



## KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 6/11/25 at 6:00 PM

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### CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held beginning at 6:00 p.m. on Wednesday, June 11, 2025, in-person and via Zoom at the Parks and Rec Admin Office located at 29600 SW Park Place, Wilsonville OR 97070.

Adrienne Scritsmier called the meeting to order at 6:02 p.m., followed by a roll call, which included introduced of the new members, Theodore Russell and Wendy Hall.

### PRESENT

Josh Dalglish  
Sammy Scarpone  
Jenelle Reid  
Matt Brown  
Adrienne Scritsmier  
Mike Bohlen  
Theodore Russell  
Wendy Hall

### ABSENT

Seiji Shiratori

### STAFF PRESENT

Brian Stevenson, Program Manager  
Natalie Tomaszewski, Program Coordinator

### CONSENT AGENDA

#### Approval of the Minutes

Program Manager Stevenson suggested an edit to the minutes to change the vote motion to show 5-0 instead of 5-7.

**Motion:** Moved to approve the April 9, 2025 Kitakata Sister City Advisory Board Minutes with edits to the voting results.

Motion made by Member Sammy Scarpone. Seconded by Member Theodore Russell.

#### Voting Yea:

Vice Chair Sammy Scarpone

Member Josh Dalglish  
Member Adrienne Scritsmier  
Member Jenelle Reid  
Member Matt Brown  
Member Mike Bohlen  
Member Theodore Russell  
Member Wendy Hall

**Voting Nay:**

None

**Abstaining:**

None

**Vote:** Motion carried 8-0.

**BUDGET**

- Staff gave an update on the current budget and shared that the board had spent \$2,427 since the last meeting, on shirts (\$1,451.25), Japanese snacks (\$156.89) and cooking classes (\$688.52).
  - Member Wendy Hall and Member Janelle Reid shared their positive experience at the class.
- The board discussed sticker designs and voted on ordering 100 stickers in total.
- Program Manager Stevenson will send out sticker designs options to the board before ordering.

**Motion:** Moved to approve that Staff purchase stickers after sending new design to the Board.

Motion made by Member Sammy Scarpone. Seconded by Member Wendy Hall.

**Voting Yea:**

Vice Chair Sammy Scarpone  
Member Josh Dalglish  
Member Adrienne Scritsmier  
Member Jenelle Reid  
Member Matt Brown  
Member Mike Bohlen  
Member Theodore Russell  
Member Wendy Hall

**Voting Nay:**

None

**Abstaining:**

None

**Vote:** Motion carried 8-0.

**ITINERARY REVIEW**

The Board reviewed the draft itinerary and discussed ideas for activities:

- Adidas/Nike Tours
- Bullwinkle's
- Hopscotch

- Nutcracker
- Bridgeport
- Art Museum
- Pine Street Market
- Cooking American Food - Pizza
- Holiday crafts/cookies at the Community Center
- Sleighbells in Sherwood
- World Forestry Center
- Tour of Lewis and Clark College
- Frog Pond Farm
- Powell's
- Things to Book/Confirm
  - Welcome Dinner- Sunday, December 7
  - Wilsonville Facility Tours, Lunch at Center and Bingo
  - Transportation
  - Japanese Consulate
  - 2 Schools Days- 1 middle school day, 1 high school day
  - Tour of CCC campus - Wilsonville
  - Farewell Dinner- Sunday, December 14

#### **AGENDA ITEMS FOR FUTURE MEETINGS**

- Staff and board members briefly discussed dates for the next meeting
  - August 13- Host Family Info Night
- Host Family applications are due September 29.

#### **BOARD COMMENTS**

- Member Wendy Hall suggested the Kitakata Advisory Board should table at the Farmers Market; Chair Adrienne Scritsmier shared that she was willing to do it but with the help of others.
- Member Mike Bohlen asked if the applications were completed and live; Member Janelle Reid shared they were.

#### **ADJOURN**

Meeting adjourned at 7:20 pm