



# Agenda

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## SISTER CITIES COMMITTEE

Wednesday, October 9, 2019  
Administrative Conference Room, TOURISM Santa Fe  
201 West Marcy Street  
505-955-6707  
4:00 to 5:00 PM

### Goals of the Sister Cities Committee:

More effectively market Sister Cities and what they do  
Develop educational programs in schools  
Strengthen relationships with existing Sister Cities  
Involve greater community in work and activities of Sister Cities  
Re-enforce and build existing relationships through trade and tourism efforts

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – September 11, 2019
5. Report of Staff  
Pauline Kamiyama, [pkkamiyama@santafenm.gov](mailto:pkkamiyama@santafenm.gov) & Randy Randall, [rrandall@santafenm.gov](mailto:rrandall@santafenm.gov)
  - a) Report back on ending a Sister Cities relationship
  - b) Strategic Planning Retreat/Meeting Discussion
    - Goals and where this Committee should reside (TSF, Arts or Other)
  - c) Discussion - How Committee Members are nominated
6. Report of Chair
7. Action Item
  - a) Approval of Pen Pall Project Miguel Allende
8. Reports & Updates
  - a) Education Committee, Jeff Case, Ph.D. and Sky Stiha
  - b) Bukhara, Uzbekistan
  - c) Holguin, Cuba
  - d) Icheon, South Korea
  - e) Livingstone, Zambia
  - f) Parral, Mexico
  - g) San Miguel de Allende, Mexico
  - h) Santa Fe de la Vega, Spain
  - i) Sorrento, Italy
  - j) Tsuyama, Japan
  - k) Zhangjiajie, China
9. Adjourn

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520  
five (5) working days prior to meeting date.

<b>RECEIVED AT THE CITY CLERK'S OFFICE</b> <b>DATE:</b> <u>October 2, 2019</u> <b>TIME:</b> <u>3:54 PM</u>
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Sister Cities Committee  
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October 9, 2019

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Call to Order	Sister Cities Committee meeting was called to order by the Acting Chair, Rudy Fernandez at 4:00 pm; Administrative Conference Room, Tourism Santa Fe.	Page 1
Roll Call	Minutes reflect a Quorum	Page 1
Approval of Agenda	<i>Mr. Rubenstein moved to approve the agenda as presented, second by Mr. Olivas, motion carried by unanimous voice vote.</i>	Page 1
Approval of Minutes, September 11, 2019	<i>Dr. Case moved to approve the minutes of September 11, 2019 as presented, second by Mr. Rubenstein, motion carried by unanimous voice vote.</i>	Page 1
Report from Staff	<i>Informational</i>	Page 2 - 3
Report of the Chair	<i>Informational</i>	Page 3
Action Items a. Approval of Pen Pal Project, San Miguel de Allende	<i>Dr. Case moved to approve the Pen Pal Project for San Miguel de Allende and Santa Fe Public Libraries, second by Mr. Olivas, motion carried by unanimous voice vote.</i>	Page 3-4
Reports and Updates	<i>Informational</i>	Page 4 - 5
Adjourn/Signature Page	<i>There being no further business to come before the Sister Cities Committee, the Chair called for adjournment at 5:00 pm</i>	Page 5

SISTER CITIES COMMITTEE  
MINUTES  
OCTOBER 9, 2019  
4:00 PM – 5:00 PM

GOALS TO THE SISTER CITIES COMMITTEE  
More effectively market Sister Cities and what they do  
Develop educational programs in schools  
Strengthen relationships with existing Sister Cities  
Re-enforce and build existing relationships through trade and tourism efforts

1. Call to Order

Acting Chair, Rudy Fernandez called the Sister Cities Meeting to order at 4:00 pm, Administrative Conference Room, 201 West Marcy Street, Santa Fe, NM, a quorum is declared in roll call.

