On Tuesday, December 10, 2019, Chairperson Mr. Nowadzky called the meeting of the Greater Des Moines Sister Cities Commission to order at 5:00 PM in the MacRae Conference Room, Richard A. Clark Municipal Services Center, 1551 East Martin Luther King, Jr. Parkway.

INTRODUCTION OF NEW MEMBER
The Commission welcomed new member Mr. Marcus Coenen, who was appointed to the Commission on November 18, 2019, by Council Member Bill Gray to fill Seat 9.

MINUTES
Ms. Renda moved to approve the October 8, 2019 minutes as presented. No meeting was held in November. Mr. Ortiz seconded the motion. Motion carried.

FINANCIAL REPORT
Financial report for July 1, 2019 – June 30, 2020 was distributed indicating September through November expenses of $18.76 for the August 13, $24.79 for the September 10, and $22.78 for the October 8 publication of the Sister Cities Commission minutes in the Business Record; $200 to Iowa Sister States for the Commission’s half of the cost of the dinner for the Shijiazhuang Foreign Language School students and teachers during Global Youth Institute on November 13, 2019; and $756.47 for Mr. Nowadzky’s airline ticket to Shijiazhuang in November.

Financial report for July 1, 2018 – June 30, 2019 was distributed indicating the ending balance as $1,593.54 following the expenditure of $27.30 for publication of the May 14, 2019 Sister Cities Commission minutes in the Business Record; $756.55 to reimburse travel expenses to Mr. Nowadzky for June trip to Pristina; $2,572.73 to reimburse travel expenses to Ms. Zhao Mandelbaum for May trip to Shijiazhuang; $1,044.81 for personnel services.

Mr. Spaine moved to approve the financial reports. Mr. Grothoff seconded the motion. Motion carried.
Commission Chairperson’s Report

Mr. Nowadzky shared the following written report for November:

As this report is being written, the itinerary is being finalized for the Greater Des Moines Sister City delegation to Shijiazhuang, China. Opportunities continue to present themselves in ways of celebrating the Des Moines-Shijiazhuang 35th anniversary of our sister city relationship. As a result, additional meetings and locations of those meetings have evolved. The purpose of our November Des Moines delegation is to meet face-to-face to discuss suggested events, explore further opportunities, and to start the planning and implementation process.

One of our Des Moines delegates to Shijiazhuang will be Brooks Reynolds, Chairman of the Iowa Bacon Board. Brooks will be participating in our discussions with Shijiazhuang officials in holding a Baconfest event in Shijiazhuang in 2020, as part of the 35th anniversary celebration. Another delegate will be Dana Hustedt. Dana is the Director of the Esports program at Grand View University. Actually, Dana has the distinction of being the first female collegiate Esports Director in the nation. As a result of Dana’s efforts, Grand View this past weekend just hosted a Midwestern Esports festival. Dana will join us in meetings with private and public officials about the possibility of sponsoring an international collegiate Esports tournament somewhere in Des Moines in 2020, again as part of the 35th anniversary celebration.

Our Des Moines delegation will be part of a greater Iowa Sister States delegation to Hebei Province. Hebei and Iowa have a sister state relationship, and Shijiazhuang is the capital city of Hebei, as Des Moines is the capital city of Iowa. Other scheduled meetings for the entire delegation will include a reception for the delegation at the United States Embassy in Beijing at the invitation of the US Ambassador to China, former Iowa Governor Branstad.

The delegation will also have a lunch meeting with the distinguished Li Guilian, also known as Madam Li. Madam Li is the President of the Chinese Peoples’ Association for Friendship with Foreign Countries. She has also served as the Deputy to China’s National People’s Congress.

Other activities on behalf of the Commission since my October report include representing the Commission at the Bergman Academy Culture Night. It is/was a nice opportunity not only to promote the mission of the Commission, but also to network with members in our greater community who naturally would be interested in Commission public events and volunteer opportunities.

Also, the opportunity reinforced the observation that the committee chairs (both city chairs and function chairs) need to regroup and examine their charges related to non-travel events, programs, and connecting opportunities with your respective sister cities or doing the functions that support those activities. When was the last time we helped prepare a holiday/significant event greeting to the Mayor of one of our sister cities? We still have yet to create a canned marketing-travel exhibit to provide written materials, visual displays, and artifacts to go along with any information table or presentation we might be asked to provide a school, service group, community group, festival, etc.

