**BURBANK SISTER CITY COMMITTEE**

**MINUTES**

**Meeting to be held in the Buena Vista Library Meeting Room**

**300 N. Buena Vista Street, Burbank, CA 91505**

**Monday, January 6, 2020**

**6:30 PM**

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If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

1. James Callahan called the meeting to order at 6:47 p.m.
2. Roll Call by Sign-in Sheet: Robbie Brody, Rachel Baroma, Lisa Paredes, Bernadette Reardon, Nicole Reardon, Norma Pando, Yukie Shirtcliff, James Callahan, Michelle Shirtcliff, Anitra Castile, Ann Lindsey, Phoebe Kellogg, Chrissy Vlick, Susan Vlick, Dena Grimshaw, Nuala Giffen, Linda Giffen,Anne Flores, Madison Flores, Tomoko Serizawa, Denise Listorti, Eyen Paredes, Greg Lastrapes, Eve Kim-Brody, Robbie Brody, Tyler Blake, Caia Blake, Susie Avetisyan
3. Welcome by James Callahan
4. Approval of Minutes
	1. Copies of the January 6, 2020 meeting minutes were distributed with the meeting agenda for members to review. Correction to change Kelly to Kellogg
	2. Motion was made by Robbie Brody to approve the minutes. Nicole Reardon seconded the motion. Motion passed unanimously.
5. Treasurer’s Report
	1. Copies of the BSCC October Treasurer’s report and BSCC Budget, as prepared by Norma Pando, were distributed for members to review. Norma Pando went over the report.
	2. A motion was made by Robbie Brody to approve the Treasurer’s Report. Ann Lindsey seconded the motion. Motion passed unanimously.
6. Public Comment – None
7. Correspondence - None
8. Unfinished Business

 A. James Callahan addressed the need to fill positions. These include Vice President, Secretary (recording) Treasurer, Chairperson for the Itinerary. Ann Lindsey nominated by Denise Listorti to be chairperson for the Itinerary. Seconded by Bernadette Reardon. Motion passed unanimously.

 B. Fundraising: $257.00 donated by various businesses including Ralph’s Rewards and Media West Realty. James Callahan led a discussion on Amazon Smile and other rewards

1. New Business
	1. Membership renewal is now. All in attendance relieved an application for active membership. $25.00 due for individuals and $50.00 for families.
	2. The first deposit of $500.00 is due today for traveling students. James Callahan said the fairs are around $900.00 right now but that could change. Dates for travel to Ota, Japan will be around June 1st to the 14th. Incoming students for Incheon around July 1st.
2. Committee Reports
	1. Gaborone, Botswana – Anitra Castile said we could raise funds for their community and focus on certain causes. These might include: paint, school supplies, etc. There are organizations we can send money to who can direct our funds toward particular projects. No other details could be discussed until this topic is agendized.
	2. Solna, Sweden – Anitra Castile, no updates
	3. Incheon, Korea – Rachel Baroma, no updates
	4. Ota, Japan – Tomoko Serizawa reported that Ota would like to know our traveling dates.
	5. SCI So Cal Chapter – We will have more information on the International Leadership Conference at our next meeting
3. Topics for Future Agenda include: Fundraising, Membership, Botswana relations
4. Mark Your Calendar
	1. February 3, 2020 Monthly meeting, Buena Vista Library

1. Motion for adjournment made by Nicole Reardon second by Anne Flores. Motion passed unanimously. Meeting adjourned at 7:25 p.m.