



**TOWN OF SMYRNA
SISTER CITY COMMITTEE
AGENDA
October 7, 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. August 12th, 2025 Regular Meeting

4. Financial Status

- a. August and September Financial Statement

5. Zama Communications

6. Unfinished Business

- a. Newsletter updates

7. New Business

- a. Fundraising opportunities

8. Other

9. Adjournment

Sister City Committee
Minutes of Meeting
August 12th, 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 5:32p.m. The following were present:

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

Not Present:

Gerry Short
Natalie Schuette

2. Approval of July 15th, 2025 Minutes

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

- ❖ Fran made a motion to correct the minutes of the July 15th, 2025 minutes under Committee Reports F. instead of Amy changing to Mary Ann. The motion was seconded by Amy and passed unanimously.

3. Financial Status

- The monthly reconciliation for July 2025 was reviewed with a balance of \$101,518.82

4. Zama Communications

- Marc discussed with the committee that there hasn't been much communication with Zama since returning.

5. Unfinished Business

- a. Zama Trip Recap: The chairman discussed with the committee agreed to suspend public comment restrictions for this portion of the meeting to have the two chaperones and a student that are not on the committee to discuss their experience while at Zama.
- b. Remaining Travel Expenses: Lisa discussed with the committee any remaining travel expenses that needed reimbursements needs to be brought to Town Hall at their convenience.
- c. Pool Party: The committee discussed hosting a pool party at Shelby's parents house. The committee discussed having the committee bring desserts and drinks. The family will be bringing sides. The pool party will be from 4-6pm on August 24th.

6. New Business

- a. Fran discussed with Greg starting a fundraiser by doing concessions stands for the fall and spring.
- b. The committee discussed the process of what the next year will look like with getting new students to be a part of the program. Bobbie made a recommendation to attend the different schools' open house to recruit students.

7. Other

- The next meeting will be held on October 7th.

8. Adjournment

With no further business before the committee, a motion was made to adjourn by Bobbie and seconded by Melody at 7:14p.m.

Sep-25

Smyrna Sister City

Reconciliation Detail
Period Ending 9/30/2025

AUG Statement Balance 8/31/2025 \$ 101,511.72

Interest Allocation \$ 179.14

Beginning Balance 9/1/2025 \$ 101,690.86

Transaction Detail

Name	Date	Type	Note	GL Account	Amount
Interest	9/30/2025	Deposit	Interest Allocation	601-36100	TBD
Travel	9/2/2025	Withdrawal	248650 Marc Michaelson - Zama Travel, Hotel, Luggage, Yen Exch.	601-44003-289	\$ (9,609.00)
Travel	9/12/2025	Withdrawal	248803 Gregory Creasy - Pool Party Food	601-44003-289	\$ (1,000.00)
Travel	9/17/2025	Withdrawal	249001 Marc Michaelson - Travel Insurance	601-44003-289	\$ (3,368.75)
					<u>\$ (13,977.75)</u>

Ending Balance 9/30/2025 \$ 87,713.11