As we approach the new calendar year, I think we need to revisit the organizational structure changes that are meant to support the Commission as a working body. Your city committee suggested programming in part drives the process of planning and budgeting for the next fiscal year. We will also be engaging with the Friends nonprofit group for our supplemental funding efforts. In this regard, it is my goal that the Commission’s Des Moines-Shijiazhuang 35th
anniversary celebration events be fully financed by non-Commission monetary and in-kind non-monetary contributions. We all have a lot of work to do.

Mr. Nowadzky shared the following written report for December:

This past month lent itself to activities in promotion of the mission and profile of the Commission. On November 8th, the Bergman Academy in Des Moines held a cultural night for its students and students’ families. The Bergman Academy is an independent school offering preschool through eighth grade education located in the former Science Center building in Green Wood Park. The Commission joined in the evening’s events highlighting various cultures by participating in the cultural information scavenger hunt and staffing a sister cities informational table.

On December 2nd, I was invited to give a presentation to the Windsor Heights City Council. Windsor Heights, as you know, is a signatory member to the Greater Des Moines Sister Cities intergovernmental agreement and has a seat on the Commission whose vacancy will soon be filled. I reviewed the Commission’s 2018-2019 activities as highlighted in the annual report, and updated them on activities and plans in the new 2019-2020 fiscal year.

The last and biggest event since my November report was the Commission’s delegation to Shijiazhuang, China. The purpose of our November Des Moines delegation was to kick-off our 35th sister city relationship with Shijiazhuang. The Commission delegation traveled with, and was a component part of, a larger Iowa Sister States delegation to Hebei Province. Hebei and Iowa have a sister state relationship and Des Moines and Shijiazhuang are capital-city-to-capital sister cities. The entire delegation from Sister States was highly supportive of our 35th anniversary objectives and vocalized them to officials who had influence in supporting our projects. Our Commission delegation and the larger Sister States delegation of which we were a part, acted as a cohesive team. Thanks goes out to all team members.
Part of the Commission’s itinerary, when it reached Shijiazhuang, was to meet face-to-face with our Chinese municipal counterparts to discuss suggested activities and events, to explore further opportunities, and to start the planning and implementation process for the 35\textsuperscript{th} anniversary events and activities. That included Shijiazhuang Mayor and Deputy Mayor, as well as the top officials in the municipal Foreign Ministry Department.

Please refer to the Shijiazhuang Committee report for further information. That report is rather abbreviated as the delegation will be meeting to debrief and to draft the official delegation trip report. Also in the very near future there will need to be meetings with the Sister Cities Friends non-profit group to start the fund-raising activities to finance the municipal portion of the 35\textsuperscript{th} anniversary celebration activities.

\textbf{Commission Vice Chairperson’s Report}

No update at this time.

\textbf{Committee Reports}

\textit{Stavropol Committee}

Mr. Spaine shared the following written report for November:

The following email was received from Stavropol on October 29\textsuperscript{th}:

Dear Vidal,

The year 2020 is very significant for Russian Federation and the city of Stavropol. We celebrate the victory in the Great Patriotic War and defeat of fascism. A lot of international and All-Russian activities are planned. In the frame of the further development of our friendly sister cities relations Stavropol government asks Des Moines to assist in promotion of the great event and to place a banner or poster in the city. We will send you an official letter to the Mayor and a draft of the banner. But at first, we hope to get your view.

Thanks

С уважением,

Шмыркова Татьяна Николаевна
консультант управления международных
и межрregиональных связей
администрации города Ставрополя
т. (8652) 74-72-70 доб. 1167

Mr. Spaine shared the following written report for December:

In response to an email received from Stavropol on October 29\textsuperscript{th}, I checked with the Mayor’s Office, and was informed that they are yet to receive an official letter from Stavropol with regards to this issue. I will also like the Commission to consider contributing a banner for this occasion.
The last time I checked with Tatiana, they were still waiting on the final design of the banner. She will let me know when they receive the final design from the regional government in Stavropol. I highly recommend sending a representative during the summer of next year to represent us for this occasion. I also recommend Mr. Nowadzky write a letter of intent to the Mayor of Stavropol to send someone to Stavropol next summer.

