

CITY OF MILPITAS
SISTER CITIES ADVISORY COMMISSION (SCC)
MILPITAS CITY HALL COMMITTEE MEETING ROOM

UNAPPROVED MINUTES
FEBRUARY 28, 2013

- I. Call to Order and Roll Call** Chair Grilli called the meeting to order at 7:02 p.m. Present were: Commissioners Arbaugh, Arefi, Grilli, Hardin, Mateo, Serpa. Absent: Commissioner Galvan. Alternate Commissioners present: Chen, Chang.
- Council Liaison Carmen Montano: Present
MHS Student Liaison Brenda Su: Absent
MUSD Liaison Gunawan Alisantosa: Absent
Staff Liaison Leslie Stobbe: Present
- II. Alternates Seating of** No Alternate Commissioner Chen were seated.
- III. Allegiance Pledge of** Chair Grilli led the Pledge of Allegiance.
- IV. Minutes Approval of** MOTION to approve the minutes of October 25, 2012
M / S: Arbaugh / Serpa Ayes: Grilli, Serpa, Arbaugh, Arefi
- MOTION to approve the minutes of January 24, 2013
M / S: Serpa / Arbaugh Abstain: Grilli Ayes: All Others
- V. Agenda Approval of** MOTION to approve the agenda of February 28, 2013.
M / S: Serpa / Arefi Ayes: All
- VI. Announcements** Staff announced the Alviso Adobe Park Opening on March 16 at 10AM, the Commissioners Recognition Luncheon on April 13 at Noon in the Community Center Auditorium, and an offer to print business cards for commissioners.
- VII. Public Forum** None
- VIII. New Business**
- 1. Mathura City, India**
This item was removed from the agenda pending further contact with the interested community member.

IX. Old Business

1. Sister City Visit and Promotional Expenses

Group discussion occurred exploring the following ideas: Use remaining funds to promote sister cities within the community; discover ways to involve students at Milpitas High School (MHS); produce a brochure about the sister cities, and the SCC's role. It was determined that the brochure is the first priority with providing the MHS club with support materials as a second priority. Chair Grilli requested discussion of costs involved with a printed piece at the next meeting.

2. Sister Cities International 2014 Conference

Vice Chair Serpa reported that information is not yet available and requested continuance to next meeting.

3. Fundraising for Milpitas Student Visits to Sister Cities

Vice Chair Serpa announced donation of a "holiday voucher", valid for one week stay for four people in the months of April, May, June, September and October at a hotel in Figline Valdarno, Tuscany. The donation was coordinated through Figline Valdarno staff with intent that it be used as a fundraiser to support sending five Milpitas students to this sister city. The Commission reviewed how funds could be held. Staff Stobbe noted that the City Manager had stated at a previous meeting that the City's Finance Dept. would receive and distribute funds. A procedure with sign-off by the Commission's Chair will need to be in place. It was determined that if a sister city donates a valuable item, then the funds collected would be used towards sending students to that city. Vice Chair Serpa will clarify information with her contact in Figline Valdarno and Chair Grilli asked this item be carried to next agenda.

4. Use of Social Media for Sister City Relationships

Commissioner Arbaugh reported that Tsukuba contacts had an incorrect address for the Student Liaison and this lead to a delay in providing requested information. The Commission would like to learn about the process the Student Liaison uses to recruit and maintain contacts between students. Discussed followed regarding where a lead commissioner's role ends and the Student Liaison's duties begin. Commissioner Arbaugh stated he will try to contact the teacher that supervised the Milpitas Sister Cities International Club. It was determined that using brief form to provide information about the interests of Milpitas students would be helpful to sister city adult coordinators and students. Commissioners stated that they appreciate the involvement of the Student Liaison and her work with the Commission.

5. Tsukuba City, Japan

Commissioner Arbaugh reported that Tsukuba requested to re-start its exchange in May which seem late for a start with MHS students. He will also address the request that Milpitas students communicate in Japanese. The group talked about translation options using email, phone applications, and hand held devices. Discussion followed

regarding determination of the number of Milpitas students for each sister city. Commissioner Arbaugh will follow-up with the Student Liaison. Further discussion occurred regarding Tsukuba's desire to match students on both sides. It was determined that the Commission approved of Tsukuba staff matching students for pen pall correspondence, but that such matches should consider individual student interests.

6. Dagupan City, Philippines

Commissioner Mateo reported that there has been no new correspondence. The Staff Liaison distributed the Student Application for the Commission's review. Commissioner Mateo pointed out that a Visiting Student Information Form is needed. It should state what medical insurance the student has, allergies, and a liability release statement. The Staff Liaison will prepare a draft form for the Commission's review. The Commission briefly reviewed that the City will not sponsor sending Milpitas students to Dagupan until the State Department lifts its travel advisory.

7. Huizhou Municipality, China

Chair Grilli reported there is no update on this relationship. The Commission reviewed the student visit in October and the visit of city officials in November.

8. Comune de Figline Valdarno, Italy

Vice Chair Serpa requested that the Staff Liaison prepare a letter to David Armini from Mayor Esteves congratulating him on his election to the Italian Parliament. It was decided that Commissioner Serpa will prepare a basic draft noting the proper spelling of names and titles and the Staff Liaison will draft the letter. Vice Chair Serpa reviewed the great interest among Figline Valdarno professors to establish email exchanges with Milpitas students.

9. City Council Liaison Report

Council Member Montano stated her thanks for the Commission's work. She noted that she is looking forward to year of study to learn the processes of the City. Council Member Montano expressed her desire to be accessible to the Commission, stated she welcomes contact and distributed her business card.

10. School District Liaison Report – None

11. Future Agenda Items

- a. Sister City Relationships / Cultural Exchanges
 - i. Tsukuba, Japan
 - ii. Dagupan, Philippines
 - iii. Huizhou, China
 - iv. Figline Valdarno, Italy
- b. Sister City Visit and Promotional Expenses / Printed Materials & Costs
- c. Sister Cities International 2014 Conference
- d. Fundraising for Student Visits to Sister Cities
- e. Use of Social Media for Sister Cities Relationships

f. Additional Sister City in China

12. Adjournment

No further business was discussed. Chair Grilli adjourned the meeting at 8:35PM until the next regularly scheduled meeting on February 28, 2013.

MOTION to adjourn the meeting of January 24, 2013

M / S: Arbaugh / Mateo

Ayes: All

Respectfully Submitted,

Leslie Stobbe
Staff Liaison