

SISTER CITIES RELATIONS COMMITTEE OF THE CITY OF ROHNERT PARK

Special Meeting Minutes
Thursday, December 13, 2018

The Sister Cities Relations Committee of the City of Rohnert Park met this date at Rohnert Park Community Center, 5401 Snyder Lane, Rohnert Park, for a special meeting to commence at 4:00pm.

Call to Order

The meeting was called to order by Chair Sachiko Knappman at 4:04pm.

Roll Call

Present: Committee members Sachiko Knappman, Shari Lorenz, Olga Senyk, Gay Deady

Absent: Cyrel Tramel

Staff Present: Community Services Supervisor, Nelle Herman, Community Services Program Coordinator, Amanda Foley

Acknowledgement of Meeting Agenda Posting

Community Services Program Coordinator Foley acknowledged posting of the regular agenda in three public places per Brown Act requirements.

Public Comment- Unscheduled public appearances for items not listed on agenda

None.

1. Approval of October Minutes

a. Member Deady motioned to approve November meeting minutes. Member Senyk seconded the motion. All present members voted to approve.

2. Treasures Report

a. Member Deady reported the balance of \$1,178.08 remains the same.

3. Review of Student Ambassador Letter

a. Chair Knappman suggested the letter would be better received if the letter was more formal with the introduction including the students name, age, school, and family. It was also suggested that she include a picture of herself.

b. Member Deady will take the lead on communicating this to the student ambassador, Kori. Kori will e-mail the letter and member Deady will ask Kori to copy the committee.

4. Ticket Purchasing

a. Chair Knappman report that she contacted the Rohnert Park travel agent found out they only do corporate booking.

b. Community Services Supervisor Herman will book ticket online once we receive confirmation from Kori that the dates of March 15th-24th work with her schedule.

5. Matters to and From Committee Members

- a. Agenda Item for January- Nomination of Chair
- b. Next meeting the committee will take a season's greetings photo to send to Hashimoto.

Meeting adjourned at 4:30pm

Sachiko Knappman, Chair

Amanda Foley, Community Services Program Coordinator