



**TOWN OF SMYRNA
SISTER CITY COMMITTEE
AGENDA
November 4, 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. October 7th, 2025 Regular Meeting

4. Financial Status

- a. October Statement '25

5. Zama Communications

6. Unfinished Business

- a. Review of Application process
- b. Fundraising Update
- c. Discussion relative to approved purchases

7. New Business

- a. 501c IRS Tax Write off for Sponsors
- b. Invoice for Godaddy Website
- c. Bylaw amendment recommendation of the Sister City Subcommittee

8. Other

9. Adjournment

Sister City Committee
Minutes of Meeting
October 7th, 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
Fran Dunne
Melody Villalobos
Bobbie Ibarra

Not Present:

Gerry Short
Natalie Schuette
Gregory Creasey
Amy Wise

2. Approval of August 12th, 2025 Minutes

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

3. Financial Status

- The monthly reconciliation for August/September was reviewed with a balance of \$87,713.11

4. Zama Communications

- Marc discussed the zoom meeting with Zama on September 16th. The next Zoom meeting is tentatively scheduled for Oct 23rd.
- Zama is wanting to have a Zoom meeting with the current students as part of the program on December 13th @7pm. The committee discussed this time would not be good due to the Christmas break. More information will follow about this.

5. Unfinished Business

- a. Newsletter updates: Shelby discussed with the committee about what needs to be on the newsletter. Bobbie mentioned recruiting to be added to the newsletter. Shelby will add the new student they accepted a few months ago on the newsletter.
- b. Recruiting: Bobbie will reach out to different schools to get flyers out. The committee discussed what topics would be on the flyers that will go out to different schools.

6. New Business

- a. Fundraising opportunities: Greg is a point of contact for working concession stands. The committee discussed different fundraising options they have done in the past. The World's finest chocolate could be an option with students selling chocolate at schools. The committee discussed when the next Chili supper will be held; Fran will look at the calendar and get back with dates.
- ❖ Fran made a motion to purchase up to 40 boxes of World's finest chocolate to be distributed for the students for fundraising at Gordon's Food Service.
 - Reach out to subcommittee for approval.

7. Other

- Marc and the committee discussed changing the process of the application process and interview process.
- Marc discussed with the committee the upcoming shrimp boil on Oct.11th.

- ❖ Fran made a motion to spend up to 500 dollars for a shrimp boil committee get together hosted by Marc. The motion was seconded by Bobbie and passed unanimously.
- The next meeting will be held on November 4th, 2025.

8. Adjournment

With no further business before the committee, a motion was made to adjourn by Bobbie and seconded by Marc at 6:26p.m.

Oct-25

Smyrna Sister City

Reconciliation Detail
Period Ending 10/31/2025

SEP Statement Balance	9/30/2025					\$ 87,713.11
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Interest Allocation				\$ 173.78	
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Beginning Balance	10/1/2025					\$ 87,886.89
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Transaction Detail

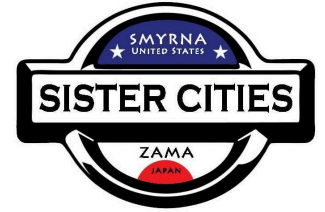
Name	Date	Type	Note	GL Account	Amount
Interest	10/31/2025	Deposit	Interest Allocation	601-36100	TBD
Travel	10/8/2025	Withdrawal	CK 249207 Amy Wise - Addt'l Suitcase for Zama Gifts	601-44003-289	-100

\$ (100.00)

Ending Balance	10/31/2025					\$ 87,786.89
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Town of Smyrna Sister City Committee
Zama, Japan Student Exchange
Student Application



Please complete using black ink

Date: ___/___/___

Student Name: _____

Gender: _____ Student DOB: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Student Email: _____

Student cell phone: _____ Grade: _____ School: _____

Preferred Method of Contact: Text Email Home Phone Cell Phone

Facebook Name or Social Media Account Names: _____

Please tell us about everyone living inside your home:

Name each adult family member	address	home phone	cell phone	email address
<small>(Please circle preferred contact number for each member of the family)</small>				
Father:				
_____	_____	_____	_____	_____
Mother:				
_____	_____	_____	_____	_____
Other (i.e.-step-parent, grandparent, etc.):				
_____	_____	_____	_____	_____
Other (i.e.-step-parent, grandparent, etc.):				
_____	_____	_____	_____	_____

Father:

Mother:

Other (i.e.-step-parent, grandparent, etc.):

Other (i.e.-step-parent, grandparent, etc.):

Name each child in the family	age	gender	grade	school
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

How did you hear about the Sister City Student Exchange Program (i.e. – website, school, social media, former student, etc.)? _____

Do you have a passport? _____ If yes, please provide color copy with application.