ROLL CALL:

Present

Rudy Fernandez, Acting Chair  
Dr. Jeff Case  
Arthur Olivas  
Bernard Rubenstein

Not Present

Carol Robertson Lopez, Chair, Excused  
Carl Moore  
Sky Stith

Others Present

Brian Goldbeck, Guest  
Pauline Kamiyama, Arts Director  
Randy Randall, Tourism Director  
Fran Lucero, Stenographer

2. Approval of Agenda

*Bernie Rubenstein moved to approve the agenda as presented, second by Arthur Olivas, motion carried by unanimous voice vote.*

3. Approval of Minutes, September 11, 2019

Dr. Case moved to approve the minutes of September 11, 2019 as presented, second by Mr. Rubenstein, motion carried by unanimous voice vote.

#### 4. Report from Staff

Ms. Pauline Kamiyama & Randy Randall

a) Report back on ending a Sister Cities relationship

Ms. Kamiyama talked about the information received from Mr. Goldenbeck on this subject. Dr. Case said that in past history there has been dissolution of sister cities. Other information was provided on a previous report explaining dissolution for political disputes. In Santa Fe there is a teacher that teaches at Mandela and Dr. Case handled a project where the students would speak in Chinese and shared with Zhangjiajie, China. Reference was made to Taiwan and right now the relationship is at a standstill for political reasons. Dr. Case was talking about another relationship/project they wanted to pursue with Livingston, Zambia. Also, he stated that we might not have to end the relationship.

Mr. Rubenstein added that there was a very productive exchange when the people from Livingston, Zambia visited and that sometimes they remain quiet when they have a change of politics. Mr. Fernandez said that he is experiencing the same thing with Parral. The committee members feel they should think about keeping the relationships alive.

Mr. Randall stated that if there is no reason to end a relationship, we shouldn't. But if there is a good reason to end it, other than being inactive, we should review before a decision is made. We did get an inquiry from the press in Santa Fe asking which sister city we were going to dissolve the relationship with.

Mr. Olivas said we should tread very carefully when we want to have a new sister city. It is nice to have it all on paper, but if we aren't going to work cohesively than why do we enter in to a sister city relationship. Germany sounds very exciting but if we don't find at least Santa Fe community support for these new relationships, we should be cautious on creating or ending a sister city relationship.

Mr. Goldbeck: A letter was sent to Zambia is that correct? Emails were sent. He stated that there are embassy's that can help. Diplomatic relationships are a very good resource.

Mr. Rubenstein has met with Mr. Lonergan and had a productive meeting. Discussion on next steps to follow.

b) Strategic Planning Retreat/Meeting Discussion

- Goals and where this committee should reside (TSF, Arts or other).  
Postponed until the Chair is present and when the committee knows how many individuals are in our membership.

c) Discussion – How committee members are nominated?

Mr. Randall asked if there is a nominating process? He recommended that we follow the same procedure that all city committees follow; notice of committee availability be publicized, list be provided to the Mayor for his review, once Mayor selects, names are then presented to the City Council for approval. If anyone on the committee has a recommendation, we should encourage them, if qualified, to apply. The total membership is 10. Institutional knowledge is invaluable, it should be left to the discretions of the present member if they stay or leave.

Dr. Case said they had a list of interested individuals, resumes were given to former Mayor Gonzales and their names were put forward to the City Council and it was agreed upon and their appointments were made.

Mr. Rubenstein requested that staff publish a notice letting the public know that there are vacancies on the Sister Cities Committee.

Dr. Case said he would like to withhold any action on this item until the Chair is present. Dr. Case said the Chair has spoken to CIR and she may have updates for the future meeting regarding the process.

Mr. Randall stated that staff will take direction and speak with the city clerk to find out how many positions are available and when the chair is present the notice will be sent out to advertise the vacancies for the Sister City Committee. He also supported the committee's decision to not take any action until the chair returns.

Mr. Rubenstein and Mr. Olivas would be interested in releasing their positions if there were strong new members to represent their Sister Cities.

