MINUTES
February 12, 2019

Members Present: Hollie Askey, Shelley Bain, Tom Becker, Doug Lewis, Li Zhao Mandelbaum, Roger Nowadzky, Edgar Ortiz, Peggy Patrick, Ginny Renda, Bill Sherman, Vidal Spaine, Sherill Whisenand

Members Absent: Darlene Blake, Kerry Bowen, Eleanor Zeff

Staff Present: Joyce Warburton

On Tuesday, February 12, 2019, Chairperson Mr. Nowadzky called the meeting of the Greater Des Moines Sister Cities Commission to order at 5:02 PM in the MacRae Conference Room, Richard A. Clark Municipal Services Center, 1551 East Martin Luther King, Jr. Parkway.

MINUTES
Ms. Zhao Mandelbaum identified an error in the spelling of her last name, that will be corrected in the approved minutes. Mr. Becker moved to approve the November 13, 2018 minutes as revised. Ms. Bain seconded the motion. Motion carried.

FINANCIAL REPORT
Financial report for July 1, 2018 – June 30, 2019 was distributed indicating November 2018 thru January 2019 expenses of $20.80 for publication of October 9, 2018 Sister Cities Commission minutes in the Business Record; $210 to Ms. Zhao Mandelbaum for purchase of gifts for Shijiazhuang delegation on October 9, 2018; $2,700 to the Renaissance Des Moines Savery Hotel for catering of the November 30, 2018 celebration of signing of Sister Cities Relationship Agreement with Pristina, Kosovo; $999.26 to Ms. Zhao Mandelbaum for her trip to Shijiazhuang, China in November 2018; $264.15 to Mr. Spaine for custom framing of Stavropol student artwork by Hobby Lobby; $119 to Ms. Renda for gifts purchased for Kosovo delegation signing event/activities November 29-30, 2018; and $29.25 for publication of November 13, 2018 Sister Cities Commission minutes in the Business Record. Ms. Bain moved to approve the financial report. Mr. Sherman seconded the motion. Motion carried.

As noted below in the Commission Chairperson’s Report, $472.91 will be reimbursed to the City as that amount was paid from the Friends account for the alcohol invoice from the Renaissance Des Moines Savery Hotel the November 30, 2018 celebration.

COMMISSION CHAIRPERSON’S REPORT
Mr. Nowadzky shared the following written report.
Happy belated New Year everyone. Because we did not have a Commission meeting in January, we need to hit the ground running this month in February. The Ad Hoc Budget Committee of the Commission did meet in December, since our last Commission meeting. The purpose of the meeting was to disseminate information to the City Committee Chairs of the decision made on budgeting for travel during the remainder of this fiscal year and into the planning for next fiscal year. See the Commission Vice Chairperson’s report. Thank you, Budget/Programming Committee Chair Renda, for the holiday hospitality following the meeting.

In our Commission committee reorganization plan, it has been emphasized that Commission non-travel related programing needs to be developed. That programing should be and is country committee activity-driven, with culling, coordination and integration by Commission leadership and with every Commissioner participating in implementation. Because of the number of major events, including two incoming delegations (one with a new sister city agreement signing), the Commission has not really discussed the city committee suggested non-travel programing. Now is the time for that discussion, and time is set aside on the February Commission agenda to hear the specific city committee proposals. In conjunction with that programing, the city committees need to identify, significant holidays, events and dates which are opportunities to communicate wishes to our sister city counterparts and increase public awareness of the cultures to which we have connected in our sister city relationships. As an example, this week, there was a nice explanation of the Chinese New Year posted on our Facebook page. If you have not already done so, please “like” our Commission Facebook page and feel free to repost our posts on your own page.