What are your main interests and favorite subjects in school? _____

Do you have a job or are you involved with a team sport? If so, will either of these affect your ability to participate in fundraising events, attend group orientations, travel to Zama, or host a student? The program requires 75% participation in all fundraising activities. _____

Please list activities in which your family engages (i.e. recreational, social, cultural, musical, religious)

What hobbies or activities do you enjoy doing in your spare time? _____

Do you have any allergies to food, pets, medicines or plants? If so, what? _____

Do you require any special medication, medical treatment or foods? _____

Have you ever traveled outside the United States? If so, where? _____

Have you ever been away from your family for any length of time? If so, where did you go and how long were you away? If so, did you experience any problems when you were away from your family?

Is transportation available during the day for you and your guest student when they arrive? _____

List pets you have in your home: _____

Does anyone smoke inside the home? Yes No

Is WIFI available in your home? Yes No

Would guest student share a room? Yes No If so, with whom? _____

The giving of gifts to family is an important part of the Japanese culture. Would providing small gifts for your student and their family be an acceptable practice within your family? _____

Have any adult members of your household ever been charged or convicted of a felony? Yes No

Have any adult members of your household ever been charged of a crime against another person?
 Yes No If you answered yes on either of the two questions above, please provide a statement of the circumstances on a separate sheet of paper with your application. *All adult members of the household will be required to submit to a background check.*

Complete the following sentences:

I consider myself to be _____

Other people would say I'm _____

Please attach the following with this application:

1. A handwritten self-introduction. This will be provided to Zama, should you be selected to participate. Include your likes and dislikes, information about your family and yourself.
2. A recent formal or school headshot of yourself, which will be sent to Zama, Japan with your application. Preferably a wallet or 2x3 size print.
3. Two letters of recommendation from non-family members and one letter of recommendation from an affiliate with your school (i.e.-teacher, principal, guidance counselor, etc.).
4. Official attendance record from your current school.

*Deliver, email or mail: Attention: Lisa Winters
Town of Smyrna
315 South Lowry Street
Smyrna, TN 37167
Email: Lisa.Winters@townofsmryna.org
Phone: 615-459-2553 Ext. 2212

Student signature

Parent/Guardian signature

Parent/Guardian signature

Date

Date

Date



Duncan Imports & Classics
100 G Street
Smyrna, TN 37167

Dear Duncan Imports & Classics,

Thank you for your contribution of \$1,500.00 in October 2021 to the Smyrna Charity Assistance Fund for Smyrna's Top Gun Night Run 6k, which benefits the Capt. Jeff Kuss USMC Memorial. No goods or services were provided in exchange for this contribution. The Smyrna Charity Assistance Fund is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 30-0767687.

If you have any further questions or need more information, please contact Beth Morris, Beth.Morris@townofsmyrna.org.

Thank you,

Gerry Short
Sister City Committee, Chair

CONTACT US 24/7 1-480-505-8877

Receipt

№ 3863001563

DATE:

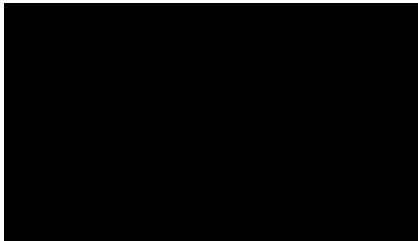
8/22/2025

CUSTOMER #:

6037573

BILL TO:

Marc Michaelson



PAYMENT:



\$110.95

Previous Balance

\$110.95

Received Payment

(\$110.95)

Balance Due (USD)

\$0.00

Term	Product	Amount
5 yrs	.COM Domain Renewal SMYRNA-ZAMASISTERCITY.COM ¹	\$109.95
Subtotal		\$109.95
	Taxes	\$0.00

Fees

\$1.00

Total (USD)

\$110.95

REFERENCE

Taxes

\$0.00

GoDaddy.com, LLC
100 S Mill Ave, Suite 1600,
Tempe, Arizona 85281,
United States

\$0.00

Fees

\$1.00

1. ICANN

\$1.00

SMYRNA-ZAMASISTERCITY.COM

\$1.00

[Universal Terms of Service](#)

BY-LAWS
TOWN OF SMYRNA SISTER CITY RELATIONS COMMITTEE

ARTICLE I: NAME

The name of this organization shall be the Sister City Relations Committee of Smyrna, Tennessee as authorized by Title 2, Chapter 5, of the Town of Smyrna Municipal Code.

