

Activities & Projects with Timeline

1. City Council Report & Sign Request – September 6, 2016
  - a. Confirm Presentation Topics: July 7 Meeting
  - b. Draft Presentation Review: August 25 Meeting
  - c. Sister Cities Sign Request
  
2. MHS: Establish Relationship with New Administration & E-pal Project
  - a. Develop Relationship with new MHS leadership team: Sept. 22, ongoing
  - b. Capacity confirmed with Milpitas High School: August 25
  - c. Coordination: August 25 – September 22; February 23 – April 27
  
3. Sister City Program Promotions
  - a. Focused Activities & Procedures: July 7 and ongoing
  - b. Possible Upcoming Events: August 25 & Ongoing
  - c. Maintain Agenda Item for Monthly Reporting & New Ideas
  
4. Focus Areas for Possible Sister City Relationships / Needs of Specific Relationships
  - a. City in Latin America: Research ongoing
  - b. Dagupan, Philippines: Needs a Lead Commissioner
  
5. Existing Relationships
  - a. Student Visits to Milpitas (October, MHS Spirit Week)
    - i. October 10 – 14, 2016 Dagupan Delegation Visit – August 25, Sept. 22
    - ii. Huizhou Visit TBD
    - iii. Tsukuba 20<sup>th</sup> Anniversary Project – August 25, Sept. 22
    - iv. Begin recruiting for 2017 visits as of January 26, 2017 meeting
    - v. Development of interest to travel to sister cities
  
  - b. Officials' Visits to Milpitas (as requested by a Sister City)
    - i. Tours
    - ii. Lead commissioners ask contacts if any planned in FY2015-16
  
6. Work Plan Review Meetings: January 26, June 22

Expectations of Commissioners / Ideas for Community Engagement

- Participate in open discussions
  - Meetings are a safe communication zone
  
- Lead Commissioners
  - Primary contact to sister city
  - Responsible to assist with home-stay coordination
  
- For each proposed and existing sister city, form a community committee
  - Acts as a touchstone for community support
  - Advises lead commissioners