The children’s drawings are with Mrs. Kristin Massa, Art Teacher, Walnut Street Elementary School. She recommends renting the gallery space at the Des Moines Public Library for future art displays. I was informed that this process has to be done well in advance, as that space is in very high demand. Does anyone have information on the process of renting out this space?

Mrs. Massa’s students have made categories and picked out the best artworks sent to us from the children in Stavropol. She is in the process of finalizing a list, which she will put together with certificates. Joyce is working with her to get our logo on the certificates. The person representing us on the trip next year will be able to take these certificates and hopefully some children’s drawings from Des Moines students to present to our friends in Stavropol. Any questions, please let me know.

Mrs. Massa has expressed interest in going to Stavropol next summer, but first will like to find out if Des Moines Public Schools will be willing to purchase her round-trip ticket, and also get agreement from her husband.

**Saint-Etienne Committee**
Dr. Zeff shared the following written report for November:

In early October the Saint Etienne sub-committee met to discuss my upcoming visit to Saint Etienne and other ideas for meaningful exchanges between the cities. The Opera companies and pork industries are some of the ideas we discussed. Libby Zalatel and Sarah Voss gathered information for me to take with me on my visit to Saint Etienne.

**Notes from Saint Etienne visit, October 15-17, 2019**
I left for France on October 10 and traveled to Saint Etienne on October 15-17.

**Before arriving:**
I wrote numerous emails to Denis Combe, the Counselor (15ième adjoint) in charge of International relations and Sister City connections/jumellages. The city of Saint Etienne will not accept paper letters, only emails now.

I emailed Robert (Coach) Selby a few times. He sent me the name and contact information of Sigolene Saunier at City Hall (Hotel de Ville) in Saint Etienne, to whom I also emailed.

I received an email from Mrs. Anne Lyonnet, also at City Hall and (Directrice des Relations Internationales: *Head International Department*) with vague reference to a possible personal interview when I was in Saint Etienne. I responded with another email in great detail about the long-standing relations and “accords” between Saint Etienne and Des Moines. She responded with another email and invited me to an interview on October 15 at 3:00 in her office at the Hotel de Ville (City Hall).

**October 15, 2019:**
I left Annecy, France on the 9:00 train for Lyons and then to St. Etienne, arriving @ 12:00.
I was able to meet with Anne Lyonnet for over an hour in her office, and I also met Sigolene Saunier.

**Meeting details:**
I met with Anne Lyonnet in her office at City Hall (the Hotel de Ville). I felt that we needed this meeting to clarify our relations with the city of Saint Etienne. We had been receiving vague letters from various City Council members for a few years and wanted to strengthen our relations.

Mrs. Lyonnet explained Saint Etienne’s policy for Sister Cities, of whom they have about 15-20, all with signed accords. At the present time and during this administration (6 years, with elections coming in Spring 2020), St. Etienne has a policy of only working with about 5 of their sister cities. None of the chosen 5 are in the U.S., but each of the designated cities has a strong working relationship with Saint Etienne in terms of connections that benefit both entities and are also directly linked to the city administration; i.e. infrastructure, transport, culture, etc. Our continuing school and chef connections are local and business oriented, but not administered at the municipal level and though appreciated, they are not enough of a pull to put Des Moines in the top 5 category. It was indicated, however, that this policy could change at any time, and especially might change after the spring 2020 elections. What the current policy means is that, although Des Moines has accords with the city of Saint Etienne, we cannot officially try to connect with the municipal entities in Saint Etienne because none of them will be allowed to spend any money or effort to connect with Des Moines, unless we get tagged as one of the more important city connections.

I explained that we also wanted deeper and more mutually beneficial municipal exchanges such as we had when we exchanged Water Commissioners with Russia and helped them clean up their water as well as when we sent our Police Commissioner to help with security issues in Russia and when we use our National Guard in our exchanges with Kosovo. The Opera company in Saint Etienne is run by the City, so if we could get exchanges between our two opera companies that might be one way to reconnect, also environmental issues and exchanges on best practices could be useful, but we need to find some of these kinds of exchanges to offer Saint Etienne. I suggested some of these ideas to Anne, and gave her an Opera brochure, and we sent some information about the pork business exchanges and even such as event as the Bacon Festival. Mrs. Lyonnet seemed very interested in my information and that Des Moines is interested in establishing stronger relations and in areas such as the environment, etc. She said that she meets with the Mayor every Friday, and he is the one who makes the decisions about which cities to support and join. She agreed to present our ideas even as soon as Friday, October 18, but I understood that we could present further ideas and possible connections through her at later dates as well. The equivalent Sister City Commission in Saint Etienne is very small (3 people) and so it can only handle a small number of cities, effectively, and it wants those connections to be mutually beneficial to both cities so that it can show the voters/citizens that there is value to the sister city connections.

