



Dayton Sister City Committee/Foundation - ANNUAL Meeting Agenda
Tuesday, February 11, 2020 - Coolidge Wall Law Office, 5:30PM

1. General Welcome & Call to Order – Call to order at 5:30pm.

The following members are in attendance: Arch Grieve, Ed Dixon, Thomas Siafa, Kevin Lydy, Emerie Lukas, Ryan Taylor, Bonnie Kling, Peggy Kelly, Lori Simms Park, Alexis Larsen, Monica Jones

The following Friends of the Committee are in attendance: Tasha Rountree, India Brookshire

The following guests are in attendance: Uli Gaertner, Michelle Simmons (Environmental Manager), Laura

2. Annual Meeting Items

- a) 2020 Executive Committee & Sub-Committee Chair Elections (Ballots found here). All candidates listed on ballot were approved by vote.
- b) Simeon moved to set 2020 Membership dues at \$20 and Bonnie seconded; the motion passed.
- c) Peggy moved to approve the 2020 DSCC Budget, Lori seconded; the motion.

3. January Meeting Minutes

- a) Thomas moved to approve the January 14 Meeting Minutes, Kevin seconded; the motion passed. Lori abstained.

4. Committee Reports - *found here*

- a) **Budget** - Peggy Kelly will report on highlights from the January financials: See attached report. Income Statement by Fund. - Added money to Sarajevo inbound due to mayor's visit. Move money from scholarship fund (\$1,000) to move to general fund to use for buses for students. Peggy moved to reduce scholarship and increase Incoming Augsburg fund, Emerie second; the motion passed. motion to add \$1000 to account 5300 for brochures and airport signage Bonnie, Alexis passed.
 - i) Simeon moved and Ryan seconded approval of the January Financials; the motion passed.
- b) **Youth** – Tony Ricciuto - See attached report. Germans April 20th reception - looking for dignitaries and host families.
- c) **Augsburg** - Uli has secured 10 x 10 tent for German Picnic (August).
- d) **Oiso** – See attached report. Kevin Lydy - Possibly mimicking exhibit at Evansville Children's Museum at Carillon Park to showcase Sister Cities.
- e) **Monrovia** – Thomas Siafa - See attached report - Thomas discussed safe drinking, environmental issues, etc in Liberia. Brought guest who is involved in Dept for Water/Water Resource Management. Looking at partnerships with local universities. Talking to two different high schools in Liberia currently about partnerships. Also, working on getting institutional level involvement in Art partnership that still focuses on environmental issues.
- f) **Holon** – See attached report. Carolyn Rice and Lori Simms Parks - Carolyn traveling to Holon with the County. Awaiting update.
- g) **Sarajevo** – See attached report. Monica Jones & Arch Grieve - Mayor and delegation just visited Dayton. First time for new mayor to visit Dayton.
- h) **Rushmoor** – Hunt Brown - Delegation going over in March.



DAYTON
SISTER CITY COMMITTEE

Augsburg Germany, 1964
Oiso, Japan, 1968
Monrovia, Liberia, 1972
Holon, Israel, 1997
Sarajevo, Bosnia-Herzegovina, 1999
Rushmoor, England, 2019

- i) **Events** – Amelia Robinson - Sunday, March 15th. Need group of volunteers to pour beer for Hoopla in the Oregon District. Several people volunteered at meeting. Also, will need volunteers for German Picnic. Soiree will be May 14th at Lily's Bistro. Will need volunteers for World Affair also. Sister Cities can have table outside in the hallway. Inside (main space) is filled. African American Cultural Festival in August. \$235 for booth for two days (Sat&Sun).
 - j) **Marketing** – Bonnie Kling - See attached report. Still checking on benches at Friendship Park within Sunrise Park . Working on a pop-up banner pricing.
 - k) **Scholarship Committee** - Peggy Kelly and Tony Ricciuto - See attached report.
 - l) **Strategic Planning** - Jennifer Lumpkin - See attached report. Sent final version Strategic Plan
 - i) Peggy moved and Emerie seconded approval of the 2020 Strategic Plan; the motion passed..
5. **Old Business**
- a) Members will share their 2020 Member Commitments with the rest of the committee.
6. **New Business**
- a) **Future Meeting Dates:** May 12, July 14, September 8, November 10
 - b) **Other Items for the Good of the Order**
7. **Adjournment**
- a) Lori moved to adjourn, Emerie _____ seconded; the motion passed.



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Chair: Arch Grieve

Vice Chair: Monica Jones

Secretary: Ed Dixon

Treasurer: Peggy Kelly

Sub-Committee Chairs

Augsburg City Chair: David Klass

Oiso City Chair: Kevin Lydy

Monrovia City Chair: Thomas Siafa, Sr.

