



KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 3/11/26 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, March 11, 2026 via zoom. Chair Brown called the meeting to order at 6:01 p.m., followed by a roll call.

PRESENT

Matt Brown - Chair

Josh Dalglish – Vice Chair

Wendy Hall

Ami Keiffer

Devan Olmstead

Elliot Porter

Teddy Russell

Sammy Scarpone

ABSENT- Mike Bohlen

STAFF PRESENT- Erica Behler – Recreation Coordinator II

CONSENT AGENDA

Approval of the Minutes

Motion: Moved to approve February 11, 2026 Kitakata Sister City Advisory Board Minutes.
Motion made by Member Keiffer and seconded by Member Russel.

Voting Yea:

Chair Brown

Vice Chair Dalglish

Member Scarpone

Member Porter

Member Hall

Member Keiffer

Member Olmstead

Member Russell

BUDGET

- Staff provided an update regarding the Wilsonville High School funding request to support its June/July 2026 trip to Kitakata. The request totals approximately \$2,220 USD. Staff noted that a similar request was submitted and approved in 2024. If approved, staff will coordinate with Finance to wire the funds to the Aizu Kitakata International Association during the first week of July 2026.
 - Member Scarpone commented that he believed we should ask the students/teacher to give an in-person presentation to the board about their trip in exchange for the funds.

- Vice Chair Dalglish commented that because the students are very busy with extracurricular activities, that the board should give the option of a pre-recorded video that captures the trip.

Motion: Moved to approve funding transportation costs for the Wilsonville High School trip to Kitakata in the amount of 350,000 yen from the 26-27 budget. Motion made by Member Scarpone and seconded by Member Olmstead.

Voting Yea:

Chair Brown
Vice Chair Dalglish
Member Scarpone
Member Hall
Member Keiffer
Member Olmstead
Member Russell

Abstaining:

Member Porter (will be going on this trip, and therefore a direct benefactor of funds)

EVENT- JULY 9, 2026

• **Many Cultures, One Community: A Celebration of Easter Arts**

- Staff reported that the Many Cultures, One Community event will proceed on July 9, 2026, at Town Center Park from 5:30 p.m. to 8:30 p.m. Staff also presented the detailed event schedule, which includes cultural performances representing Indonesia, Korea, India, China, and Japan. Staff noted that the board would be responsible for funding the Oregon Koto Kai (\$600) and Portland Taiko (\$900) performances representing Japan.

Motion: Moved to approve the authorization for staff to spend no more than \$2,000 of 26-27 budget for performances for the Many Cultures, One Community Event to be held on July 9, 2026 at 5:30pm in Town Center Park. Motion made by Vice Chair Dalglish and seconded by Member Russell.

Voting Yea:

Chair Brown
Vice Chair Dalglish
Member Scarpone
Member Hall
Member Keiffer
Member Olmstead
Member Russell
Member Porter

REMEMBERING JIRO SATO

- Staff discussed the purchase of a memory book for Jiro Sato that would include sentiments translated into Japanese. Staff also reported that there was no update regarding the plaque for the bench located at Town Center Park near the cherry trees.
 - Member Scarpone suggested purchasing a rose bush for the Aizu Kitakata International Association to plant at its offices in memory of Jiro.

REVISIT GOALS

- **Goals Document:** The board reviewed their 25-26 fiscal year goals and updated the document to move forward with in fiscal year 26-27. The following notes were made by staff to be added into goals document.
 - Little free library in Kitakata - Olmstead
 - Host family recruitment strategies - Keiffer
 - Think of new tabling opportunities
 - Utilize past host families in spreading the word
 - Create video footage to tell the story – Dalglish
 - Interviews, general information, footage in Kitakata, etc...
 - Have high school students get video footage while in Kitakata
 - Digitizing binder - historical society project? – Staff / Community Member
 - HOA or neighborhood associations- could we go to their meetings? - Keiffer
 - Work with ACHC on public art - Keiffer
 - sister city mural?
 - Cultural and economic exchange - Dalglish

BOARD COMMENTS

- **JASO All Sister-City Meeting**
 - Member Russell shared that he believed the All Sister-Cities Meeting was productive and that he learned a lot about how other organizations function. He also mentioned that from the table he sat at, Wilsonville is one of the few sister city boards that is fortunate enough to have a city budgeted line item.
- **Cherry Blossom Day at the Capitol- March 21, 10am-2pm**
 - Staff shared that the state capitol in Salem will be hosting their Cherry Blossom event

ADJOURN

Meeting adjourned at 7:01 p.m.