Mr. Randall said that the interested individuals need to send a letter to the Mayor if they have interest in a seat on this committee.

5. Report of the Chair

No report.

Mr. Randall provided a report on the Consul General's visit from the UK who is based out of Houston, TX.

6. Action Items

a. Approval of Pen Pal Project San Miguel de Allende

This is the project that Michelle Reich from the Library provided information to the Sister Cities Committee in a previous meeting. She has a home in San Miguel and she would like to do something with the Biblioteca in San Miguel and the Santa Fe libraries. Dr. Case and Mr. Randall have talked to her about many other opportunities.

Dr. Case asked for approval of this project, no money is involved in this project and Michelle will take the lead.

***Dr. Case moved to approve the Pen Pal Project for San Miguel de Allende and Santa Fe Public Libraries, second by Mr. Olivas, motion carried by unanimous voice vote.***

Mr. Randall said staff supports this action and if there was some funding needed, he would consider reviewing the purpose and amount.

## 7. Reports and Updates

### a) Education Committee

Dr. Case sent attachment(s) to the committee, 1) student writing. It is some of the youth talking to us on Icheon. 2) You Tubes: Concert – and videos prepared by the staff at Icheon City Hall, very formal attire, two Korean Conductors. Dr. Case strongly encouraged the committee to view and comment on his attachments. It shows how two groups of students from one end of the country to another communicate and work together, how wonderful their relationship is – “music is such a good connector”. Dr. Case asked Pauline to please look at them, it would be so nice to show these videos publicly. It would be nice to recommend they be put on Channel 28. Mr. Randall said there is also the Santa Fe Network; Mr. Randall will share with Lee Zlotoff, (Director and Creator of the MacGyver Foundation) from Santa Fe Network. Dr. Case said it might take some editing, i.e., introduction to explain what the context is.

Dr. Case will have a report at next meeting on money that he has raised for the education committee.

### b) Bukhara, Uzbekistan

The Chair was recently in Uzbekistan and she will report upon her return.

### c) Holguin, Cuba

Mr. Rubenstein talked about a young violinist he met when he was in Cuba. She has to give up her violin when she graduates. Mr. Rubenstein will gift Sophia a violin he has. October 11<sup>th</sup> there will be a soccer match between Cuba and the US team.

### d) Icheon, South Korea - No updates.

### e) Livingstone, Zambia - No updates.

### f) Parral, Mexico - No updates.

g) San Miguel de Allende, Mexico  
Update reflected in minutes related to Pen Pal program.

h) Santa Fe de la Vega - No report.

i) Sorrento, Italy - No report.

j) Tsuyama, Japan - No report.

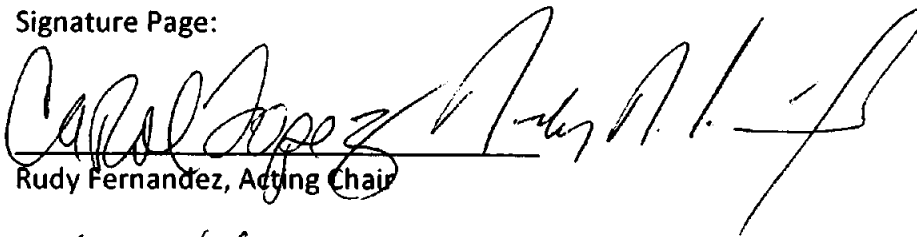
Mr. Olivas is hopeful to have Satori as a new member and she will have a report at next meeting on Mayor's visit next year.

k) Zhangjiajie, China - No report.

8. Adjourn

There being no further business to come before the Sister Cities Committee the Acting Chair moved to adjourn at 5:00 pm.

Signature Page:

  
Rudy Fernandez, Acting Chair

  
Fran Lucero, Stenographer



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## **Guidelines for Placing a Sister City Relationship into Emeritus Status**

First and foremost, a U.S. city should understand that when it enters into a sister city relationship, it should be with an eye toward the long-term. Sister Cities International recognizes, however, that some sister city relationships lapse for one reason or another and that there are times when either or both cities wish to put the relationship on hold.