Holon City Co-Chairs: Carolyn Rice & Lori Simms-Parks

Sarajevo City Chair: Monica Jones

Rushmoor Chair: Hunt Brown

Events Chair: Amelia Robinson

Marketing Chair: Bonnie Kling

Nominating Chair: Hunt Brown

Youth Coordinator: Tony Ricciuto

Strategic Planning: Jennifer Lumpkin

Ex-Officio Members

Commissioner Matt Joseph

Ariel Walker

General Members

Alexis Larsen

Emerie Lukas

Simeon Oyeyemi

Vaughn Shannon

Ryan Taylor

Merle Wilberding

Friends and Associates of the Committee

India Brookshire

Bing Davis

Uli Gaertner

Kelly Geers

Amanda Grieve

Brett Hill

Angie Hsu

Nickole Ross

Tasha Rountree

Dayton Sister City Proposed 2020 Budget

Account Number	Account Name	Amount of expense	Fund (General or Sc Rationale)
<u>Donations</u>			
4000	Membership Dues	300	general
4001	Contributions/Donations		
	Total Donations	300	
<u>Other Income</u>			
4002	City of Dayton Annual Allocation	15000	general
4003	Interest Earned	10	general
4004	Fundraisers for scholarships	900	scholarship fund
4005	Adult Outbound Travel		
4006	Investment Income	125	scholarship fund
4007	Increase in Market Value	1300	scholarship fund
	Total Other Income	17335	
<u>Youth & Education</u>			
4100	Youth Education (Conference, Classroom Material, Etc.)		
4101	Inbound Student Exchange from Augsburg		
4102	Outbound Student Exchange to Augsburg		
4103	Inbound Student Exchange from Holon		
4104	Outbound Student Exchange to Holon		
4105	Inbound Student Exchange from Oiso		
4106	Outbound Student Exchange to Oiso		
4107	Inbound Student Exchange from Sarajevo		
4108	Outbound Student Exchange to Sarajevo		
4109	Inbound Student Exchange from Monrovia		
4110	Outbound Student Exchange to Monrovia		
	Total Youth & Education	0	
	TOTAL PROJECTED INCOME 2020	17635	
<u>Scholarship and Other Expenses</u>			
5001	Bank and WePay Fees		
5002	Office Supplies		
5003	Investment Manager's Fee	75	scholarship
5004	Community Investment Fee	230	scholarship
5010	Scholarship Committee	4000	
	Total Scholarship and Other Expenses	4305	
<u>Youth & Education</u>			
5100	Youth Education (Conference, Classroom Materials, Etc.)		
5101	Inbound Student Exchange from Augsburg	2500	general fund for April 20 visit
5102	Outbound Student Exchange to Augsburg		
5103	Inbound Student Exchange from Holon		
5104	Outbound Student Exchange to Holon		
5105	Inbound Student Exchange from Oiso		
5106	Outbound Student Exchange to Oiso		
5107	Inbound Student Exchange from Sarajevo		
5108	Outbound Student Exchange to Sarajevo		
5109	Inbound Student Exchange from Monrovia		
5110	Outbound Student Exchange to Monrovia		
	Total Youth & Education	2500	
<u>Regional Sister Cities</u>			
5200	Regional Collaborative Programs	500	DCOWA annual meeting
5201	Urban Nights		
5202	Annual Regional Sister Cities Reception		
	Total Regional Sister Cities	500	

