



KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 4/09/25 at 6:00 PM

CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held beginning at 6:00 p.m. on Wednesday, April 9, 2025, in-person at the Parks and Rec Admin Office located at 29600 SW Park Place, Wilsonville OR 97070. Adrienne Scritsmier called the meeting to order at 6:03 p.m., followed by roll call.

PRESENT

Josh Dalglish
Sammy Scarpone
Jenelle Reid
Matt Brown
Adrienne Scritsmier

ABSENT

Seiji Shiratori
Mike Bohlen

STAFF PRESENT

Erica Behler, Recreation Coordinator II

CONSENT AGENDA

Approval of the Minutes

Motion: Moved to approve the March 13, 2025 Kitakata Sister City Advisory Board Minutes.
Motion made by Member Sammy Scarpone. Seconded by Member Matt Brown.

Voting Yea:

Vice Chair Sammy Scarpone
Member Josh Dalglish
Member Adrienne Scritsmier
Member Jenelle Reid
Member Matt Brown

Voting Nay:

None

Abstaining:

None

Vote: Motion carried 5-0.

BUDGET

- Staff gave an update on the current budget, and shared that the board had roughly \$22,000 left through the end of the fiscal year (June 30).
- The board briefly discussed SWAG items for summer events, etc... including stickers, t-shirts, and shelf stable snacks for tabling.

Motion: Moved to approve that Staff purchase SWAG items including t-shirts, stickers, and snacks, not to exceed \$2,000.

Motion made by Member Sammy Scarpone. Seconded by Member Matt Brown.

Voting Yea:

Vice Chair Sammy Scarpone

Member Josh Dalglish

Member Adrienne Scritsmier

Member Jenelle Reid

Member Matt Brown

Voting Nay:

None

Abstaining:

None

Vote: Motion carried 5-0.

KITKATA MEETING DEBRIEF

- What did we hear? What do we change?
 - Interpretation: AKIA staff shared that they would only require interpretation services for the more formal aspects of the trip such as the welcome and farewell dinner and meeting with mayor and executive team. The board went back and forth on this trying to decide whether to hire someone for more of the day trips as well.
 - Sammy found a contact that could interpret at roughly \$85 an hour – this would work out to be roughly \$5,355 if the group did not have interpretation during the two school days
 - Adrienne was going to try and find out who Clackamas County courts use
 - Time in the Schools is important, but two days is enough
 - The most important thing is time spent with peers and communicating with kids their own age. The more we can create opportunity for this, the better. This is more important than sightseeing.
 - Look at opportunities to attend school's sports or theater programs
 - Look into playtime at the library
 - More formality and opportunity for self-introductions would be appreciated
 - Adrienne mentioned potentially trying to recruit host families through Civics Academy
 - Expressed interest in touring local businesses and factories (Nike and Coca-Cola)
 - Expressed interest in seasonal/Christmas related activities

ITINERARY REVIEW

- Ideas for future activities:
 - Adidas/Nike Tours
 - Coffee Roasters
 - Hopscotch
 - Nutcracker
 - Movie Theater/Bridgeport
 - Canby Beer Library – calmer food truck environment
 - Close to Canby Movie Theater
 - Mock real-world scenarios (how to buy ticket, order food, etc...)
 - School Bus Experience
 - Black Bear private room dining experience
 - Cooking American Food (Community Center kitchen is available on Thursdays)
 - Ornament Making at the Library – invite the general public to join
 - Oregon Gardens Christmas market? Farm markets?
- Things to Keep
 - Welcome Dinner- Saturday 12/6?
 - Wilsonville Facility Tours, Lunch at Center and Bingo
 - Japanese Consulate
 - 2 Schools Days- 1 middle school day, 1 high school day
 - Farewell Dinner- Monday 12/15?

AGENDA ITEMS FOR FUTURE MEETINGS

- Staff and board members briefly discussed dates for the next several meetings, as Kris Ammerman will be stepping in as staff liaison when Erica is out on leave. Staff asked board members to think about how they want to organize agendas for future meetings.
 - June 11
 - July- no meeting
 - August 13- Host Family Info Night
 - September 10
 - October 15 (note this is the third Wednesday of the month)
- Megumi will get student profiles to the board in early August. Host Family applications are due September 29.

BOARD COMMENTS

- Staff shared the following upcoming events:
 - HeARTS Reception- April 30, Eileen Begley will share her Sister City Heart
 - Volunteer Appreciation Event- May 1
 - Cooking Class- May 3

ADJOURN

Meeting adjourned at 7:26 pm