

Japanese Sister City Committee Meeting

Teams Meeting Wednesday, January 14th, 6:00-7:00PM
<https://teams.live.com/meet/9340514050895?p=vw2IOI4ErOPfvjEu>

I. Roll Call/Call to Order

- A. Meeting called to order at 6:05
- B. Attendance
 - 1. Katie Gall
 - 2. Cassy Pallo
 - 3. Chad Whisenhunt
 - 4. Danijela Book
 - 5. Dustin Henrich
 - 6. Jeannae Brown
 - 7. Laura Seigfreid
 - 8. Patric Koon
 - 9. Sabastian Gonzalez
 - 10. Kim Osborne

II. Approve prior minutes

- A. *Cassy motioned to approve the meeting minutes from December and Chad seconded. All in attendance voted their approval with a show of hands.*

III. American Student Exchange Updates

- A. Danijela updated the group as the 2026 chaperone. Monthly meetings have started and the first meeting with Miho will start in March.
- B. GoFundMe is set up and Danijela suggested that each member should share the link.
- C. We need to set up the payment schedule, so the delegates know what to expect.
 - 1. Danijela suggests paying for flights now because the prices keep going up.
 - a) Quotes from two agencies
 - (1) Agency 1 - we've used in the past = \$2,243.23/ticket
 - (a) Agency 1 is preferred and agreed upon
 - (b) Full payment to be submitted April 27 along with names
 - (i) We can cancel without penalty through February

(2) New agency quote = \$2105 / ticket with a \$50 fee / ticket added.

(a) \$100 deposit per ticket required

(i) Flights for Agency 2 aren't ideal (7 hours layover on return trip) with no other legitimate options

2. *Cassy motioned to approve a deposit of an amount up to \$2,500 to secure the airline tickets for the delegates and chaperone (11 total) for the 2026 JSCC exchange trip. Patric seconded the motioned and all members in attendance voted their approval with a show of hands.*

IV. **501c3 Discussion and planning**

A. Laura researched the details and presented to the group.

1. As of December, we now have a Booster Club registered in the State of Missouri and the EIN paperwork has been filed. 501c3 paperwork was filed and tax documents were filed as well. Dustin is the registered agent. We are now waiting for the 501c3 status.

a) Board members: Laura (Secretary), Adrienne Story (Treasurer), Jeannae (President), and Dustin (Board Member)

b) Bylaws are needed – Laura will start

2. Structure of the Booster Club

a) Board with Officers

(1) Set up with board voting or majority rules

V. **Host Family Recruiting updates**

A. Host Family Application is on our website, and we already have multiple families committed.

1. <https://docs.google.com/forms/d/e/1FAIpQLSdHtQxOSXvIcVbyfnb0a19ESMuUu0HzGYx-7TcRa37TUTCzeA/viewform>

VI. **Items from the floor**

A. Danijela collected the delegate bios to send to HIFA so they may begin their recruitment efforts.

B. Google is offering services (professional emails, etc.) for nonprofits (Microsoft has discontinued their program). We will discuss this more next month.

C. Garden – Dustin met with the MCPL and the City regarding the Japanese Garden at City Hall, soon to be owned and operated by MCPL. They have already marked items that will be preserved, and the group is working through details on who will be responsible for maintenance, etc. Discussions are high-level so far and will include JSCC.

D. Calendar invite from Kim Osborne will be the meeting event moving forward (starting in February).

VII. **Adjourn**

A. Meeting was adjourned at 7:17

Next meeting: Wednesday, February 11th 2026