She has since sent me some names for future connections, and I have recently received other names from another contact, Robert Selby, who is interested in business contacts. I also met with Sigolene Saunier at City Hall on October 15, but only briefly.

I recently received the following letter in which Mrs. Lyonnet directs us to the Association of Franco-American Friendship of Saint Etienne, if we wish, especially for the time being, to make further connections in the near future and as we try to reconnect on the official level. I would like to pursue some exchanges on the environment as I feel that both cities might have valuable ideas.
to exchange with each other, and this is a very important issue and one that can be tackled at the local and municipal levels.

On the whole, I was very glad to have traveled to Saint Etienne and to have been able to meet with city officials so that we could get a better picture of where we stood officially with the city administration of Saint Etienne. The situation is not entirely positive, but it is not all bad either. At least now we have established some definite connections in the city and ways to get better information, and we know what Saint Etienne wants in terms of a Sister City connection. Des Moines is also the only American city on their list, so we can promote that as well. I was very happy to have gone as now I know much better how things work there and even what might be done to reaffirm our relations. I believe that it has been over 10 years since Des Moines city officials have traveled to Saint Etienne or Saint Etienne officials have come to Des Moines, so a visit there was an important step.

We understand that we have a lot of work to do to get this Sister City relationship up and running effectively again. The sub-committee is committed to working on new approaches.

Dr. Zeff shared the following written report for December:

The Saint Etienne Sub-committee met in November, and we are meeting again this week. We determined to move ahead in a few specific areas. Our idea is to cultivate new connections we have recently made in Saint Etienne. We hope that by looking into these new areas, we can find some long-term projects that will be beneficial to both cities’ development and will provide incentive for the City Council in Saint Etienne to move the Des Moines Sister City relationship back to a higher level of priority. The still on-going relationship between Saint Etienne and Des Moines recognizes the earlier Sister City accords, signed in both Des Moines and Saint Etienne between 1984-1987, but the current Administration in Saint Etienne is only pursuing about five (5) active Sister City relationships. Des Moines is not among those five (5) cities because our ongoing connections (schools/education and chefs) are minor and now operate relatively independently as well.

It was explained to me that this situation could change if more meaningful and vital connections existed. There are weekly meetings in Saint Etienne where policy is discussed, and there will be new elections in March 2020, when the whole agenda and foci of the Saint Etienne City Council could change. We propose, at this time, to find some new projects that might help elevate the status of Des Moines in Saint Etienne, but at the same time be meaningful to both cities’ growth. These projects should include more basic and perhaps less cultural issues. They might include such issues as the environment, various infrastructure projects (water, etc.), and bacon fest type activities. We have some ideas along these lines and some contacts as well. We will still pursue the idea of linking our Opera Companies more closely together, but because the Saint Etienne Opera Company is linked to their City government, it appears that we cannot make an official connection until we get into the top level of Sister Cities in Saint Etienne.

It seems possible to achieve these goals both with the current administration, but also after the March elections when we might be dealing with a new administration in Saint Etienne.

The Sub-committee will begin to explore some new options this month.

**Shijiazhuang Committee**

Ms. Zhao Mandelbaum shared the following written report for November:
I have been working closely with Commission Chairperson Roger Nowadzky in coordinating the upcoming trip to Shijiazhuang. The goal of our delegation is to propose ideas for the 35th anniversary for next year, as well as potentially kick off the celebration on this trip.

A more detailed report to follow when we are back.

Ms. Zhao Mandelbaum shared the following written report for December:

As the chairman mentioned in his November report, the big activity was the Commission’s delegation to Shijiazhuang, China. The purpose of our November Des Moines delegation was to kick-off our 35th sister city relationship with Shijiazhuang. The Commission delegation traveled with, and was a component part of, a larger Iowa Sister States delegation to Hebei Province. Hebei and Iowa have a sister state relationship and Des Moines and Shijiazhuang are capital-city-to-capital sister cities. The entire delegation from Sister States was highly supportive of our 35th anniversary objectives and vocalized them to officials who had influence in supporting our projects. I have attached the delegation’s itinerary at the end of this report for your reference.