Sister Cities International recommends that the U.S. city do the following before it places the relationship in Emeritus Status:

1. Find out if there are people in the U.S. community who work on or who are interested in working to keep relationship active. Community support, participation, and involvement are key to sustaining a relationship.
  - a. If there are people interested, then a letter from the mayor of the U.S. city and the key leader of the community group interested should be sent to the mayor of the sister city acknowledging that perhaps there has been a lapse in activity between the two cities, but that the U.S. city is prepared to rectify the situation. Ask for concurrence from the foreign city. If concurrence is forthcoming, then proceed.
  - b. If the foreign city does not respond, or responds that they do not want to continue activity at this time, then Sister Cities International should be informed in writing by the mayor of the U.S. city of the situation. The U.S. community and the foreign community will need to decide if they will dissolve their relationship or just place it on hold, i.e. "Emeritus Status". Placing a community in "Emeritus Status" shows that the two cities are still sister cities, but they are currently inactive.
2. To place a relationship into Emeritus Status, the mayor of the U.S. city needs to write a diplomatic letter to the mayor of the foreign city thanking them for their past activity. The letter should state that they want to remain sister cities, but understand that the relationship will remain inactive until such time as both cities are able to sustain an active relationship. Sister Cities International should be informed in writing by the mayor of the U.S. city of the situation. Sister Cities International will then place the partnership into Emeritus Status and it will be reflected in its directories and all lists of sister city programs.
3. If there is NO community interest in saving the relationship, or there is NO interest from the foreign community in continuing with the relationship, then dissolving the relationship is the only solution. For further information, please see the "Guidelines for Ending a Sister City relationship."

*Exhibit A*



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## Guidelines for Ending a Sister City Relationship

First and foremost, a U.S. city should understand that when it enters into a sister city relationship, it should be with an eye toward the long-term. If one thinks of a sister city relationship as a marriage, two parties enter into marriage with the thought and the commitment that this is to be "forever".

Sister Cities International recognizes, however, that some sister city relationships do not work out for one reason or another and that there are times when either or both cities wish to end the relationship.

Sister Cities International recommends that the U.S. city do the following before it ends the relationship:

1. Find out if there are people in the U.S. community who work on or who are interested in working to save the relationship. Community support, participation, and involvement are keys to continuing a long-term relationship.
  - a. If there are people interested, then a letter from the mayor of the U.S. city and the key leader of the community group interested should be sent to the mayor of the sister city acknowledging that perhaps there has been a lapse in activity between the two cities, but that the U.S. city is prepared to rectify the situation. Ask for concurrence from the foreign city.
  - b. If concurrence is forthcoming, then proceed. If the foreign city does not respond, or responds negatively, then Sister Cities International should be informed in writing by the mayor of the U.S. city of the situation. Sister Cities International will then remove the partnership from its directories and all lists of sister city programs.
2. If there is NO community interest in saving the relationship, then a tactful and diplomatic letter from the mayor of the U.S. city should be sent to the mayor of the sister city. Sister Cities International should be informed of this action in writing by the mayor of the U.S. city and Sister Cities International will then remove the partnership from its directories and all lists of sister city programs.
3. If there is community support for a relationship with a particular country, but the city you are linked with is not interested, then the U.S. city needs to decide if it wishes to pursue a different city in that country. Check with Sister Cities International first to find out which cities in the country are working with another U.S. city, and for a list of all cities within that country who are currently seeking a U.S. city. If the U.S. city decides to partner with another city in the country specified, please follow the steps found in "How to Find a Sister City" to complete the relationship. Once the partnership agreement has been signed by the highest elected official for both communities, a copy must be sent to Sister Cities International to be officially recognized.