Also, as part of the efficient and effective use of monthly Commission meeting time, Standing City Committee Chairs please submit your monthly COMMITTEE REPORTS ON TIME. Commissioners PLEASE READ THE REPORTS PRIOR TO THE COMMISSION MEETING. The goal is to discuss matters in the committee reports that need clarification or emphasis, rather than rehashing what was presented in the report. Ad Hoc Committees should submit reports to the Commission when there is a need to share information on an as needed basis. For instance, the Commission as a whole, and those interested in following Commission activity, would be interested in the progress made in the discussions with the school district on sister city educational project coordination. Please write your reports with clarity for a basic understanding of your readership. In addition to the general public, that may include officials from our respective sister cities.

Lastly, please note the update on the Greater Des Moines Sister Cities Nonprofit organization, and the update on a volunteer organization. Both updates are found in the Commission’s Vice Chairperson’s Report. At February’s Commission meeting, we will also discuss the status of a delegation to Kofu in April and the status of a return delegation to Pristina in May or June.

COMMISSION VICE CHAIRPERSON’S REPORT
Ms. Patrick shared the following written report.

PRISTINA, KOSOVO MAYORAL DELEGATION DINNER.
Renaissance Savery Hotel, Friday, November 30, 2018
$ 2,700.00 Preliminary payment
$ 2,212.50 Final invoice (35 dinners, floral accents, beverage server, microphone)
$  487.50 Due from hotel

An additional $472.91 will be paid from the Friends account for the alcohol invoice.

DECEMBER COMMITTEES MEETING. In lieu of a December 2018 Commission meeting, a committees budgeting meeting was hosted at Ginny Renda’s home. Thanks so much to Ginny and Carmie for providing wonderful food, drink and ambience.
**FISCAL BUDGET.** Below are the figures reported at that December meeting. Note that any balance of the $5,000 given by the City in preparation for the Pristina visit will remain in our general expense fund.

**Beginning Fiscal Year Budget**
- General Expenses: $4,967
- Travel Expenses: $10,600

**Estimated Balance as of December 11, 2018**
- General Expenses: $3,558.42 (includes $5,000 added by City in November)
- Travel Expenses: $9,600.74 ($999.26 deducted for Li Zhao Mandelbaum’s China trip)

**TRAVEL.** The main topics of discussion were inbound and outbound city travel for the remainder of the current fiscal year and the 2019-20 fiscal year. It was determined, based on the current travel funds, that outbound travel to Kofu, Pristina and possibly St. Etienne can and need to occur prior to July 1, 2019. Travel to Stavropol, Shijiazhuang, and a potential new city in Italy will occur in the next fiscal year. The city committee chairs will report on the individual travel plans. Currently, the only inbound delegation will be from Shijiazhuang. There are several opportunities, including during the state fair, but Li is working on that visit. It will definitely be in the 2019-20 fiscal year, and she will make every attempt to find sponsors to cover the costs.

City committee chairs provided rough cost estimates for the outbound trips and were asked to continue to refine those costs for the February meeting.

Doug Lewis proposed that we begin sending a representative to the annual Sister Cities International conference to take advantage of the educational benefits it might provide. He volunteered to attend the 2019 conference which is in Houston July 17-19. Unfortunately, as of this writing, registration has not opened.

**NON-TRAVEL EXCHANGES.** Not much time was spent at this meeting discussing non-travel exchanges, so a decision was made to do so at the February meeting. We did discuss the continuance of participation in the arts festival, displaying Stavropol art at the state fair each year, and completion of framing of the current artwork for traveling display.

**FRIENDS OF GREATER DES MOINES SISTER CITIES.** The first board meeting of the Friends nonprofit will occur on Friday, February 15th. Li Zhao Mandelbaum and Ginny Renda, as board members, and Peggy Patrick, as an ex officio member, will attend. Peggy will present a budget request, as best as can be determined, for funds the Commission is looking to the organization to provide over the next two years.