Through the North American League of Legends organizer, Riot USA, we were connected with their player development director Wensen, who happened to be in Shanghai on November 12. After checking the air fare, knowing that I would save $200 from flying into Shanghai rather than into Beijing, I immediately talked to Roger about this potential opportunity of getting Riot China to sponsor our 35th Anniversary Friendship Esport tournament. He agreed that it made sense for me to explore this opportunity while saving travel cost. I also offered to cover all the additional expenses since I’m traveling a day ahead, so none of the hotel or transportation cost to Beijing was submitted for reimbursement to the City.

With that, Esport director from Grand View, Dana Hustedt, and I traveled to Shanghai and arrived in Shanghai on the evening of November 12.

The next day, we had a wonderful discussion with Riot China, who really liked our idea of having a Friendship Tournament for the 35th anniversary. The challenge to having such an event is the cost and they cannot put up with all the cost by themselves. They suggested we talk to the Municipal government regarding the possibility that they might chip in (similar to what the Shanghai government just did for the 2020 Shanghai tournament). Riot China also showed their support by providing marketing of this Friendship tournament for us, which is huge.

Dana and I then took a five (5) hour train ride from Shanghai to Beijing and joined the big group and began our official itinerary.
On November 14, we had a very productive meeting with CPAFFC, who played a big role in promoting the friendship between Hebei and Iowa. Their director, Madam Li Xiaoling, visited Des Moines prior to the Vice President’s visit and was instrumental in organizing his visit to Iowa in 2012. Will Zhang and Lucca introduced our whole delegation and shared with CPAFFC all of the delegation’s ideas in promoting further exchanges. Roger and I had the opportunity to tell them about our high-level plan of our upcoming 35th anniversary with Shijiazhuang. The deputy director expressed his firm support.

Later at the working lunch, our Friendship tournament was the first initiative mentioned by US Division Chief Mr. Ji. He even suggested CPAFFC will contribute funds to this tournament and will help our cities in making this happened. Mr. Ji also expressed strong support for the Bacon Fest celebration as well.
After the meeting, we went back to our hotel to change and head to the Ambassador’s residence for a reception. It was great seeing Ambassador Branstad and Mrs. Branstad. The Ambassador made a formal speech on US-China relations, as well as Hebei-Iowa and Shijiazhuang-Des Moines relationship. He was presented the gift from our Commission (a Sticks’ painting of downtown Des Moines) for his residency.

The next morning (November 15) we took an early morning train and arrived in Shijiazhuang around noon. Mayor Deng, who visited Des Moines in 2018, hosted our delegation. We shared our celebration ideas with him, which he was extremely excited and supportive of. He promised his office will help anyway they could, and he will allocate funding.

We then had an official kick-off ceremony for our 35th anniversary, followed by four (4) hours of working sessions where different celebration ideas were exchanged. The main focus was on the Friendship Tournament and Bacon Fest. We will have both Dana and Brooks present to the Commission about their vision for the 35th anniversary, hopefully at our January meeting. Shijiazhuang suggested that since Des Moines hosted the 30th anniversary, they would like to be the main host for the 35th anniversary with a series of different activities including Friendship Tournament and Bacon Fest.
On November 16, we traveled to Shijiazhuang Vocational University, where Dana and their President signed a Memorandum of Understanding (MOU) in promoting students/faculty exchanges with a focus on Esports. Their Esport club was present, and student representatives were very excited about potentially playing in the Friendship Tournament.

The Deputy Governor, who was in Iowa last year celebrating Hebei-Iowa 35th anniversary, hosted a lunch for the delegates. Roger and the Deputy Mayor of Shijiazhuang were sitting right next to each other where they also exchanged lots of good ideas for our 35th anniversary celebration. In the afternoon, we joined the Sister State delegation to an old town development complex, where the Bacon Fest could potentially be held at. We then visited JUNLEBAO Dairy, who was in Des Moines for the 30th anniversary. We asked for his support and sponsorship, to which he said yes.
The Shijiazhuang Foreign Affairs Office hosted a farewell dinner where we looked back on our friendship and discussed details of our 35th anniversary. It was almost emotional knowing we would be departing Shijiazhuang the next day. Some of the delegates even had a couple of tears in their eyes.

