



KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 08/06/25 at 6:00 PM

CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held on Wednesday, August 6, 2025, via Zoom.

Adrienne Scritsmier called the meeting to order at 6:04 p.m., followed by a roll call.

PRESENT

Josh Dalglish
Sammy Scarpone
Adrienne Scritsmier
Theodore Russell
Matt Brown
Devan Olmstead

ABSENT

Wendy Hall
Mike Bohlen
Jenelle Reid

STAFF PRESENT

Brian Stevenson, Program Manager
Kris Ammerman, Parks and Recreation Director

CONSENT AGENDA

Approval of the Minutes

Motion: Moved to approve June 11, 2025 Kitakata Sister City Advisory Board Minutes with edits to the voting results.

Motion made by Member Sammy Scarpone. Seconded by Member Matt Brown.

Voting Yea:

Vice Chair Sammy Scarpone
Member Josh Dalglish
Member Adrienne Scritsmier
Member Matt Brown
Member Theodore Russell

Voting Nay:

None

Abstaining:

None

Vote: Motion carried 5-0.

BUDGET

- Staff gave an update on the current budget and shared that \$198 was spent on stickers
- Program Manager Stevenson stated the 15-passenger van has been secured but not paid for
 - The estimate is \$1,800 for the whole trip

ITINERARY REVIEW

The Board reviewed the draft itinerary:

- Japanese Consular Office confirmed
- Lewis and Clark College tour confirmed
- Added into Voodoo Donuts experience for December 10
- Things to Book/Confirm
 - Need to confirm with schools once they are back in session
 - December 15 – Sleighbells does not open until 10am
 - Craft idea to give to host family before they open
- Member Teddy Russell asked about the art museum renovations
 - Chair Adrienne Scritsmier commented she believes there will still be enough time. Vice-Chair Sammy commented they are planning to selectively open certain features.
- The Board discussed food options for the welcome and farewell dinners
 - Chair Adrienne Scritsmier asked the board if they felt comfortable reaching out to vendors, they could discuss options at the next meeting

AGENDA ITEMS FOR FUTURE MEETINGS

- Discussion on food items for welcome and farewell dinners
- August 13- Host Family Info Night
 - Host Family applications are due September 29

BOARD COMMENTS

- Member Devan Olmstead, new board member, introduced themselves; the other board members introduced themselves to Devan.
- Chair Adrienne Scritsmier discussed tabling at Party in the Park happening on August 21.
- Vice-Chair Sammy Scarpone asked how many applications have been submitted for host families; Director Ammerman wasn't sure how many we have received.

ADJOURN

Meeting adjourned at 6:43 pm