**VOLUNTEER ORGANIZATION.** A meeting was held between Roger, Peggy, Sherill and Ginny to discuss reorganization of the volunteer organization previously called Friends of the Sister Cities. Because of the name conflict with the nonprofit, the volunteer organization name has been changed to Be An Advocate! Unfortunately, the Pristina delegation visit and the holidays have delayed further advancement on this project, but we will get back to it when Ginny returns from Florida. One item to note is that the only event we are certain of this year that will require volunteers is the arts festival. With so many days and hours required to man the booth, we need to rely on volunteers rather than the Commission. The plan is to have one Commission member on hand for each session overseeing volunteers. Even though July seems the very distant future, it is not when you need to find as many volunteers as will be needed. So, we will be looking for groups to help out. Please email me with any suggestions you have – organizations you belong to or that you believe would like to provide this opportunity to a high school group, etc. Please just provide suggestions for now. I will follow up with you for any contact information.
SISTER CITIES COMMISSIONERS SKILLS SURVEY

We are building a database of our Commissioners’ skills, experiences and digital equipment. This will help us in many ways to accomplish our tasks. To that end, please complete the following survey and return it to Sherill Whisenand before or at our March meeting. Thank you!

Name

Briefly explain experience in any of the following and your proficiency or skill level.

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<td>Google applications</td>
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<td>email applications such as Constant Contact, MailChimp, etc.</td>
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<td>I have access to Microsoft Windows or Open Office</td>
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<td>I have Adobe Acrobat Reader or another program to open and read pdfs</td>
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<td>I have a program that can edit pdfs</td>
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COMMITTEE REPORTS

Stavropol Committee
Mr. Spaine shared New Year’s messages which had been sent to himself and Mr. Nowadzky.

Shijiazhuang Committee
Ms. Zhao Mandelbaum reported that there was not much from Shijiazhuang because they have been observing the Chinese New Year Celebration. Before they closed for the holiday, Ms. Zhao Mandelbaum did have a chance to talk to the Foreign Affairs Office about a potential student/Professor visit from Grand View University to visit Shijiazhuang Vocational School where they have a very robust e-game/e-sports gaming department this May as an education exchange. The Shijiazhuang Committee will provide an update as soon as they hear back from the Foreign Affairs Office.
Saint-Etienne Committee
Ms. Bain, in Ms. Zeff’s absence, reviewed the following written report.

In January, we established a sub-committee for the Des Moines Sister City of St. Etienne, France.

The St. Etienne Sister City committee (2 Sister City Commissioners and 2 volunteers) has met 2 times, in January and February.

Our goals were:

1. To discover what has been going on with the Sister City connections between Des Moines and St. Etienne, France since 2011, when earlier reports had been filed and put online and since then there seems to be little information.

2. We found several ongoing and profitable connections.

3. We identified several more possible connections for future contacts.

4. We developed a power point presentation to highlight the ongoing activities between St. Etienne and Des Moines, and listed and discussed the proposed new and future possible activities.

5. Eleanor met (along with Vidal and Shelley) with Matt Smith at the Department of Education in Des Moines to discuss student to student exchanges with Des Moines schools and schools and students from our Sister Cities. We are trying to get a “best practices” model for exchanges.

6. We propose some possible activities to undertake in Spring 2019.

   a. Meet and greet the students coming to Des Moines in April as part of the ongoing exchanges between Johnston High School and St. Etienne schools, and inquire if there is anything else that the teachers arranging the exchanges need such as meetings with city officials, visit to the Capitol, etc.

   b. Write up a job description of what these teachers do to arrange these exchanges so that we can pass on this information to the Des Moines schools and/or other Des Moines area schools that might want to arrange student exchanges.

   c. Arrange for a booth at the Des Moines Arts Festival showcasing St. Etienne and its Sister City status with Des Moines.

Ms. Bain indicated 2020 will be the 35th Anniversary of our Sister City relationship, and the hope is to send a delegation to St. Etienne at the same time when the French Chefs delegation travels there.