ARTICLE II: PURPOSE

The purpose of this organization is educational, charitable and for economic development. The organization's objectives are:

- (a) To cause the citizens of the Town of Smyrna, Tennessee and the citizens of similar cities of foreign nations to acquire a consciousness of each other, and to understand one another as individuals, as members of their community, as citizens of their country and as part of the family of nations.
- (b) To foster as a consequence of such knowledge and consciousness a continuing relationship of mutual concern between the citizens of the Town of Smyrna, Tennessee and the citizens of similar cities of other nations.
- (c) To undertake both in seeing and in consequence of such consciousness and concern any activities and programs as will provide to one another appropriate aid and comfort, education and mutual understanding.
- (d) To participate as an organization in the promoting, fostering and publicizing of local, state and national programs of international municipal cooperation organizations, and thereby to encourage other organizations and residents of American communities to engage and participate in such programs, to foster and promote friendly relations and mutual understanding between peoples of American communities and people of friendly nations outside the United States of America, and to act as a coordinating body, committee, or agency among those organizations, groups and individuals desiring to engage and engaging in the activities of such international municipal corporate organizations.

ARTICLE III: ORGANIZATION

Section 1. The Town of Smyrna Municipal Code, Title 2, Chapter 5, as the same may be amended or replaced, shall outline the manner, number and qualifications of the Sister City Committee. The ordinance shall also set the terms of the Sister City Committee. There shall be an appointed council member who shall be the Chairman. The town designee shall serve as the secretary. The Committee shall elect a Vice Chairman from among the appointed members at least once a year or more often if a member resigns or is no longer serving in one of the aforementioned positions. Said election shall occur in April of each year. The Chairman shall preside at all meetings and in his/her absence, the Vice Chairman. The Secretary is responsible to keep the minutes of each meeting. The minutes will be given to the Town Clerk or his/her

designee who shall be appointed to assist the Committee. The Town Clerk or his/her designee shall attend all board meetings but not vote and will provide monthly financial reports to be included in the minutes.

Section 2. Committees may be appointed by the Chairman as necessary to effect the necessary functions of the organization.

ARTICLE IV: MEETINGS

Section 1. Meetings will be held monthly at a regularly scheduled time. Notice of said meetings shall be published in a paper of general circulation by the Town Clerk. Meetings shall be held at Town Hall except for special event meetings.

Section 2. All meetings shall be conducted according to Robert's Rules of Order.

ARTICLE V: ACTIVITIES

Section 1. Activities undertaken by the Sister City Committee are not limited to but may include:

- (a) Student exchange visits to and from Zama, Japan.
- (b) Fundraising efforts.
- (c) Economic development missions.
- (d) Educational and cultural activities.
- (e) Any other activities that supports the purpose of and is approved by the Sister City Committee.

ARTICLE VI: HOST FAMILY AND CHAPERONE CRITERIA AND SELECTION

Section 1. Chaperones shall be selected from a pool of applicants with preference given to Sister City Committee members, parents of participants or past program participants or Town of Smyrna employees. Any remaining vacancies may be considered from citizens of Smyrna who have ongoing involvement with youth in formal or non-formal settings such as schools, churches and civic organizations.

Section 2. Chaperone applicants shall submit to a background check conducted by the Smyrna Police Department. Applicants shall be disqualified for any incident(s) resulting in convictions of a felony for a crime against another person.

Section 3. Chaperones shall be a minimum of 30 years old. A maximum age will not be established, but consideration will be given to the applicant's physical ability to adequately carry out the responsibilities of chaperone.

Section 4. Chaperones shall attend and assist in orientation and educational programs during exchanges. Chaperones shall participate in all fund-raising activities.

Section 5. Any person over the age of 18 living in the home of a Host Family at the time of a student exchange visit is required to submit to a background check through the Town of Smyrna.

ARTICLE VII: FUNDING

Section 1. The Smyrna Charity Assistance Fund Board subcommittee known as the “Sister City Funding Sub-Committee” shall exercise exclusive control over the management and distribution of all funds donated specifically for the benefit of the Sister City Program.

Section 2. The sub-committee shall authorize and direct the disbursement of funds donated specifically for the benefit of the Sister City Program. The sub-committee shall have no authority over other Charity Assistance Funds. All donations shall be marked and clearly denoted as funds for the Smyrna Sister City Program. The Director of Finance shall segregate the monies collected by the sub-committee to be segregated from those of the Charity Assistance Fund and will further provide a monthly accounting of such funds to the subcommittee’s Chairman.

