

Juneau Sister Cities Committee
Minutes of Retreat
December 23, 2012

Attendees: Tom Chard (Chair) Glenn Gray Sue Baxter (Vice Chair)
 Maria Uchytel
Absent: Jeremy Frank

1. Updates

- **Notice Procedures:** Maria explained new procedures to reserve the meeting room and public notice.
- **Committee Training:** Maria will look into what training City Clerk has to offer.
- **SCI Membership:** Juneau's membership in Sister Cities International (SCI) has lapsed. Tom received an invoice for \$510 for the 2013 calendar year.
- **Assembly Report and Committee Vacancies:** The Committee's annual report to the Assembly has been scheduled for January 28. There are two vacancies for the seats held by Tom and Jeremy.

2. Committee Mission/Review of Purpose of Committee (Resolution 2508)

Mission: The Committee agreed that its mission is to "Implement the purposes of City and Borough of Juneau Resolution 2508 that established the Sister City Committee."

3. Identify Goals and Objectives

- a. **Mission** – Investigate expansion of mission to include international relations beyond sister city relationships.
- b. **Goal: Strengthen Committee Operations**
 - i. Investigate training offered by the city
 - ii. Participate in SCI conferences, training and resources
 - iii. Renew SCI membership
 - iv. Work with Assembly to create financial support for Committee activities
 - a. Clarify committee's ability to host fundraising events
 - b. Develop guidelines for fundraising by committee
 - c. Propose a budget for consideration by the Assembly
 - d. Create a budgeting process
 - v. Establish mentorship process for new committee members
- c. **Strengthen regional relationships**
 - i. Continue networking with Juneau international organizations
 - ii. Participate in regional outreach

- i. e.g., Work with Ketchikan to strengthen a regional relationship with Prince Rupert (Ketchikan's sister city).

d. Strengthen community partnerships

- i. **Kalibo** – Invite the delegation that recently went to Kalibo, Philippines to report about their visit and interest of Kalibo in establishing a new sister city

e. Continue to Improve Existing Sister City Relationships

- i. Plan at least one event with Whitehorse, Canada (e.g., Joint meeting of Assembly and City Council)
- ii. Coordinate Vladivostok, Russia student visit (June or July)
- iii. Investigate how best to represent CBJ in 25th anniversary of Friendship Flight
- iv. Get a contact in Chia-Yi, Taiwan
- v. Continue to build the relationship with Mishan City, China
 - i. The Committee discussed support for a possible visit by the Juneau Youth Ensemble to Mishan City. The majority of members decided that it would be premature to support a visit to the city by students until more official coordination has been completed between the two cities.

4. Develop Action Plans (including budget)

This agenda item will be addressed at the next meeting.

5. Plan for Next Steps

- **Assembly**
 - Determine if the Committee has an Assembly liaison, and if so invite the liaison to a meeting
 - Prepare January 28 Report to the Assembly
- **Next Meeting: January 13, 2-4pm, Planning Meeting and Election of Officers**