The following PowerPoint presentation was also shared with Commission Members.
Des Moines, IA & Saint-Etienne, France: Sister Cities

Report created by: Dr. Eleanor E. Zeff (chair, St. Etienne Sister City) elleanor.zeff@drake.edu
Sub committee: Shirley Bass - Sister City Commissioner (shirleybass@costuyvill.net)
Sarah Voss - volunteer sarah@vossnfl.com; Elizabeth [bilbby] Zeletel - volunteer elizabeth@zeletel@gmail.com

Saint-Etienne, France Sister City

- **Mission:** To enhance the global profile of the Greater Des Moines Metropolitan area by bridging communities and opening doors with international sister cities for mutual benefit in culture, education, technology, commerce, and economic development.

Saint-Etienne, France Sister City

- **Saint-Etienne, France (Des Moines Sister City since May 29, 1985)**
  - Located thirty miles south of Lyon
  - In the valley of the Furans river, between the valleys of the Loire and the Rhone
  - Existed since the 11th century, and has survived plagues, wars, and economic transition to become the 17th largest city in France
  - Saint-Etienne University offers a full range of courses, with specialized instruction in technical fields being offered at six other local institutes
Existing Partnerships between the two cities

- **French Chef Exchanges (existing since 1984-5):**
  - Iowa Culinary Institute (ICI), DMACC – Culinary Arts Program
  - French Dinners & Visiting Chefs & May Trip to St Etienne (Saint-Etienne and Lyon)
  - Partnership since 1985 with L’Association des Cuisiniers de la Loire
  - [https://youtu.be/7i_7iCX6uTM](https://youtu.be/7i_7iCX6uTM) (Video of French Arrival 2015)

Existing Partnerships between the two cities

- **Friends of French Chefs:** To support the community interest and raise funds to support student trips
  - Accompany the staff and students on trips to France
  - **Proceeds from The Annual Fleur de Lys Gala and Auction fund the French Chef Exchange**
    - To partially cover the students’ cost of their trip to France, plus travel and expenses of the visiting French guest chef lecturers
    - In 2018, more than $120,000 raised to support the French Chef Exchange

Existing Partnerships between the two cities

- **January 2019:** [French Chef’s Exchange Gourmet Dinner Experience](#)
  - Each year in January, two chefs from L’Association des Cuisiniers de la Loire (the Chefs’ Association from the Saint-Etienne region) come to DMACC’s Iowa Culinary Institute as guest lecturers for the Culinary Arts Program
  - **DMACC students - and involved community members - visit France for 12 days as a group organized through DMACC efforts**
    - Community members join the 12-day trip as paying and contributing visitors
    - The students are on scholarships, funded by benefits and community donations
    - The group visits open-air food markets, vineyards, and wine châteaux
    - Dines at and tours the kitchens of Michelin-starred restaurants
    - Take a cooking class at the Cordon Bleu
    - Learns about French history and culture on their tours
  - **Internship**
    - After the 12-day trip, students travel to the Saint-Etienne region to serve individual culinary apprenticeships in restaurants of chefs from the Loire Association
    - These cooking internships run for approximately two weeks
Existing Partnerships between the two cities

• The Marge Anderson French Culinary Scholarships:
  • Set up in 2009, in honor of Chef Anderson’s late mother
  • Scholarships are awarded annually to eight Iowa Culinary Institute (ICI) graduates
    • Based on a competition that includes several criteria, including academic grades and culinary skills
    • In 2014, $72,000 was awarded to the winning students, providing all-expense paid trips to France, including the internships
    • These scholarships have been awarded regularly, the most recently in 2018

Proposal 2020

• May-June 2018: Travel to France with Culinary Arts students –
  • The ICI institute plans to visit Saint-Etienne in May 2020 to celebrate the 35th anniversary of the Des Moines/Saint-Etienne Sister City connections and its links with the Association des Cuisiniers de la Loire.

• Proposed exchange:
  • Sister City and City Council officials from Des Moines would also like to celebrate the 35th Anniversary of the Des Moines/Saint-Etienne Sister City relationship in 2020, and join with the Culinary Arts sponsored trip to France in May. We would like to include meetings with Saint-Etienne city officials to celebrate our ongoing and profitable relationship.