Marketing & Communications			
5300	Marketing Materials		Alexis is gathering a quote for ai
5301	Website (Development, Hosting, Domain,	170	general
5302	Gifts (Shirts, Hats, Bookbags, Etc.)	580.5	general-lapel pins
5303	Young Artists/Authors		
5304	Dayton Sister Cities Exhibit		
5305	Dayton World A'Fair	500	
	Total Marketing & Communications	1250.5	
Augsburg			
5400	Augsburg Outbound Adult Exchange	1500	
5401	Augsburg Inbound Adult Exchange		
5402	Augsburg Gifts	200	
5403	Augsburg Misc. Expenses		
5404	Augsburg Special Events		
	Total Augsburg	1700	
Holon			
5500	Holon Outbound Adult Exchange		
5501	Holon Inbound Adult Exchange		
5502	Holon Gifts	200	
5503	Holon Misc. Expenses		
5504	Holon Special Events		
	Total Holon	200	
Sarajevo			
5600	Sarajevo Outbound Adult Exchange	1500	
5601	Sarajevo Inbound Adult Exchange	2600	hotel for mayor
5602	Sarajevo Gifts	200	
5603	Sarajevo Misc. Expenses		
5604	Sarajevo Special Events		
	Total Sarajevo	4300	
Oiso			
5700	Oiso Outbound Adult Exchange		
5701	Oiso Inbound Adult Exchange		
5702	Oiso Gifts		
5703	Oiso Misc. Expenses		
5704	Oiso Special Events		
	Total Oiso	0	
Monrovia			
5800	Monrovia Outbound Adult Exchange	1500	
5801	Monrovia Inbound Adult Exchange		
5802	Monrovia Gifts	200	
5803	Monrovia Misc. Expenses		
5804	Monrovia Special Events		
	Total Monrovia	1700	
Rushmoor			
5850	Rushmoor Outbound Adult Exchange	875	March 4-9 signing
5851	Rushmoor Inbound Adult Exchange	200	reception during air show
5852	Rushmoor Gifts	525	
5853	Rushmoor Misc. Expenses		
5854	Rushmoor Special Events		
	Total Rushmoor	1600	
Executive Committee			
5900	Unplanned Opportunities	1500	
5901	Attorney General COIN Fee & Sec State Fe	50	general
5902	Discretionary Travel	1000	
5903	Accounting Expenses	300	general
	Total Executive Committee	2850	
	TOTAL PROJECTED EXPENSES 201	20905.5	

Report sign update

	PROJECTED INCOME MINUS EXPEI	-3270.5	
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Sub-Committee Submitted Reports – February 2020

Budget Report to the Dayton Sister City Committee by Peggy Kelly

Since January 1, there has been very little financial movement. We have paid \$12.92 to Google GSuite for our domain name for our website (for January and February).

Annual dues: I have received dues from Ryan, Amelia, Emerie, Peggy, and Bonnie of \$20 each. I will deposit this money after we approve the \$20 amount for 2020. If you can, please bring cash or a check for \$20 to the February 11 meeting to pay your dues for the year (pending approval at the Feb 20 meeting).

We also need to approve this year's budget at this meeting. Note that since our January meeting, we have added money to the Sarajevo expenses since we have city officials visiting Dayton the weekend of Feb 7-9, 2019 and DSCC is paying for hotels, interpreters, and food.

Youth Report to the Dayton Sister City Committee by Tony Ricciuto

Will be a reception for the German students from 8-9am on Monday, April 20 at CJ. Waiting to hear if Matt Joseph can attend in Mayor's stead as she's unavailable. Working on a schedule and finding host families for the 18 German students. Looking at the possibility of a picnic on Saturday the 25th, no location as of yet. Peggy helping with organization.

Augsburg Committee Report to the Dayton Sister City Committee by David Klass

[...please delete and insert report here]

Oiso Committee Report to the Dayton Sister City Committee by Kevin Lydy

While not much has been discussed between Dayton and Oiso since our last DSCC meeting, I traveled to Evansville, Indiana for a weekend and visited their Children's Museum. At the top floor, there was a room devoted entirely to Evansville's three sister cities: one in Mexico, one in Germany and one in Japan, each with their own smaller room devoted to that country's culture and language. Please see the following video that I took to see what it was like:

https://drive.google.com/file/d/1ZCETNIAe_KN4q2tITMeMuOzt-ht2EscT/view?usp=sharing

I would like to ask permission from the Committee to pursue Carillon Historical Park about a possible collaboration to create something akin to what I saw in Evansville. While the Evansville space was focused on younger children, it can easily be adapted to focus on teens (due to the youth exchanges) and adults. I feel Carillon is the best fit due to the focus on Dayton's history which includes sister cities for the past 50+ years. This venture would require each sub committee to request materials from their respective counterparts in the seven different sister cities to populate a potential space. No funds are requested at this point as I am just looking to see if there is interest.

Monrovia Committee Report to the Dayton Sister City Committee by Thomas Siafa

Even though there is not much being discussed right now about Monrovia; however, I continue to meet with people within the Dayton Community informing them about the sister city relationship. Due to the past Liberia 14 years of Civil War, this committee is going to focus on human development, water resource management, clean energy, arts and student/adult exchanges. Since we are already in partnership with the Dayton Society of Artists, I am hoping for future partnership with Central State University's Water Resource Management Department, Dayton Water Engineering Department, University of Dayton's Student without border program and the Montgomery County Health Department. I met with Michele D. Simmons on Feb. 7, 2020 to discuss some of these concerns of Monrovia, Liberia. Michele is the Environmental Manager for the Dayton Department of Water. Michele may have connections in many of the areas mentioned above. Shelley Inglis, Executive Director for Human Right Center, at the University of Dayton is also interested in the Monrovia Committee. During the Liberian Civil War, Shelley was sent to Liberia by the United Nation Mission as an employee of that organization at the time.

