



**TOWN OF SMYRNA
SISTER CITY COMMITTEE
AGENDA
March 3, 2026
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. Feb. 3rd, 2026 regular meeting

4. Financial Status

- a. February Statement '26

5. Zama Communications

- a. Zoom meeting review

6. Unfinished Business

- a. Chili Supper
- b. Follow up on Student application
- c. Monthly newsletter

7. New Business

8. Other

9. Adjournment

Sister City Committee
Minutes of Meeting
February 3rd, 2026

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

Gerry called the meeting to order at 5:29p.m. The following were present:

Marc Michaelson
Shelby Sallee
Fran Dunne
Gerry Short
Bobbie Ibarra
Amy Wise
Natalie Schuette
Gregory Creasey
Melody Villalobos

Not Present:

2. Approval of January 6th, 2026 Minutes

Gerry made a motion to add that Gregory Creasey was here on January 6th, 2026 meeting. The motion was seconded by Fran and passed unanimously. With that the minutes will be updated to reflect the change.

3. Financial Status

- The monthly reconciliation for January '26 was reviewed with a balance of \$88,220.77

5. Zama Communications

- Marc discussed the upcoming zoom meeting connecting the students together. The meeting will be held on February 21st either at Town Hall or the Senior Center. The students will be here at 5:00pm and will also have food provided. Before the meeting the committee will be going over the Chili supper.
- ❖ Shelby made a motion to spend up to \$150 dollars for pizza to spend on the zoom meeting with zama for the students on Feb. 21st. Fran seconded the motion. The motion passed unanimously.

6. Unfinished Business

- a. Update Bylaws: The committee went over the updated bylaws that were provided by legal.
- b. Updated Medical Form: The committee looked at and discussed the updated medical form. The committee discussed changing the first question of "does your child have any medical problems to does your child have any medical concerns.
- c. Chili Supper: Shelby discussed with the committee the updated flyers and social media content for the upcoming Chili Supper. The committee will be dropping the incentive for selling the most tickets and most sponsors due to not traveling this year. There will be a signup genie for the baskets that will be auditioned at the event as well as who is bringing what dessert and drink option. Amy discussed the inventory downstairs of supplies. The chili cost was \$450 for supplying. The students will be picking up tickets (20 tickets and selling 1 sponsor) and supper sponsorship starting next week. Shelby will be creating a facebook page for the event. Amy and Fran will be shopping for supplies.

- d. Monthly newsletter update: Shelby discussed updates and changes that will be included on the newsletter. The updates are adding the time and potential change to address. Shelby will sending this out at a later date.

7. New Business

- a. New Student Application: Lisa discussed with the committee of the new student application that was sent in during mid January. The committee discussed what the process will look like with trying to interview the potential new student. Amy will be reaching out to the student to set up an interview.
- b. New student application interview process: Shelby discussed with the committee the updates they are wanting to change during the interview process. The changes will be the student will be interviewed by all of the committee members at Town Hall. The second interview will be at the home to see what the home looks like. The committee went over the potential changes to the student application. Moving forward the student application will be sent to legal to discuss having it turned into a google form.

8. Other

- Lisa discussed coming off the committee as the secretary and having Keisha Tinsley come on as secretary.
- Next meeting will be held on March 3rd.

9. Adjournment

With no further business before the committee, a motion was made to adjourn by Fran and seconded by Shelby at 6:48p.m.

Feb-26

Smyrna Sister City

Reconciliation Detail

Period Ending 02/28/2026

JAN Statement Balance	1/31/2026						\$ 88,220.77
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Interest Allocation				\$ 192.49			
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Beginning Balance	2/1/2026						\$ 88,413.26
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Transaction Detail

Name	Date	Type	Note	GL Account	Amount
Interest	2/28/2026	Deposit	Interest Allocation	601-36100	TBD
Fund Raiser	2/23/2026	Deposit	Gerald & Patricia Short - Chili Supper Sponsorship - Madeline Green		100

<u>\$ 100.00</u>

Ending Balance	2/28/2026						\$ 88,513.26
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Feb-26

Smyrna Sister City

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Committee Jobs	Before Event	During Event	Notes:
Shelby Sallee	Create Event Flyer	Take photos	Need to buy small bottles of water, chili fixins'
	Post Sponsorships on Social Media	Float / Silent Auction	
	Create Tickets and cut them	Take Trays	
	Create FB Event		
	Create Sponsorship Flyer		
	Create Tracking Spreadsheet		
Fran	Order Chili	Final Money Count	
	buying chili fixins'	Float / Silent Auction	
Lisa/Keisha	Print tickets		
	Send email about chili supper guidelines and tickets		
Marc		Greeter/ ticket table	
Greg		Take Trays	
Natalie		Serve Food	
Melody	Create Sign up genius for timeslots, desserts, drinks	Serve Drinks	
Bobbie		Serve Drinks	
Amy		Serve Food	
Gerry		Announcements	
Set Up 3:30-6:00	Jael Intriago		Jobs to assign
	Madeline Green		Drink Duty (2)
	Gracie Wayne (needs to leave early)		Tray Duty (2)
			Welcome Duty (1)
			Directing guests (2)
Clean Up 5:30-8:00	Bryson Jordan		
	Joseph Gerges		
	Cash Fineis		
	Graison Murray		

basket name	basket name
Bryson Jordan	Lottery
Gracie Wayne	Date Night
Hannah Miller	Gardening
Cash Fineis	Car Wash
Madeline Green	Spa
Jael Duran	Movie
Joseph Gerges	
Ethan Anderson	
Manna Feenstra	
Greyson Hughley	
Zoe Walker	
Morgan Surratt	
Adelai Creasey	
Cohen Mann	
Graison Murray	
Shelby	Art Basket
Fran	
Melody	
Marc	
Greg	
Bobbie	
Natalie	
Amy	
Gerry	

Student Name	Drink	Dessert
Bryson Jordan	Coca-Cola	Cookies
Gracie Wayne	Sprite	Brownies
Hannah Miller	Sweat Tea	Cookies
Cash Fineis	Unsweet Tea	
Madeline Green	Orange Fanta	Donuts
Jael Duran	Dr. Pepper	Cheesecake
Joseph Gerges		
Ethan Anderson		
Manna Feenstra		
Greyson Hughley		
Zoe Walker	Bottled Water	Chocolate Chip Cookies
Morgan Surratt		
Adelai Creasey		
Cohen Mann		
Graison Murray	Diet Coke	