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## Sample Letter of Inquiry

Date \_\_\_\_\_

The Honorable \_\_\_\_\_  
Mayor/County Commissioner/Governor of \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
Country \_\_\_\_\_

Dear \_\_\_\_\_,

It is with great pleasure that I invite the City/County/State of \_\_\_\_\_ to re-enter into a sister city/country/state affiliation with the City/County/State of \_\_\_\_\_ and make our relationship active again. This invitation is on behalf of the many citizens of our community who have come to know and love the city/country/state of \_\_\_\_\_ and vote unanimously in favor of reactivation.

As we look to the future of this alliance, we envision a growing awareness and appreciation of each other's culture and people. From small beginnings, we hope this partnership will continue for many generations, fostering educational, economic and professional exchanges. We look forward to the limitless possibilities of this relationship.

Although this partnership must begin, again, on an official basis between the governments of our two communities, we see the strength and vitality of this long-term association resting wholly in the hands of our citizen volunteers and participants. To this end, we have designated a group of men and women to enlist voluntary support in our community. We suggest that a similar body of individuals be assembled in your city/country/state. A copy of this letter will be filed with the Sister Cities International office in Washington, DC.

We truly hope that the city/country/state of \_\_\_\_\_ will seriously consider the opportunity to reactivate the partnership with our wonderful city/country/state. We eagerly await your decision.

Sincerely,

Signature Title \_\_\_\_\_  
Cc: Sister Cities International



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## Sample Letter to Change to Emeritus Status

Date \_\_\_\_\_

The Honorable \_\_\_\_\_

Mayor/County Commissioner/Governor of \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

Dear \_\_\_\_\_,

It is with sadness that I write this letter to place our sister city affiliation with the City/County/State of \_\_\_\_\_ into Emeritus Status. Our relationship has been inactive for a period of \_\_\_\_\_ months/years. On behalf of the many citizens of our community who have come to know and love the City/County/State of \_\_\_\_\_ and vote in favor of keeping our affiliation in hopes of re-activating our relationship sometime in the future.

We appreciate the awareness and education that you and your citizens have brought to the City/County/State of \_\_\_\_\_ and trust that in the future we will be able to continue to share each other's culture and people. We look forward to this partnership continuing again in the future for many more generations, in anticipation of fostering educational, economic and professional exchanges.

Although this partnership must be reactivated on an official basis between the governments of our two communities, we see the strength and vitality of this long-term association resting wholly in the hands of our citizen volunteers and participants. To this end, when we are able to reactivate our relationship will designate a group of men and women to enlist voluntary support in our community; we suggest that a similar body of individuals be assembled in your city/county/state.

We sincerely appreciate the relationship between our community and the City/County/State of \_\_\_\_\_ and look forward to the wonderful opportunities that await our communities in the future. A copy of this letter will be filed with the Sister Cities International office in Washington, DC.

Sincerely,

Signature Title \_\_\_\_\_

Cc: Sister Cities International



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## Sample Letter to Dissolve Relationship

Date \_\_\_\_\_

The Honorable \_\_\_\_\_  
Mayor/County Commissioner/Governor of \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
Country \_\_\_\_\_

Dear \_\_\_\_\_,

It is with great sadness that I write this letter. Our relationship has been inactive for a period of \_\_\_\_\_ months/years with the City/County/State of \_\_\_\_\_. On behalf of the many citizens of the City/County/State of \_\_\_\_\_ who have come to know and love the City/County/State of \_\_\_\_\_, we wish to dissolve our relationship but do to the inactivity. This will allow both of us to partner with other communities should we so desire.

We appreciate the awareness and education that you and your citizens have brought to the City/County/State of \_\_\_\_\_ and sincerely thank you for all of past participation. Because of the inactivity, we, therefore, request that you agree to this change in our relationship by returning a signed copy of a reciprocal letter at your earliest convenience. A copy of this letter will be filed with the Sister Cities International office in Washington, DC.

We wish only the best for you and all of your citizens.

Sincerely,

Signature Title \_\_\_\_\_  
Cc: Sister Cities International