Holon Committee Report to the Dayton Sister City Committee by Lori Simms Parks and Carolyn Rice

Carolyn: I leave for Israel next Tuesday Feb 11th as part of a 7 person delegation. I will be meeting with the Mayor of Holon as well as their sister city representative on February 16th. Hopefully I will make real progress in rejuvenating the sister city relationship with them as a result. Crossing my fingers person to person will make all the difference!

Sarajevo Committee Report to the Dayton Sister City Committee by Monica Jones

Mayor Abdulah Skaka, City Council Chairman Igor Gavric, and Ensar Eminovic of Sarajevo City Government all visited Dayton this past weekend. They got to see many sights and Commissioner Joseph and city staff took them to places like the UD basketball game, the Air Force Museum, and Carillon Park. There was also a dinner at Coco's Bistro with Mayor Whaley and other sister city members last Friday.

Rushmoor Committee Report to the Dayton Sister City Committee by Hunt Brown

A tentative schedule for the upcoming March trip to Rushmoor was received on February 7th and gifts for the borough and government officials in Rushmoor have been purchased or ordered. Efforts continue to coordinate the various aspects of the trip.

Events Committee Report to the Dayton Sister City Committee by Amelia Robinson

[...please delete and insert report here]

Marketing Committee Report to the Dayton Sister City Committee by Bonnie Kling

Alexis has been working with Novo Creative to get more information about the Airport Signage. Bonnie spoke with Brenda Cox about the benches and was transferred to a few different departments in Public Works. The park is in the plans of the City for 2021/2022. The benches are property of the City and we will continue to follow up.

Scholarship Committee Report to the Dayton Sister City Committee by Peggy Kelly and Tony Ricciuto

We would like to use the \$1000 that we were going to give to the Augsburg youth to travel to Dayton for transportation while they are here. No individual needed the financial assistance according to Sabine Keller (their teacher), but with Chaminade-Julienne not as likely to allow use of their bus we will need to pay for other transportation.

Strategic Planning Committee Report to the Dayton Sister City Committee by Jennifer Lumpkin

We have a final draft of the Dayton Sister City Committee Strategic Plan! To aid in establishing personal goals for 2020, each member of the committee is invited to fill out the Sister City Member Commitments worksheet found in Appendix A of the strategic plan. I bet most of you will find you're already halfway done with the worksheet, and it's only February!

DAYTON SISTER CITY COMMITTEE STRATEGIC PLAN

DESCRIPTION

The Dayton Sister City Committee (DSCC) was created to study, formulate and develop plans to set in motion a program for an active mutual exchange between the City and the cities of Augsburg, Germany; Oiso, Japan; Monrovia, Liberia; Holon, Israel; Sarajevo, Bosnia-Herzegovina; Rushmoor, United Kingdom; and such additional foreign city or cities as may from time to time be approved by the Commission, in carrying out programs of mutual interest in international friendship and understanding.

INTRODUCTION

DSCC was created by the Dayton City Commission in 1964. Committee members are appointed by the Dayton City Commission and City of Dayton Government. All Activities undertaken on behalf of DSCC are done on a volunteer basis.

DSCC is a member of Sister Cities International. SCI was created by President Eisenhower in 1956 in conjunction with a conference on citizen diplomacy. Its mission is to "Promote peace through mutual respect, understanding, and cooperation - one individual, one community at a time."

MISSION

The mission of DSCC is to provide community leadership, promote Dayton internationally, and to increase global awareness of Dayton residents through developing and maintaining active Sister City relationships. The Committee promotes the City of Dayton's international image and serves as its chief source of international protocol with its sister cities, as approved by the Dayton City Commission, through special exchange programs of friendship and goodwill involving its community, citizenry, and students here in Dayton and abroad.

