

**Milpitas Sister Cities Commission**  
**July 2014 – June 2015 Work Plan Elements (dates are SCC meetings)**  
**Approved at May 22, 2014 SCC Meeting**

Activities & Projects with Timeline

1. Upcoming MOUs Due
  - a. Tsukuba, expires 9/01/14: June 26 – August 28
  - b. Dagupan, expires 9/15/14: June 26 – August 28
2. E-pal Projects
  - a. Capacity with Milpitas High School: June 26 – August 28
  - b. Coordination: August 28 – September 25; February 26 – April 23
3. Fundraising
  - a. Parameters: August 28 – September 25
  - b. Workshop: October 23
  - c. Event (tentative) Planning: January 22 – May 28
4. Focus Areas / Criteria for Sister City Relationships
  - a. Review and updates, as needed: June 26
  - b. Staff research report: June 26
5. Existing Relationships
  - a. Student Visits to Milpitas (October, MHS Spirit Week)
    - i. 2014 Home-stays and local trip week of Oct. 6: Visits canceled.
    - ii. 2015 Home-stays: Increase student interest in 2014-15 for 2015 visits.
  - b. Officials' Visits to Milpitas (as requested)
    - i. Tours
    - ii. Lead commissioners ask contacts if any planned in FY2014-15
6. Work Plan Review Meetings: January 22, April 23, June 26

Expectations of Commissioners / Ideas for Community Engagement

- Assign a second commissioner to each sister city
  - Work as a team between meetings
- Lead Commissioners
  - Primary contact to sister city
  - Responsibilities for home-stay coordination
- For each proposed and existing sister city, form a community committee
  - Acts as a touchstone for community support
  - Advises lead commissioners
- Participate in open discussions
  - Meetings are a safe communication zone
  - It's okay to disagree