

Sister Cities, Assembly Advisory Board Meeting Minutes  
July 17, 2017  
5:00

Hospital Conference Room

**Committee Member:** : Maria Uchytel (Co-Chair)  
Marsha Squires (UAS Liaison/Member) Eli Olson (Secretary)  
Barbara Burnett (Member) Miranda McCarty (Member)

- I. Call to order
  - a. 5:03pm
- II. Agenda Changes
  - a. Add item IV: update on emeritus status, alter item IV
- III. Approval of the amended Minutes from Eli
  - a. Amend the minutes to correct a grammatical error on page 2, section VII, line I from he to the
  - b. Amended minutes passed
- IV. Princess Sofia coordination
  - a. No new information available
- V. Emeritus status
  - a. Sue is currently working on it, and will go to the assembly as necessary to inform them about our current processes and future developments
  - b. Barbara will look into friendship cities and sister cities international relationships
- VI. RCMP Visit
  - a. Debrief

- i. Marsha and Sue were on the air for radio spots to talk about the RCMP visits and have stated they went well and received positive feedback
- ii. JPD came to the airport and met with the RCMP and Canadian Minister, then took them to the DOL building to start the parade, the RCMP marched in their formal uniforms then went to the BBQ on Douglas island.
- iii. The mayor of Whitehorse unfortunately could not come to the parade due to family issues, but a minister from Whitehorse took his place Minister Streiker.

- 1. Miranda will create a template to document the list of visitors for the RCMP and delegates

- b. Follow – up – Thank you letter to Empire and to RCMP and Minister Streiker for coming

- i. A letter will need to be drafted to thank the various organizations and people who assisted in this event: JPD, RCMP, and the businesses that donated items, time, or services.
  - ii. Miranda will draft a list of donors to Sue, and Sue will write the formal thank you letter, then the letter will be added to the Google doc archives.

VII. Banner – currently in Sue Baxter’s basement on pole

- a. Sue will give the banner to City hall to store

VIII. Contacts with Kalibo

- a. No new information available

IX. Open records and email policy

- a. We would like to invite Lori and Beth to come to a meeting and talk about records and email policies. Specifically, about the rules about emails sent to three or more assembly members, we would like to ask for clarification.

X. Draft Agreement for accepting new sister cities (Marsha)

- a. The draft process: agreement and questionnaire, we will hand a copy of this draft to Beth and Lori to review and request their input.
- b. To date, we as a committee have only begun a sample draft of this questionnaire and have reviewed and discussed the process, not making any final decisions.

XI. Adjourn

- a. At 5:51pm
- b. Next meeting is scheduled for August 14<sup>th</sup> at 5pm at the Bartlett Foundation room.