Existing Partnerships between the two cities

• Saint-Etienne High School Exchanges
  • More Des Moines area High Schools are needed for annual exchanges
  • We are currently searching for existing exchanges and are meeting with Des Moines School officials to promote these exchanges
  • Many, many St Etienne students are not selected due to not enough host schools in Polk County

• Current exchange program: Johnston Schools exchange with Saint-Etienne
  • One year Johnston Schools visit Saint-Etienne, France, then the next year Saint-Etienne Schools visits Johnston, IA. Johnston students went to France in May 2018.
  • French students are coming to Des Moines in April 2019
Proposal: Potential Future Connections

- Des Moines Art Center
- Drake University Music and Graphic Design
- Des Moines Opera Exchange

Des Moines Art Center

- **Toni and Tim Urban International Artist-in-Residence**
  - Funding for this residency was established in 2015 with the aim of bringing artists from foreign countries, particularly of Jewish heritage, to the Des Moines Art Center and to interact with an array of audiences in multiple formats
  - A residency typically lasts a few days up to a week
  - 2020 residencies have not been planned
- **Art exchange**: A possibility although rather expensive
  - St. Etienne has been named a “City of Design” in Europe and has a biennale festival
- **Artist Swap**: Artist may speak and provide a class (less expensive option)
  - Short video: 75th Des Moines Symphony Anniversary Art and Symphony “Symphony in Sculpture”

Opera St. Etienne and the Massenet Festivals:
http://opera.saint-etienne.fr/otse/l-opera/historique/ AND Des Moines Metro Opera
Kofu Committee
Mr. Lewis shared the following written report.

Bacon Fest 2019 will be this coming weekend (February 15-17)

Friday, February 15th at 1:00 PM, City Hall Lower Level Conference Room 2 with:
- BaconFest Delegation
- Kazumasa Fujiwara, President of Japan Bacon Committee
- Naruhito Endo, Manager of Japan Bacon Committee
- Kenji Watanabe, Bacon Ride Chairman
- Shino Takano, Chef
- Yashuhito Inou
- Shihoko Fujii
- Seira Takeno
- Des Moines Kofu Committee

Agenda
- Introductions
- BaconFest Kofu Plans
- Plans for Kofu Anniversary
- JASI Anniversary
- Other Exchanges

Friday, February 15th at 4:45 PM, Meeting with Mayor Cowanie, City Hall, Mayor’s Office
- Same Delegation with Sister City Commissioners

Other Activities
JASI Anniversary Celebration - October 2019 at Grandview College

Invitation to 500th Anniversary of Establishment of Kofu

We received an invitation to the 500th anniversary of the Founding of Kofu. Kofu will pay in-country expenses for up to 6 people to attend the event. We need to decide who the Commission will authorize to go and then finalize invitations to others.
I (Doug Lewis) think that we should extend into the following week for meetings on exchanges as we have not had any meetings like that in several years.

**Tentative Anniversary Schedule (draft)**

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<td>Picking up by private bus hotel</td>
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<td>April 5</td>
<td>Tour of Kofu City</td>
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<td>welcome party hotel</td>
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<td>April 6</td>
<td>Ceremony (the 500th anniversary of the establishment of Kofu)</td>
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※ On April 5th and 6th, participate in city tours and ceremonies etc.
※ On April 4th and 7th, pick up or send off in accordance with the schedule of each attending city.

**Tentative List Only - Subject to Approval and Availability**

**List of Attendees for the 500th Anniversary of the Establishment of Kofu**

**Roundtrip to Tokyo is about $1,400.**

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<td>Mayor Pro Tem</td>
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<td>3</td>
<td>Commissioner</td>
<td>Douglas Lewis</td>
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<td>6</td>
<td>Commissioner</td>
<td>Eleanor Zeff</td>
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Mr. Lewis indicated there is a possibility for a Drake University alum (Jim Sawyer) who did an internship in Kofu, and his entire career has been Japanese related. He is a businessman, currently working out of Chicago, who will be in Kofu during this time and could be a part of the delegation as well.