November 17, we took the train back to Beijing and prepared for our trip back to the US on November 18. It was a very productive and memorable trip—not only did we kick off our 35th anniversary, but also have concrete discussion in getting the detail planning done.

Iowa Sister States Delegation to China from November 13-18, 2019
(FINAL Schedule, Sequence Suggested by Hebei)

Luca Berrone
Will Zhang
Rick Kimberly
Teresa Parmenter
Steve Dickinson
Roger Nowadzky
Li Zhao
Brooks Reynolds
Matthew Gilbert
Dana Hustedt

Tuesday, November 12, 2019
Departure from Des Moines Iowa

Wednesday, November 13, 2019

<table>
<thead>
<tr>
<th>Name</th>
<th>Flight/Arrival</th>
<th>Time</th>
<th>Terminal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Dickinson</td>
<td>Arrive by CA1502</td>
<td>14:02PM</td>
<td>Terminal 3</td>
</tr>
<tr>
<td>Roger Nowadzky</td>
<td>Arrives by UA 851</td>
<td>4:35PM</td>
<td>Terminal 3</td>
</tr>
<tr>
<td>Rick Kimberley</td>
<td>Arrives by UA 851</td>
<td>4:35PM</td>
<td>Terminal 3</td>
</tr>
<tr>
<td>Teresa Parmenter</td>
<td>Arrives by CA926</td>
<td>6:40PM</td>
<td>Terminal 3</td>
</tr>
<tr>
<td>Luca Berrone</td>
<td>Arrives by Delta 583</td>
<td>Delayed</td>
<td>Terminal 2</td>
</tr>
</tbody>
</table>

Matthew and Will meet at Terminal 3 at 4:35PM

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting Details</th>
</tr>
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<tbody>
<tr>
<td>Li Zhao</td>
<td>(No need for pickup)</td>
</tr>
<tr>
<td>Dana Hustedt</td>
<td>(No need for pickup)</td>
</tr>
<tr>
<td>Brooks Reynolds</td>
<td>(No need for pickup)</td>
</tr>
</tbody>
</table>

(Rental Bus picking up Rick, Mathew, Steve, Roger, & Will at Terminal 3 at 4:35PM,)
Toyota Coaster (20 seats); Driver: WANG Xin,13311085518, B13430

Teresa, you may get to Gate 7 on the 1st floor after walking out of the baggage claim area for an airport shuttle (30 RMB) to the West Railway Station right in front of Gate 7 by the sidewalk. Once in a shuttle,
text me so that I could pick you at its destination, West Railway Station. You may also take a cab to the hotel. Show the Chinese address to the driver.  
世纪莲花酒店（丰台区莲花池南路1号，北京西站南广场）电话 010-53256699

Matthew Gilbert (Arriving in Beijing on 11/12 at 5PM, meet the group at the airport on 11/13. Arranging his own departure. Staying Beijing for three more weeks.)

Brooks Reynolds (“I have already booked my flight. I arrive to Beijing on November 10th and going to explore Beijing on the 11th, 12th and 13th. I am leaving for Tokyo on Sunday November 17th in the afternoon. I will take a train from Shijiazhuang to Beijing early on the 17th to catch my 3:40 pm flight to Tokyo.”)

Steve Dickinson (“I will be in Shanghai before coming to BJ. I arrive PEK Terminal 3 on CA 1502 at 14:15 on the 13th. I am flying out to HK on the 18th on CA 101 at 08:00. I might get a room by the airport on the 17th to make it easier to deal with the logistics in the morning, but would join the group for dinner on the 17th.”)

Teresa Parmenter (13 NOV 19 WEDNESDAY, AIR CHINA926, ARR: BEIJING 6:40PM, 20 NOV 19 WEDNESDAY, UA 850, 1215PM)

Roger Nowadzky (Arrival at Beijing International Airport at 4:35PM, UA 851, Terminal 3)  
Li Zhao (Arrival at Shanghai on November 11.)  
Luca Berrone (No flight info provided)  
Will Zhang (Will meet at the airport on Wednesday, 13th at Terminal 3 at 4PM)  
Rick Kimberley (Arrive Beijing 4:35 on 13th)

Evening  
No arrangements. Dinner on our own

Overnight:  
Beijing Century Lotus Hotel  
Building 1, 1 South Lianhuachi Road, Fengatai District Beijing 100055  
Price: About $90 per room (Tel: 010-53256699)

(Brooks “I’m going to be staying at the Marriott and will just get to the hotel each morning to meet Li and my sub-Group.”)

