



**TOWN OF SMYRNA
SISTER CITY COMMITTEE
AGENDA
August 12, 2025
Town Hall
5:30 PM**



1. Public Comment

Note: The Town's Public Comment Period shall be reserved for those citizens that have signed up to address the Town Council, or a Board or Committee, at least twenty-four (24) hours in advance of the meeting, pursuant to the Town's Public Comment Policy as outlined above.

2. Call to Order

3. Approval or Correction of Minutes

- a. July 15th, 2025 Regular meeting

4. Financial Status

- a. July Financial Statement

5. Zama Communications

6. Unfinished Business

- a. Zama Trip Recap
- b. Remaining Travel Expenses
- c. Pool Party

7. New Business

8. Other

9. Adjournment

Sister City Committee
Minutes of Meeting
July 15th, 2025

Public Comment

The Town's Public Comment Period shall be reserved for those citizens that have signed up to address a Board or Committee, at least twenty-four (24) hours in advance of the meeting, pursuant to the Town's Public Comment Policy. Speakers are limited to three (3) minutes. Additional comments may be submitted in writing.

1. Call the Meeting to Order

Marc called the meeting to order at 6:01p.m. The following were present:

Marc Michaelson
Shelby Sallee
Natalie Schuette
Amy Wise
Fran Dunne
Melody Villalobos
Gregory Creasey

Not Present:

Gerry Short
Bobbie Ibarra

2. Approval of July 1st, 2025 Minutes

Fran made a motion to approve the minutes as written. The motion was seconded by Melody and passed unanimously.

3. Zama Communications

- Marc discussed with the committee the finalized itinerary for the trip. He will be emailing the itinerary to each of the parents, the chaperones will be getting a hard copy of this. Marc discussed having Manna speaking at Camp Zama for an interview.

4. Committee Reports

- Budget Update:** Marc discussed the budget with committee members about the purchase. Marc will be giving out the Yen while they are on the bus or at the hotel while they are at Zama.
- Training/Orientation Update:** Is completed
- Public Relations Update:** Marc discussed with the committee about channel 2 news coming and airing the segment. Channel 2 news also wants to do a zoom meeting with Sister City while they are overseas. Natalie suggested doing a live stream on facebook and tagging News 2 in it.
- Records/Documentation Update:** Lisa discussed with the committee about having each of the parents complete the waiver of liability form as well as having a copy of all the students documentation while they are overseas.
- Gifts Update:** Amy discussed gifts.
- Farewell Party Update:** Amy discussed with the committee that she believes everything will be good for the farewell party. There will be two microphones and a string guitar at the party.

5. Unfinished Business

- Melody discussed with the committee about getting luggage tags for committee members that did not have business cards at the meeting.

6. New Business

- Marc discussed with the committee about having a get together with the parents and students about what are the pros and cons of the trip and their experience. There would be a potential survey.
- Shelby brought up with the committee about having a party for after they travel. The committee discussed having a get together on August 24th from 4-6pm. Fran suggested to the committee about providing the meat and having the parents/students providing the sides.

- ❖ Greg made a motion to spend up 1,000 dollars for food for a follow up dinner after travel. Fran seconded this motion and passed unanimously.
- ❖ This will be dependent on going to the subcommittee.
- ❖ Amy made a motion to have the August Sister City meeting after the council meeting on August 12th at 5:30pm. Fran added an amendment to not have a September meeting due to having the August meeting. Fran seconded the motion and passed unanimously.

7. Other

- The next meeting will be held August 12th.

8. Adjournment

With no further business before the committee, a motion was made to adjourn by Fran and seconded by Shelby at 6:27 p.m.

Jul-25

Smyrna Sister City

Reconciliation Detail

Period Ending 7/31/2025

JUN Statement Balance	6/30/2025	\$ 134,211.39
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Interest Allocation	\$	214.47
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Beginning Balance	7/1/2025	\$ 134,425.86
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Transaction Detail						
Name	Date	Type	Note	GL Account	Amount	
Interest	7/31/2025	Deposit	Interest Allocation	601-36100	TBD	
Program Funding	7/1/2025	Deposit	General Fund Transfer - Program Funding	601-30014	\$	12,000.00
Participation Fee	7/3/2025	Deposit	Trey Sallee Participation Fee	601-30013	\$	500.00
Sister City Travel	7/1/2025	Withdrawal	CK 247598 - Fran Dunne - Shipment Props to Zama for Farewell	601-44003-289	\$	(187.94)
Sister City Travel	6/30/2025	Withdrawal	Amazon Credit Plan 05/31/2025 - V is for Volunteer Books	601-44003-289	\$	(214.24)
Sister City Travel	6/30/2025	Withdrawal	Amazon Credit Plan 06/03/2025 - Farewell Party Props	601-44003-289	\$	(35.00)
Sister City Travel	6/30/2025	Withdrawal	Amazon Credit Plan 06/07/2025 - Credit for Undeliverable box	601-44003-289	\$	157.40
Sister City Travel	6/30/2025	Withdrawal	Amazon Credit Plan 06/08/2025 - Farewell Party Props	601-44003-289	\$	(107.01)
Sister City Travel	6/30/2025	Withdrawal	Vista Print 06/18/2025 - Buisness Cards for Students	601-44003-289	\$	(332.04)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Creasey	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Mann	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Anderson	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Murray	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Gerges	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Duran	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Walker	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Surrat	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Feenstra	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Fineis	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Hughley	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Shaver	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Wayne	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Jordan	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Miller	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Michaelson	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Salle, S	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Rogers	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Wise	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Salle, T	601-44003-289	\$	(2,128.01)
Sister City Travel	6/30/2025	Withdrawal	American Airlines 06/12/2025 - Dunne	601-44003-289	\$	(2,128.01)
					\$ (32,907.04)	

Ending Balance	7/31/2025	\$ 101,518.82
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