



Agenda

CITY CLERK'S OFFICE

DATE 2-9-11 TIME 4:34pm
SERVED BY Julie M. Bystrom
RECEIVED BY [Signature]

SANTA FE SISTER CITIES COMMITTEE

Wednesday, February 16, 2011

City Councilors' Conference Room

200 Lincoln Avenue

4:00 p.m.

955-6707

- I. Call to Order
 - A. Roll Call
- II. Approval of Agenda
- III. Approval of Minutes
 - a. November 17, 2010
- V. Financial Report
- IV. Report of Chair
 - a. Sister City School Status
- V. Discussion Items
 - a. Renewal of Committee Terms – Member/Alternate Status
 - b. Sub Committee – Preferences/Assignments
 - c. Review of Proposed Retreat Agenda
 - d. Sister Cities Committee Booth - Santa Fe Jin – April 2, 2010
- V. Other Business
- VI. Adjournment

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

SISTER CITIES COMMITTEE
INDEX
February 16, 2011

Agenda Items	Action	Page No.
Cover Sheet		1
Roll Call	A quorum was declared by roll call. Absences recorded in minutes.	2
Approval of Agenda	Ms. Lopez moved to approve the agenda as presented, second by Mr. Anthony, motion carried by unanimous voice vote.	2
Approval of Minutes: 11/17/2010	Mr. Fernandez moved to approve the minutes of November 17, 2010 as presented, second by Ms. Lopez, motion carried by unanimous voice vote.	2
Financial Report	Informational	2
Report of the Chair St. Michael's High School – Instituto Hispanidad Relationship Committee Restructure Sub-Committees Proposed Agenda for Retreat	Informational, no action taken. Staff follow-up regarding committee restructuring.	2-4
Other Business	Informational, No Action Needed	3-4
Adjourn and Signature Page	The Meeting was adjourned at 5:10 pm	4

SISTER CITIES MEETING
February 16, 2011
4:00 pm – 5:10 pm
City Councilor's Conference Room

MINUTES

- A. The Sister Cities Committee meeting was called to order by the Chair, Mr. Delgado at 4:00 pm in the City Councilor's Conference Room, Santa Fe, New Mexico. A quorum was declared by the stenographer after a verbal roll call.**

ROLL CALL:

Present:

Gilbert L. Delgado, Chair
Rudy Fernandez
Daniel R. Anthony
Carol Robertson-Lopez

Absent

Bernard Rubenstein
Roque Garcia
Sharon Maloof
Shizuko Kobayashi, Alternate
Ling Tong, Alternate

Prospective Member in Attendance: Arthur Olivas

B. Agenda

Ms. Lopez moved to approve the agenda as presented, second by Mr. Anthony, motion carried by unanimous voice vote.

C. Minutes

Mr. Fernandez moved to approve the minutes of November 17, 2010 as presented, second by Ms. Lopez, motion carried by unanimous voice vote.

D. Financial Report – Julie Bystrom

Ms. Bystrom reported that there is a little over \$20,000 in their fund.

The discussion on business cards took place amongst the committee members as to what should actually be on the card. The Chair asked the members to give Ms. Bystrom the information they would like on their card.

E. Report of the Chair

Handouts: Documents related to Sister Cities Schools – St. Michael's High School – Instituto de Hispanidad, Santa Fe, Spain. This letter was sent by St. Michael's to the Instituto as a letter of intent.

Second document of discussion was the Letter of Intent between the City of Santa Fe and Santa Fe, Granada Spain. It will be sent to the Alcalde in Santa Fe, Spain once the new document has been printed. The Chair has done the translation and taken it to the printer for a presentation copy. They have received a verbal approval from Jose Rodriguez Tabasco but they have not received a signed copy of approval. The difficulty will be reaching the Alcalde by phone; therefore they will depend on Mr. Tabasco to help them get this document approved. The Chair said that they are working to get a small delegation to Santa Fe, Spain. If all goes well the delegation will be in Santa Fe, Spain for their Fiesta. The visitation comment says the Committee from both cities will further expand the program and serve to acquaint committee members, school administrators with each other as well as Santa Fe and Granada. A first visit will delineate future needs and activities.

Committee Restructure

The Chair talked about how they could restructure the committee so they wouldn't have difficulty getting a quorum. Mr. Olivas had shared with the committee at the last meeting of his experience in the past having a proxy to attend a meeting and act on that persons behalf. The Chair stated that he had spoken to the Mayor about this idea in order to have a quorum at the meetings. Detail was provided on how this process would work. The Chair said that he had explained to the Mayor that this was more of a committee action vs. that of the city. The Mayor asked why the committee was not getting the attendance. The Chair shared a letter with the committee that he had drafted for the Mayor and the committee, it was not distributed. The Mayor said that he understood that if the members missed more than three meetings they were out. The Committee members would like for the three meeting absence to be defined by the City Clerk. The Mayor asked the Chair to work with the staff liaison and to find out how many meetings were attended by each member. Ms. Bystrom stated that there had been 10 meetings last year and 9 out of 10 meetings there was a quorum. The Chair has made an attempt to speak to the Mayor but has not been able to set a meeting time or continue this conversation in order to know how to proceed.