(Steve: “I am going to stay at Hilton Wangfujing Wednesday and Thursday nights.” “I’ll meet up with the group for lunch on Thursday and catch the train with you on Friday.”)

Thursday, November 14, 2019

AM  
Attending a reception by CPAFFC (Everyone)  
No. 1 Tajichang St.  
Dongcheng District

9:30  
Meet in lobby to board bus  
Toyota Coaster (20 seats); Driver: WANG Xin,13311085518, B13430

10:30  
Tour the CPAFFC compound
11:30 Lunch with Vice President (CPAFFC) at Quanjude Peking Duck Restaurant

PM

1:30-2:30 Meeting with RiseSun (Luca, Rick, and Will) (Confirmed)
(Cultural activities for others on your own)

3:30 Depart for Ambassador’s residence by rental bus

6-7:30 Reception at U.S. Embassy by Mrs. Branstad (AMD Branstad traveling)
(***Business Dress; bring your passport and/or Chinese ID. Cellphones are allowed, but laptops/tablets are prohibited.)

After 7:30 No events planned.

Overnight: Beijing Century Lotus Hotel
Building 1, 1 South Lianhuachi Road, Fengtai District Beijing 100055
Price: About $90 per room (Tel: 010-53256699)

Friday, November 15, 2019
AM Travel to SJZ by speed train
Dress for daytime: Casual
Breakfast on own in hotel

7:30 Check out and ready to head for train station via foot (Confirmed)

8:55 Take train to SJZ G83 (arrive at SJZ at 10:02), 1st class tickets are $30 each
Lunch at SJZ

PM Meetings in Shijiazhuang. Dress Business

1:30 Group #1 Demo Farm Promotion Forum (Luca, Rick, Will)
Meetings with attendees from Hebei Provincial Development & Reform Commission, Agriculture Department, Foreign Affairs Office, University of Agriculture, Agriculture Institute of Science and Technology, Chengde Municipality, Luanping Municipality, RiseSun.

Group #2 Des Moines Sister Cities Commission (Roger, Li, Brooks, Dana)
Activities arranged by Shijiazhuang Municipality

Group #3 (Teresa, Matthew)
Meeting with Hebei Athletic Bureau

Group #4 (Steve)
Meetings with Hebei Department of Commerce

5:30 Rest and change clothes

6:00 Dinner (Dress Casual)
Overnight: Shijiazhuang
   Hotel: Zhongmao Haiyue Hotel
   No. 168 Yucai Street, Yuhua District, Shijiazhuang, Hebei, China
   Tel: +86-311-85266666
   Price is: About $72 per room with a single breakfast.

(Roger, Li, Brooks, and Dana stay at a hotel arranged by SJZ municipality)

Saturday, November 16, 2019:
Morning  Breakfast on own at hotel. Leave luggage in the hotel and stay overnight
   AM   Group #1 (Luca, Rick, & Will) join Group #2, 3, or 4
   Group #2 (Roger, Li, Brooks, & Dana)
   Activities arranged by Shijiazhuang Municipality
   Group #3 (Teresa & Matthew)
   Visiting Hebei Lianbang International School and Hebei Science & Technology University
   (***Click the link to know more about the school)
   Group #4 (Steve Dickinson)
   Visit Shijiazhuang Hi-tech Industrial Development Zone, meeting with two relevant companies who are interested in investing in US.
Lunchtime  Provincial Leaders Meeting the Delegation (All)
PM   Group #1, 2, 3, & 4
   Visit Shijiazhuang Yiling Health Center (A complex revolving on healthcare)
6:00  Dinner

Overnight: Shijiazhuang
   Hotel: Zhongmao Haiyue Hotel
   No. 168 Yucai Street, Yuhua District, Shijiazhuang, Hebei, China
   Tel: +86-311-85266666
   Price is: about $72 per room, plus 1 breakfast. Additional breakfast is $90
   Double bed room is: $76