Discussion was held regarding the possibility of extending the delegation’s stay in Kofu to allow for additional one-on-one interaction with our counterparts in Kofu.

Mr. Spaine moved that up to $4,500 be allocated in order to send Mr. Lewis and Mr. Nowadzky to Kofu in April 2019. Mr. Ortiz seconded the motion. Motion carried.

**Kosovo Committee**

Purchase Iowa Banner (Flag) and Des Moines Flag to present to City of Pristina

Mr. Nowadzky received a request from Pristina for an Iowa Banner and Des Moines Flag. Mr. Nowadzky would like to purchase these and bring to Pristina when the delegation travels there later in either May or June. Ms. Bain moved that an Iowa Banner and Des Moines Flag be purchased to present to Pristina. Mr. Becker seconded the motion. Motion carried.
Italy Committee
Ms. Renda shared she has not heard back from Florence, so will begin to research Venice as a possibility.

Mr. Nowadzky indicated Paolo Bartesaghi was interested in visiting with Ms. Renda regarding a possible city to sister with in Italy. Ms. Renda indicated she would reach out to him upon her return to Des Moines next month.

Education Committee
Follow-Up to Meeting with Matt Smith, Associate Superintendent of Des Moines Public Schools
Mr. Spaine reported that he, Ms. Bain, and Ms. Zeff had a very successful meeting with Mr. Smith. Mr. Smith mentioned a Memorandum of Understanding (MOU) with Hoover High School that he had signed years ago. Mr. Spaine contact Mr. Smith to request a copy of that MOU.

School collaboration was the main focus of the meeting. Would like to get connected with the International Baccalaureate (IB) schools (Des Moines currently has 5). Mr. Smith indicated he would look into assigning a teacher sponsor who would then work with the chairperson with the school we would get connected with. Mr. Smith was also going to look to see if the 21st Century grant might allow them to provide some sort of compensation to that teacher. Mr. Smith indicated he would put together a report in follow-up to this meeting that Mr. Spaine anticipates will be received prior to next month’s meeting. Mr. Spaine stated Ms. Zeff gave a very detailed description of the relationship we currently have with St. Etienne and what they are doing with other schools, in addition to Des Moines.

Mr. Spaine indicated it was going to be difficult to copy what is currently going on with Kofu, he did bring up the fact that our counterparts in Russia would like to see such exchanges as well. Mr. Spaine indicated they would continue to work with identifying teachers that would be willing to work to facilitate these kinds of exchanges/programs along with us.

CITY COMMITTEE PROPOSED NON-TRAVEL PROJECTS AND EVENTS
Ms. Patrick asked that City Chairs put together what you would like to do as exchanges, etc. and be prepared to discuss at the March meeting. Send Ms. Patrick your ideas no later than Wednesday, March 6th.

OLD BUSINESS
No Old Business was discussed at this time.

NEW BUSINESS
2019 Des Moines Arts Festival
Mr. Spaine shared the following ideas for possible crafts to be done at the Commission’s table during this event.

2019 Des Moines Art Festival

Here are some crafts that are found on online that could be fun for the kids:


Easy Paper Fan Watermelon Craft for Kids
www.thekindergartenconnection.com

Keep the kids cool this summer with this Paper Fan Watermelon Craft for Kids! This paper fan craft is easy to make using only a few common materials you probably already have in your home or classroom. Don’t you just love frugal, crafting fun?!
Ms. Whisenand will work on completing and submitting the application for a table again this year.
ADJOURNMENT
Motion to adjourn was made by Mr. Becker and seconded by Mr. Lewis. Motion carried. Meeting adjourned at 6:12 PM.

NEXT MEETING
The next meeting will be March 12, 2019 at 5:00 PM in the MacRae Conference Room, Richard A. Clark Municipal Service Center, 1551 East Martin Luther King, Jr. Parkway.