The Chair discussed the reorganization of the existing membership from regular to alternate to get a quorum. It was also asked if there would be consideration for new members. Mr. Olivas also confirmed that he has submitted his CV for confirmation to the Sister Cities Committee. Mr. Anthony stated that he has spoken to Mr. Rubenstein about having an alternate from the Cuba group attend the meetings. Cuba is going to be a sister city with great exposure and representation is very important.

Mr. Olivas said that he was still unclear as to how the member appointments work and asked if each sister city representative serves as a member on the committee. Ms. Bystrom responded no, members are appointed by the Mayor and Council. It was also clarified that members cannot be asked to leave their appointments unless conferred with the Mayor. Ms. Bystrom said that she will send everyone a copy of the newest resolution for their review. Mr. Olivas wanted to know what the alternates do. The Chair said that they had worked out through resolution that the Sister Cities Committee would get three alternates to act in the case of absence of a quorum. Mr. Olivas asked why couldn't there be additional alternates which in the past were called proxies. The Mayor does not want large committees and adding more alternates would not be acceptable. Mr. Olivas offered the comment that it should be up to the committee.

Ms. Lopez said that she felt that Mr. Rubenstein should identify an alternate from the Cuba group, Ms. Maloof, with her change in career might not feel as strong as a full-time member and Mr. Garcia should be appointed as an alternate so he could attend when he knows he is in town. Ms. Lopez said that proxy voting is not always the best way to conduct business. Members cannot always catch up by reading the minutes as minutes are not verbatim.

Renewal of Terms: Ms. Bystrom said that she will submit the names once a decision has been made on

what the recommendation should be. The Chair would like to discuss the terms and who would be regular and alternate with the Mayor once the decision is made. Ms. Bystrom said that even with Mr. Olivas being approved there is not a full time position on the committee. The Chair reaffirmed that his concern is that the items on the agenda are not addressed with progress reports and he would like to see more productivity from the committee members.

The committee's recommendation is not to renew Ms. Maloof and to ask for Mr. Olivas to be appointed in her position and Mr. Garcia would become an alternate. Ling Tong will continue to represent China in her role as alternate. Mr. Olivas did comment that he has now attended 3 meetings and has not heard anything about China.

Ms. Lopez said that a goal of the Sister Cities Committee should be to have a committee report for every sister city represented.

The result of this discussion is that the Chair will write a memo to the Mayor explaining the terms of the members and the position that the committee has taken on recommendations.

Sub-Committee

The Chair said that his recollection was that they had decided to have a Finance Committee, Membership Committee and Public Relations Committee and Collaboration Committee to strengthen relationship with CIR, the Chamber of Commerce and other groups of this nature to enhance the Sister Cities relationship. The Chair asked the members to report back at the next meeting as to which committee they would like to be involved in. Other committees can be identified as the work of Sister Cities expands.

Proposed Agenda for Retreat

Ms. Bystrom said that it would be more reasonable to wait until the Sister Cities Committee has a full membership before they conduct a retreat.

F. Other Business

Ms. Lopez reported that she would be travelling to Washington on February 27th for the Sister Cities Annual Conference. There are 165 members registered for this meeting next week vs. the 500 that attended in Albuquerque. Ms. Lopez has spoken to Congressman Ben Ray Lujan and she will meet with him in Washington. The Albuquerque people will meet with Representative Martin Heinrich and together Ms. Lopez and the Albuquerque group will meet with Senator Bingaman and Senator Udall. Ms. Lopez asked for cards from the Chair and she would like to take brochures with her. Ms. Lopez stated that she is pleased to report what the Santa Fe Sister Cities Committee is doing to strengthen the educational ties with other sister cities. Compliments to the Chair for establishing this sister city relationship with St. Michael's. Ms. Lopez will take brochures with her to Washington.

Mr. Olivas said that he should be able to report on the Santa Fe school (Monte Sol) exchange with Japan. Mr. Olivas will reestablish a relationship with the school in Tsuyama. Mr. Olivas also would work on the music festival opportunities with other countries.

Membership: The Chair said that we should tell people who are interested in membership that there is a commitment and their dedication is welcomed. It is important for prospective members to know that there is not a financial reimbursement for those who want to travel to other countries on behalf of our Sister City. This is also a topic of discussion that the Membership Committee can work on to have an appropriate

response for prospective members and the benefit to become involved with Santa Fe Sister Cities committee.

It was reiterated that an item of discussion regarding the website will be held at the Retreat. Ms. Bystrom said that she is working on the domain and when that is completed it will be easier to know how many hits the website gets. It will also be more user friendly.

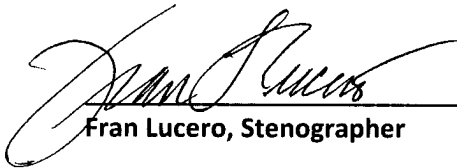
Mr. Fernandez said that Parral has invited the committee to the Fiesta celebration in July. The committee would pay for air fare and Parral would extend housing for the delegation. Exact dates will be provided to the committee at the next meeting. Mr. Fernandez said that one of the biggest activities is in honor of Pancho Villa. Mr. Fernandez said that airfare is estimated at about \$400 round trip.

G. Adjournment

There being no further business to come before the Sister Cities committee, the meeting was adjourned at 5:10 pm.

Signature Page:

Gilbert Delgado, Chair



Fran Lucero, Stenographer