

**MINUTES OF THE SISTER CITIES PROGRAM COMMITTEE FOR THE MEETING
HELD ON MARCH 25, 2019**

1. Call Meeting to order and the establishment of a quorum.
Meeting was called to order at 1:00 p.m.
2. Roll Call.
Present: Chair Sherry Rooks, Vice Chair Sidney Tregre, CM Joe Cappadona; CM Leah Tuten; CM Stephen Duncan
3. Request to address the Board. Each person is limited to three minutes.
N/A
4. Approve the minutes from February 25, 2019.
Housekeeping on some items from the last meeting for the minutes. Policies and Procedures vote failed due to having no second. Vote to join the Sister Cities International the motion was made by Chair Rooks and Second by CM Leah Tuten but no actual outcome of vote was recorded. Chair Rooks calls for the vote with CM Stephen Duncan abstaining and the vote passes.
Motion by Chair Sherry Rooks to approve the minutes with the corrections and Seconded CM Stephen Duncan. Motion passes.
5. Sister Cities Program Committee Policies and Procedures
CM Leah Tuten and CM Sidney Tregre worked on the Policies and Procedures. CM Tuten and CM Tregre had a copy for everyone on the Committee to review. They both went over them with the committee.
Motion made by Chair Rooks with the following corrections:
With corrections, grammatically corrected and a voice of the third person. Second by CM Tuten. Motion passes.
6. Sister Cities Program Committee – Sub Committee Policies and Procedures
The title of the following Policies and Procedures should read as the “Advisory Committee” and Sub Committee.
CM Stephen Duncan made a recommendation on a change under “Fund raising” the use of the word “venue.”
CM Tregre went over these Policies and Procedures. CM Tuten is good with them. CM Joe Cappadona is good with these policies and procedures. CM Stephen Duncan would like to see the number and numeral at the same time. Chair Sherry Rooks asked the Asst. City Secretary Nellie De La Fuente to look over the policies and procedures before they continue.
7. Niigata, Japan
CM Joe Cappadona stated to contact Niigata (Yoko Sato) find out dates that we might consider going. June would be out but maybe August? CM Stephen Duncan mentioned that in August it is brutally hot. CM Tregre mentioned that the Olympics will be held in Japan in 2020 and we should maybe take that into consideration. Chair Sherry Rooks will contact Niigata herself on details on trip. Asst. City Secretary updated the Committee on the Bank Account that is already opened and she updated them on what the City Attorney said.

8. Stavanger, Norway
CM Stephen Duncan stated that in the past we have had a great relationship with them. We do however have like a dual sister city program system with them with Houston. We have sent students from here to there and they have sent students from there to here and we would be glad to do that again. Chair Sherry Rooks did state that through her investigations and her emails that they are interested in bringing it into the official capacity with us.

9. Veracruz, Mexico
Chair Sherry Rooks stated that the Park Board has a continuous relationship with Veracruz through their life guards. She stated that from that contact we can pick up from there.

10. Adjournment
Meeting was adjourned at 1:07 p.m.


Manuela "Nellie" De La Fuente, TRMC
Assistant City Secretary