Section 3. The sub-committee shall consist of five (5) individuals who shall be members of by virtue of their position with the Town of Smyrna and their membership shall cease upon leaving their position:

- (i) They Mayor of the Town of Smyrna, or his/her designee;
- (ii) The Town Manager of the Town of Smyrna, and his/her designee;
- (iii) One (1) member of the Town Council, appointed by majority vote of the Town Council, who shall serve a term of two (2) years;
- (iv) One (1) Citizen member, appointed by majority vote of the Town Council, who shall serve a term of two (2) years;
- (v) The Director of Finance for the Town of Smyrna, or his/her designee.

Section 4. Officers: Each July the sub-committee shall select from its membership a Chairman and Vice-Chairman of the Charity Assistance Fund Board. The Town Manager shall designate a staff member to serve as Secretary of the subcommittee whose duties shall be the same as those assigned to the Secretary of the Charity Assistance Fund Board.

ARTICLE VIII: REPORTS

An end of the year activities summary report will be submitted each year to the Town Council in March. This report will include but is not limited to:

- (a) Activities during the previous year.
- (b) The number of visitors from other countries.
- (c) A summary of the Student Exchange Program.
- (d) Funding requests of the Town of Smyrna.

ARTICLE IX: ADMINISTRATION

All records shall be maintained by the Town Clerk.

ARTICLE X: AMENDMENTS

Section 1. These by-laws may be altered or amended by a two-thirds vote of the entire Sister City Committee. Any member of the Sister City Committee may offer an amendment or alteration. The Committee must be advised 14 days in advance before a vote is held on the proposed amendment or revision. Voting will follow Robert's Rules of Order. Said amendment, if passed must be approved by the Town Council.

Adopted this _____ day of _____, 20____.

MINUTES OF THE SISTER CITY FUNDING SUB-COMMITTEE

October 30, 2025

A meeting of the Town of Smyrna Sister City Funding Sub-Committee was held on Thursday, October 30, 2025. The meeting was called to order at 2:30 p.m. at Town Hall, Smyrna, Tennessee.

The following sub-committee members were present at the meeting: Mayor Mary Esther Reed, Town Manager David Santucci, Director of Finance, Sierra Lowry, and Citizen Board Member Jeanne Nolan. Town Clerk Amber Hobbs was also in attendance. Chairperson and Council Member Gerry Short was not present for this meeting.

There were no citizen comments at this time.

The committee first considered approval of the minutes from the May 29, 2025, Sub-Committee meeting. Town Manager David Santucci made a motion to approve the minutes. Sierra Lowry duly seconded the motion. Following discussion, the motion was approved unanimously.

There were no old business items for the sub-committee to consider.

The Board next reviewed the fund balance status of the Sister City Committee, along with a Sister City Financial Analysis provided by Sierra Lowry. As of September 30, 2025, the balance of the committee fund was \$87,886.92.

The Board next considered under new business various committee expenditures, including but not limited to, the purchase of forty (40) boxes of the World's Finest Chocolate from Gordon's Food Service to be distributed to each of the students for fundraising purposes. Following discussion, Jeanne Nolan made a motion to approve the purchase from Gordon's Food Service in the amount of \$1,599.60. The motion was duly seconded by Sierra Lowry. Following further discussion, the motion was approved unanimously.

The Board next discussed "Article VIII" of the By-Laws of the Sister City Relations Committee relative to "Reports." Following discussion, a motion was made by Mayor Mary Esther Reed that revision to this By-Law article be recommended to the Sister City Committee for approval at their next meeting; specifically, that this Article be amended to revise the date of annual reporting to by October 31 and that the report subject of this Article be submitted to the Sister City Funding Sub-Committee rather than to the Town Council. Sierra Lowry seconded this motion and following further discussion, the motion was approved unanimously. Therefore, the recommended amendment shall read as follows under "Article VIII" of the By-Laws of the Sister City Relations Committee relative to "Reports:"

"An end of the year activities summary report will be submitted each year to the Sister City Funding Sub-Committee by October 31. This report will include but is not limited to:

- a) Activities during the previous year.*
- b) The number of visitors from other countries.*
- c) A summary of the Student Exchange Program.*
- d) Funding requests of the Town of Smyrna."*

It was further noted that, once this amendment to the By-Laws of the Sister City Relations Committee was brought before the Committee for a vote and, if passed, must be approved by the Town Council per “Article X” of the By-Laws of the Sister City Relations Committee.

There being no further business to come before the sub-committee, the meeting adjourned at 2:52 p.m.

Approved:

Attest:

Gerry Short, Chairperson

Amber Hobbs, Town Clerk