

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

MINUTES  
SEPTEMBER 25, 2014

- I. Call to Order and Roll Call** Vice Chair Serpa called the meeting to order at 6:00 p.m. Commissioners present: Arbaugh, Arefi, Chen, Hardin, Serpa. Commissioners absent: Grilli, Mateo. Alternate Commissioners present: Chang, P.; Absent: Chang, T.
- Council Liaison Carmen Montano: Present  
MHS Student Liaison Mikayla Horyza: Absent  
MUSD Liaison Gunawan Alisantosa: Absent  
Staff Liaison Leslie Stobbe: Present
- II. Alternates Seating of** No Alternate Commissioners were seated.
- III. Allegiance Pledge of** Conducted by Vice Chair Serpa.
- IV. Minutes Approval of** MOTION to approve the minutes of August 28, 2014 as amended per Commissioner Chen to correct Item 3 to read: “Motion: to approve the letter of invitation for 10 Dagupan students and two chaperones *on the following conditions:*”  
M / S: Arefi / Chen Ayes: All
- V. Agenda** MOTION to approve the agenda of September 25, 2014.  
M / S: Arefi / Chen Ayes: All
- VI. Announcements:** Staff announced that reappointments for three commissioners have not appeared on the Council agenda. She will check on the process and report back at the September meeting.
- VII. Public Forum:** None.
- VIII. New Business**
- 1. Fundraising Presentation & Workshop: Preliminary Discussion, 30 Minutes**  
Staff introduced Holly Lofgren, fundraising professional and nonprofit consultant specializing in capacity building with small organizations. She distributed a questionnaire and each commissioner responded to the four questions. Discussion followed with intent to provide background of SCC’s review of fundraising purposes and intent to use funds.

## **IX. Old Business**

- 2. Student E-Pal Project: Sister Cities & Milpitas High School Digital Business Academy**  
Staff provided the following update: DBA teacher Andrea Hutchinson reports the website is complete and ready for sister cities students to view. Staff is in contact with sister cities e-pal representatives and reports that students are ready to begin emailing.
- 3. Home Stays for Dagupan Students, October 4 – 12, 2014**  
Staff reported that, due to US Embassy denial of four students, only five will arrive from Dagupan. She noted that the delegation home stays for the five Dagupan students are secured. There will be a reception on Oct. 7, during a break of the Council meeting, and the students will present local dance and music. Staff will also take both Dagupan and their Milpitas host students on a field trip to the Tech Museum using public transportation. For the adults, there will be civic tours on Tuesday and coordination with City department directors for one-on-one tutorials.
- 4. Tsukuba City, Japan**  
Staff reported that the signed MOU from Tsukuba is received and this item is on Council agenda for Oct 7 to authorize the Mayor to sign.
- 5. Dagupan City, Philippines**  
Current activity is reported above.
- 6. Huizhou Municipality, China**  
Staff noted there is no new information, although Huizhou is included in the E-Pal Project report.

X. **City Council Liaison Report:** Council member Montano provided a brief report.

## **XI. School District Liaison Report – None**

## **XII. Future Agenda Items – Reviewed with these changes:**

1. Sister City Relationships / Cultural Exchanges
  - i. Tsukuba, Japan
  - ii. Dagupan, Philippines
  - iii. Huizhou, China
2. Figline-Incisa, Italy
3. Sister Cities on City Welcome Signs
4. Sports Promotion Presentation
5. Review of Future Student Visits

## **XIII. Adjournment**

No further business was discussed. Chair Grilli requested a motion to adjourn the meeting at 7:33 p.m. until the next regularly scheduled meeting of October 23, 2014.

MOTION to adjourn the meeting of September 25, 2014 to the next regularly scheduled meeting of October 23, 2014.

M / S: Arbaugh / Arefi

Ayes: All

Respectfully Submitted,

Leslie Stobbe  
Staff Liaison