

## **Sister Cities Advisory Committee Meeting Minutes June 28, 2023**

In Attendance: Amanda Logan, Chloe Doucette, Lisa Armstrong, Laura Combs, Catherine Smith, Jim Francis (City Council), Kevin Fuhrman (member of Sister Cities Adult Association since '09), Cal Ozaki (representing Sister Cities Adult Association), Stephanie (youth representative for Sister Cities Youth Association)

Not Present: Rae Moss, Cindy Ozaki

### **I. Action Items**

- 1. Roll call and confirmation of quorum-5:30pm**
- 2. Approval of June 15, 2023 Meeting Minutes**
  - Committee members requested that we ensure that we are referring more formally to the youth and adult associations in the minutes by calling them the Sister Cities Adult Association (SCAA) and the Sister Cities Youth Association (SCYA).
  - Motion to approve by Lisa, seconded by Laura. None opposed, all in favor
  - Minutes approved- 5:33pm

### **II. Discussion/ Action Items**

- 1. Review and Approval of FY2023 Budget Recommendation**
  - Amanda- we need to prioritize approving the FY23 budget, then can move on to FY24 if there is time.
    - See the budget documents provided by the adult and youth associations.
  - Cal- The Sister Cities Adult Association had some remaining points to make sure they understand the committee's thinking.
    - What flexibility does the committee have in allocating and spending funds? Cindy talked to Bud Cramer and he told her that it was his understanding that our committee has discretion to allocate funding for the associations so that we can reallocate and move funds around as long as we stay within the overall budget.
      - Amanda- yes as long as we are sticking within what the City code regarding the Sister Cities Advisory Committee says.
    - Cal- once we establish the budgets for the two associations, do they have the latitude to move that around in gifts, receptions,

trips to Yellowstone, with the committee's knowledge and agreement?

- Amanda- yes, we trust the associations, we just want them to keep in mind what we are intending to prioritize. We don't want to fluctuate too much with the percentages between hosting and exchanging.
- Cal- the reason we are asking for flexibility is because the associations estimate the budgets. We are hoping that we can move things around if the actual costs are different than those estimations.
  - Jim- it is accepted that there is a total amount in the budget and there can be some movement with the committee's knowledge. can be moved around. The city; however, would have trouble moving funding across the two associations (youth and adult).
  - Amanda- should funding need to be moved between the two associations, we would have to have a meeting and reallocate that funding formally.
- Amanda- As the specific budgets were being discussed, Cindy put forth a concern about opening the receptions to the broader community as was suggested at the last meeting.
  - Cal- In the bylaws of the associations, they request members to make a two-year commitment. They don't encourage people to come in and out in a casual manner because a lot of time and dollars come directly out of their own pockets. Additionally, Cal has experienced racism in the community at large and has concern about making events completely open invitation because we wouldn't want those with racial biases to attend that would affect our relationship with Tokai Mura.
  - Stephanie- they have considered some kind of application process for the youth association in the past. This would allow members to be vetted to see who is the right fit and who can make that longer term commitment. Perhaps the committee could assist with this, which would also speak to Cal's concerns.
  - Catherine- lived experience is helpful as we continue the conversation. Where is the community involvement being pushed from? Is the purpose to justify the use of public funding?

- Amanda- in the city title, there's a big emphasis on that, behind that may be to justify the use of taxpayer funds.
  - Catherine- Really want to put consideration into what Cal just shared and how this fits into this appropriately. People may show up to these for the free dinner, not because they are interested in the cultural experience.
  - The committee determined that an "open to the public" invitation could mean a selected guest list with folks invited outside of the associations, but not necessarily meaning every resident of Idaho Falls based on the code.
  - Amanda- still \$2k for outreach that we could use for the general public at large. Some of that might be marketing, hosting an event for other members of the public when the visitors are not here, outreach in the area schools, farmers market booths, etc.
- Amanda- Vote on proposed budget for FY23 that we will take the city so things can move forward.
  - Lisa- for this year, I'd recommend that we take that funding out of the outreach category to be able to approve the adult association's entire budget since it is so late in the year
  - Catherine and Laura both seconded that recommendation.
- Lisa moved to approve allocations as follows-
  - Hosting FY23- \$7k
  - Away FY23- \$2k
  - Outreach- \$1k
  - \$1k already allocated for administrative costs
  - Laura seconded the motion.
  - All voting members in favor.
  - Passed unanimously with those present FY23- 6:18pm
- Amanda- The associations should please contact Carla in the mayor's office to pay for expenses. Can either do a P Card or a reimbursement.

## 2. **Review and Approval and FY2024 Budget Recommendation**

- Amanda- the proposed FY24 budget is higher than the allocated city amount. We were all picked to be on this committee because of our connections- are there other ways to offset costs by leveraging our connections?
- Cal- the Adult Association does a lot of sponsorships/ donations. Haven't had to do that in four years because of traveling restrictions. Don't know

what the market is RE: asking for money. Asking for \$500-\$1000 range. Please do all the outreach you can in the next few years.

- Kevin- some folks that were very successful in raising money are getting older and cycling out of membership.
- Amanda- if we make a strong case in requesting funds, now may be the time. Is that still appealing? The current budgets don't take into account the annual dues.
  - Lisa- Feel like we don't have enough hard information, but could easily make a good case for asking for \$1k additional for admin.
  - Laura- The \$2k in outreach meant to be spent by the committee should be in addition to the \$11k. Up the budget to a total of \$14k.
  - Amanda- perhaps admin costs for both associations- we make that a round \$2k. The money can be reallocated if required.
    - \$2k outreach
    - \$2k admin for both associations
    - \$11k split for the associations.
  - Jim- sounds like it could be justified. Someone from this committee should come and talk at the city council meeting to express the needs.
    - Lisa- Amanda and Cindy might be the best options for speaking at the meeting.
- Lisa- Moved to recommend that the FY24 budget be a total of \$15k allocated as follows
  - \$2k for community outreach
  - \$2k combined admin for both associations
  - \$7700 to hosting association (youth)
  - \$3300 to away association (adults)
- Catherine seconded
- Passed unanimously with those present- 6:44 pm.

### **3. Date and Agenda Items for Next Meeting**

- July 13<sup>th</sup> at 5:30pm in the City's Chief of Staff's conference room in the basement of City Hall.
- Amanda- city clerk asked that we let them know what regular meeting cadence will be. We have set the budgets, but need to know how to spend that \$1k for FY23 in outreach. Farmer's Market booth may be the best option for this year.

Meeting Adjourned at 6:54pm