwajimaya's food fair.
- Also, there was discussion of having three ex officio positions on the committee – FG city, city council and the chamber. (not sure if that was worded correctly)

After much of the discussion, it was determined that the following steps would need to be taken to transition to a non-profit operation:

- 1) Get committee approval to move forward.
- 2) Inform the city and chamber. Get timelines, if possible.
- 3) Joyce suggests having drafts of the bylaws and MOU (memorandum of understanding) ready prior to submitting the intention to the city. They can be finalized as the process proceeds.
- 4) Once the chamber and city have approved, file a non-profit with the state and federal government.

A motion was made and approved: SCC shall inform the city and the chamber of their intention to pursue establishing the SCC as an independent non-profit organization.

After the motion was passed, it was also mentioned that we will need to choose to either align the non-profit fiscal year with the city (July – June) or follow the calendar year.

The next meeting will be a working session to discuss and establish bylaws and MOU.

## 7: Next Meeting & Adjournment

Next Meeting – Thursday, March 26th @ 5:00

Meeting adjourned by Nicole at 6:03.