

Forest Grove Sister City Committee – Meeting Minutes

Meeting Date: 3/26/26

Meeting Location: CA conference room

Members Present: Jeron Beaulieu (member), John Beechwood III (member), Aimee Lawlor (secretary), Larisa Nefedov (vice-chair), Nicole Nowlin (chair), Doreen Stenson (treasurer). Joining online: Rich Blackmun (member)

Guests Present: (none)

Partners Present: Karen Martinez (Council Liaison), Joyce Phillips (City of FG Staff Liaison), Claudia Yakos (Chamber Director)

Absent: (none)

1. Call to Order & Quorum – Meeting was called to order @ 5:08 by Nicole. Quorum was met.

2. Reports for Approval

A: Minutes – Secretary

Minutes for the meeting of 2/24 were distributed to all committee members. Motion to approve the minutes as submitted. Motion carried.

B. Finance – Treasurer

SCC account balance \$4,200.89.

I. Bottle Drop Accounts:

- a. SCC Acct – Cash \$____ Credit \$____
- b. K. Anderson Acct – Cash \$____ Credit \$____
- c. Blackmun Acct – Cash \$164.49 Credit \$197.39

3. Partner Reports

A. Chamber of Commerce – Claudia Yakos: 1) Annual Cities Update is on 4/27 @ 11:30, with mayors of FG & Cornelius. RSVP if going, it's almost full. 2) The Wine Walk will be on 5/2, from 12-5pm. Registration is online. 3) The "Gala" is now the "Summer Soire" and is scheduled for 6/27 from 5-9:30pm, held at the Walters Cultural Center.

B. City Council – Karen Martinez: State of the City went very well. (big acknowledgment to Joyce and Stephanie!) The new police chief will be starting the 2nd week of April.

C. City of Forest Grove – Joyce Phillips: This year's State of the City broke the attendance record. (yay!) They will be looking for a bigger venue for next year. She would like feedback on the event if anyone would like to share. The summer rec program will be starting soon, registration begins 4/29.

4. Work session (shout-out to Joyce for prepping documents so we could have a jumping point!)

A. Proposed MOU – (Chamber) Reviewing proposed document, the following were proposed: 1) remove "*economic*" in the phrase "*promote the economic relationship with Nyuzen*" in item 1 under the Chamber Responsibilities section. 2) reword sub-item G under item 2 in the Chamber Responsibilities section, as the Chamber will not have funding to provide a scholarship

to a chamber member to send them as a part of the adult delegation*. Suggested re-wording would be to the effect of: “reserve a spot for a chamber member to go to the delegation at their own expense”

*Adult Delegation to include Mayor, Council Member, City Staff, Chamber Member. In the future, it is eventually the goal to have a scholarship for a member of the FG Sister Cities Committee to attend.

There was also discussion to include in the city MOU to fund a background check on the committee member or non-city employee going on the adult delegation. We are putting a pin on this for now, but also possibly in the application process going forward (ie references, interviews, etc) the background check would be added to the process and applicant would pay for the fee. City and Chamber vet their own delegates.

Nicole will be making changes to the MOU and presenting to the Chamber Executive meeting on April 10th. Also will be sending the city MOU for the city to review before the city meeting.

****NICOLE –** *check highlighted sentence. Did I understand this correctly?*

B. Proposed Bylaws- Reviewing the proposed document, the following were discussed and changes proposed: 1) It was noted that the fiscal year will align with the City and Chamber. 2) Under article III, item 2, adding another sub-item C to add that if needed due to limited members, that the position of Secretary and Treasurer can be the same position. Therefore the complete executive committee could be 3 people and would be easier to meet quorum. Being thoughtful of growth, maximum board members would be 6-7 people. 3) Article V, item 2 regarding scheduled meetings – changing wording to be a minimum of quarterly meetings, or more often, as needed. (replacing “once or more monthly, excluding Dec”)

*The proposed Bylaws will not be voted on until there is permission to be a non-profit from the chamber and the city first.

5. Old & New Business

A. Nicole reminded the committee about her question from last month to purchase flowers or gift for Kermit & Jackie in appreciation for their years of service to the committee. Motion made to approve and motion was carried. John generously offered to donate one of his handmade vases for flowers. (Thank you, John!) Nicole stated that she had spoken with Kermit & he is struggling with the Caring Bridge, but will get it sorted. Jackie is in treatment now but they have no needs at this time, as they have family coming to help.

B. The FGSCC Facebook page was deleted. Nicole is rebuilding it, and at the same time will also create an Instagram account so future posts will go to both platforms.

C. Nicole made a new connection with the Shogun Gallery and is hopeful for possible future fundraising opportunities.

6: Next Meeting & Adjournment

Date of next meeting: 4/20/26 @ 5:00pm

Meeting adjourned at 6:21pm