GOALS

1. ENGAGE OUR LOCAL COMMUNITY

Actions:

- Establish exchange programs for adults and youths – Establish exchange program for adults and/or youths in each Sister City that does not yet have one. Bolster existing programs by broadening the range of students who travel.
 - Commitment required: DSCC Chair, City Sub-committees, Youth Committee, Scholarship Committee
- Build local partnerships – Evaluate current partnerships, develop a network guide that defines the strengths of each partnership and fosters ease of communication, and establish relationships with organizations that have natural ties to DSCC.
 - Commitment required: DSCC Chair, City Sub-committees

2. ENGAGE OUR SISTER CITY COMMUNITIES

Actions:

- Employ digital technology – Increase person-to-person connections around the world utilizing technology such as distance learning through video chat.
 - Commitment required: City Sub-committees
- Build on our exchange of culture – Develop and implement distance cultural exchanges with our Sister Cities through established interests in Dayton such as gardening, brewing, and marathon running.
 - Commitment required: City Sub-committees

3. INCREASE OUR VISIBILITY AND REACH

Actions:

- Expand DSCC presence on digital platforms – Connect with our Sister Cities’ digital platforms for cross-promotion. Update the website quarterly. Create a social media schedule that plans for weekly posts. Institute a social media policy to be adopted by all DSCC members and friends.
 - Commitment required: Marketing Committee, City Sub-committees
- Grow our physical presence in Dayton – Host and attend events that attract people from all walks of Dayton. Construct a list of best practices for Event Chairs. Create and maintain a DSCC calendar of events. Add events to website and social media so that the community always knows where they can next engage with DSCC. Update and refresh signage and displays to reflect DSCC’s growth.
 - Commitment required: Marketing Committee, Events Committee, City Subcommittees
- Advance DSCC’s brand – Purchase and distribute DSCC branded swag such as decals and pens. Make available for purchase DSCC-branded articles of clothing for DSCC members and friends to wear at events.
 - Commitment required: Marketing Committee

4. IMPROVE PRODUCTIVITY, ACCOUNTABILITY, AND RECOGNITION OF OUR COMMITTEE

Actions:

- Enforce bylaws – Work to enforce expectations of attendance and time commitments of committee members as stated in bylaws.
 - Commitment required: DSCC Chair
- Set accountability goals for individual DSCC members. – Add description of DSCC member time, monetary, and attendance expectations to accompany “Sister City Pledge.” At the beginning of each calendar year, have each DSCC member make a personal commitment to complete a combination of 10 items on the “Sister City Member Commitments” worksheet (see APPENDIX A).
 - Commitment required: All DSCC Members
- Conduct meetings productively – Have Sub-Committee Chairs write and submit reports prior to bi-monthly meeting. Have members read sub-committee reports in advance. Give Sub-committee Chairs a timed three minutes during bi-monthly

meeting to add to their report, receive feedback from Committee Members, and/or answer questions.

Keep meetings to an hour or less whenever possible.

- Commitment required: DSCC Chair, Sub-committee Chairs, All DSCC Members
- Recognize work of committee members – Add a mechanism to recognize the hard work and time commitment given by members of DSCC.
 - Commitment required: DSCC Chair

5. FUNDRAISE

Actions:

- Monetize trips – Turn trips into a revenue generator for DSCC.
 - Commitment required: DSCC Chair, Sub-committee Chairs
- Grow and expand fundraising endeavors – Build on the success of the annual Sister City Soiree and add additional fundraising events such as a ball.
 - Commitment required: Marketing Committee, Events Committee

METRICS

The measure of successful attainment of goals as defined herein will be ascertained on an annual basis.

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Kelly Geers
Amanda Grieve
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Angie Hsu
Nickole Ross
Tasha Rountree

APPENDIX A

Sister City Member Commitments

At the beginning of each calendar year, each DSCC member will make a personal commitment to complete 10 items from the following list (some items are required, some items may count multiple times):

- \$20 DSCC annual membership dues (required)
- Attend DSCC bi-monthly meeting (required, minimum of 3)
- Attend DSCC sub-committee meeting
- Attend or volunteer at a DSCC event
- Chair a DSCC event
- Donate to a DSCC event
- Host a DSCC exchange participant
- Share DSCC information on personal social media platform
- Bring in a new friend of DSCC
- Put together a basket to auction at the annual DSCC soiree
- Create a new way to contribute to the committee and carry it through

This year as a member of the Dayton Sister City Committee, I, _____ [name], will take the following actions to support the goals and mission of our group:

	Commitment	Date to Do	Done!
1	\$20 DSCC annual membership dues		<input type="checkbox"/>
2	Attend DSCC bi-monthly meeting		<input type="checkbox"/>
3	Attend DSCC bi-monthly meeting		<input type="checkbox"/>
4	Attend DSCC bi-monthly meeting		<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>
7			<input type="checkbox"/>
8			<input type="checkbox"/>
9			<input type="checkbox"/>
10			<input type="checkbox"/>

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4	Attend DSCC bi-monthly meeting		<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>
7			<input type="checkbox"/>
8			<input type="checkbox"/>
9			<input type="checkbox"/>
10			<input type="checkbox"/>

