

DRAFTS MINUTES FOR THE  
Sister Cities ADVISORY BOARD  
Date: November 1st, 2023  
*Time: 5:00PM-6:30PM*

**Roll Call**

The following members of the Sister Cities Advisory Board were present:

- Ross Chambless
- John Wilson (Online)
- Matilyn Mortensen (Online)
- Joe Zeidner (Online)
- Nicole Pessetto (Online)
- Sheri Sorenson
- Annie Quan (Online)
- Missy Greis

The following members of the Sister Cities Advisory Board were absent:

- Olga Efimova
- Ahimara Suarez
- Ricardo Becerra

Also Present:

- Katie Matheson - Economic Development
- Joshua Paluh - Economic Development
- Steven Lemon - Public
- Sean Huang - Public

1. **Approval of the Minutes**

Chambless approved the meeting minutes from 9/6/23. Quan seconds approval of minutes. 10/4/23 meeting had been canceled.

2. **Briefings by the Staff**

- a. Updates on Sister Cities:
  - i. Chernivtsi, Ukraine:

1. Sorenson shared that the city staff is working to help Ukraine refugees receive Driver License tests in English.
  2. Sorenson is working with people who are making dinner for the refugees. Food has been donated to this project.
  3. Refugees are able to set up at a Christkindlmarkt and sell arts and crafts.
  4. Chambless has been working with Oksana Omel to connect her with English Language Director at University of Utah
- ii. Izhevsk, Russia:
1. No Updates
- iii. Keelung, Taiwan:
1. Quan, Mortensen, Paluh, Matheson met with Margaret Yee for lunch. She is committed to being on advisory board
  2. Margaret Yee has historical information on the relationships as well as the strong relationship between SLC and Keelung's police department.
  3. Mortensen is willing to use her parent's book scanner to scan Margaret Yee's historical images and docs.
  4. Chambless says members of the public reached out via email that have relationships with Keelung that would like to help with the board.
    - a. Chambless shared their email inquiry via email to the board.
- iv. Matsumoto, Japan:
1. Matheson shares that Matsumoto received the historical map in the mail which was gifted during the Matsumoto Visit to SLC this past summer.
  2. Chambless shares that there was a small documentary college student crew that was filming a project about the relationship between Matsumoto and Salt Lake City.
    - a. Chambless helped them connect with his Matsumoto contacts to film there.
  3. Chambless shares that there was a high school performing group that was interested in visiting Matsumoto in 2025.
    - a. Chambless helped connect them with contacts in Matsumoto.

4. Matheson shares an education exchange in the early stages between SLC and Matsumoto.
  - a. The Mayor's Education Advisor is working with a consultant in Matsumoto to connect students virtually from both SLC and Matsumoto.
- v. Torino, Italy:
  1. Pessetto may have access to a book on the historical relationship between Torino and Salt Lake City and will see if it can be made available for the board.
  2. Pessetto will reach out once more to the Torino mayor's team before staff will reach out
- vi. Trujillo, Peru:
  1. Matheson gives an update as Becerra and Suarez are absent.
    - a. Firefighter training exchange: The SLC Fire Department has created a questionnaire for SLC staff to share with staff in Peru to see what training they need.
    - b. Currently, there is a lack of clarity in terms where the training is taking place and what the actual ask is from Peru.
    - c. Originally, members of Congress in Peru asked for help training firefighter staff at their airports. However, Peru's airport fire departments are not nationally run. They are private companies.
    - d. Matheson will follow up with Becerra, who is absent today, to discuss next steps as well as discuss if staff needs to reach out to members of Congress from Peru to clarify their ask since they are private companies.

**Events: No events reported**

**3. Business**

- BYLAWS - Matheson gives updates. Matheson is not able to create an email chain with edits nor an editable Google doc of the ByLaws for the board because of OPMA rules. If board members are editing together, that would be considered an official board meeting. Edits need to take place at meetings or individually sent to staff.
  - Wilson asked if we could include board members in the orientation process in Section 2. Mortensen agrees, but should include that board members

"may" attend orientations, but are not required so that board members do not slow down the orientation process if they are not able to attend.

- Board attendance discussion: Pessetto requests that if members are not able to make the board meeting and do not report, this will be considered an unjustified absence. Emergencies are justified. Pessetto wants to avoid not having a quorum. Chambless and Pessetto discuss that if there are 3 unjustified absences the board shall bring the issue to staff to discuss. Chambless decides this conversation will be continued.
- Matheson states that the board will have hybrid access for all meetings going forward. Matheson plans to send out the agenda the Friday before meetings.
- Greis asks if members can vote by proxy for this board. Matheson will ask the city's lawyers if this can happen.
- Board agrees that 48 hour notice from board to staff if they are not able to attend will stay in Policies.
- The Dec 6th meeting will not be canceled and will happen as planned. A new location will be shared with the board and public by staff as the Cannon Room will not be available.
- City Staff will make these edits to BYLAWS discussed today, and will send a final pdf to the board to be reviewed. Board can have more edits to share at the December meeting.
- Forming Committee for Annual Plan and Report
  - Staff is creating a larger doc with more in depth information about sister city relationships and general direction of board. This is considered the Annual Plan.
  - An Annual Report is required to be sent to Council and Mayor by the end of January including policies, procedures, city updates, and the boards plan
  - Chambless, Wilson, Paluh, and Matheson decided it would be best to have an ad hoc committee to complete the report.
    - Each city has a section of report.
    - Wilson state would like each city to report in the same format. Staff will put together a list of sections that should be filled in for each city.
    - Board approves motion to make ad hoc committee
    - Ad hoc committee will be shared via email and see who is interested in meeting
- District 2 and District 7 still need to be filled

- Quan reached out to Council Member Sarah Young about finding an applicant with an education background. Sarah Young has a background in education. Greis said she can make contact with Sarah Young as well.
  - Quan also reached out to the Environmental Caucus about recommendations for board members.
- Draft Letter to the mayor's office has been made by Chambless and Wilson. Chambless plans to send a letter by the end of year.
  - Chambless and board will discuss edits at the last meeting of the year on December 6th.
  - Greis's name needs to be fixed on the letter.

**Public Comment:**

- Steven Lemon has concerns about public comment being limited at board meetings.
- Steven Lemon has concerns about the board attendance section of ByLaws.
- Steven Lemon is upset that husband Sean was not included in Margaret Yee meeting as a member of the public.

**4. Adjournment**

Chambless motions to adjourn. Pessetto seconds.

There being no further business, the meeting was adjourned.



Ross Chambless, Chairperson

This document and the recording constitute the official minutes of the Economic Development Sister Cities Advisory Board meeting held on November 1st, 2023.

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