Sunday, November 17, 2019:
AM   Travel to SJZ by speed train (All)
   Dress for daytime: Casual
   Breakfast on own in hotel
5:45  (Rick leaving for Beijing by G6718 at 6:53, arriving at 8:13)
8:30  Check out and ready for train station (Confirmed)
9:35  Take train to SJZ G606 (arrive at BJ at 10:54), 1st class tickets are $30 each
PM  Cultural activities on own (Tiananmen Square, Forbidden City, Front Gate (Qianmen) food quarters, Back Sea (Houhai) recommended)

12:30  Arrive at Double Tree Hotel (Roger, Li, Dana, & Will)
      168 Guang An Men Wai Avenue. Xicheng

      Toyota Coaster (20 seats); Driver: WANG Xin, 13311085518, B13430

1:00  Capital Hotel
      No. 3 Qianmen East Street, Dongcheng District

      Check in/Rest, Lunch on own

5:30  Dinner plans to be decided

Overnight:  Double Tree by Hilton (Reserve own)
            168 Guang An Men Wai Avenue. Xicheng District
            (Price estimate: $117 after tax, breakfast included)
            (Tel: +86-010-56708033)

            Beijing Capital Hotel (Near Forbidden City and Tiananmen Sq.)
            No. 3 Qianmen East Street
            Dongcheng District
            Beijing 100006, China
            (Price estimate: $100)

Monday, November 18, 2019:
8:30  Check out hotel (Roger and Will)

9:00  Picking up Roger & Will at DB to the airport
      Passat with 5 seats; Driver: Sun Lei 18211031662, N4D751
      Departure from Beijing at 12:15PM (Roger & Will)
      (UA 850, Terminal #3)

1:00  Check out hotel (Li & Dana)

1:30  Picking up Li & Dana at DB to the airport
      (Passat with 5 seats; Driver: 孙蕾18211031662, N4D751
      Departure from Beijing at 5:25
      (AA262, Terminal 3)

Arrivals and Departures Described by Delegates

1. Matthew Gilbert (“I arrive in Beijing on 11/12 at 5PM. I will meet you all at the airport on 11/13. I will be in China for three weeks so I will not return with the group on the 18th.”)
2. **Brooks Reynolds** (“I have already booked my flight. I arrive to Beijing on November 10th and going to explore Beijing on the 11th, 12th and 13th. I am leaving for Tokyo on Sunday November 17th in the afternoon. I will take a train from Shijiazhuang to Beijing early on the 17th to catch my 3:40 pm flight to Tokyo.

I’m going to stay at The Imperial Mansion, Beijing Marriot for a few days and possibly the St Regis.

Eric Branstad is connecting me with a person to assist me in getting my Visa.
The Imperial Mansion, North Gate, No 1 Xiagongfu Street, Dongcheng District, Beijing”)

3. **Steve Dickinson** (“I arrive in China on the 10th.” “I will be in Shanghai before coming to BJ. I arrive PEK Terminal 3 on CA 1502 at 14:15 on the 13th. I am flying out to HK on the 18th on CA 101 at 08:00. I might get a room by the airport on the 17th to make it easier to deal with the logistics in the morning, but would join the group for dinner on the 17th.”)

4. **Teresa Parmenter** (13 NOV 19 WEDNESDAY, AIR CHINA FLIGHT: 926, ARR: BEIJING, 6:40PM, 20 NOV 19 WEDNESDAY, UA 850, 12:15PM)

5. **Will Zhang** (Arrived on Thursday, November 7. Arranging to meet the delegation at the airport on 13th and coming back to Iowa on Monday, November 18th at 12:15PM.)

6. **Roger Nowadzky** (“I am on the group flights.”)

7. **Li Zhao** (“Going to Shanghai Monday November 11; no need for airport pickup. Depart Beijing by AA262 Monday, at 5:25PM)

8. **Dana Hustedt** (The same as Li Zhao)

9. **Luca Berrone** (Arrives at Beijing at 17:00 on 12th, Leaves Beijing at 16 at 19:00)

10. **Rick Kimberley** (“Arrive Beijing 4:35 on 13th, Leaving SJZ Sunday morning, 17th for Beijing at 12:15PM.”)

**WRITTEN REQUESTS RECEIVED**

**Steve Dickson (10/22/19):** In Hebei, I would like to meet with companies that are doing business in the US or are interested in business in the US. I would also meet with the people in the Ministry of Commerce who approve outward direct investment (ODI) by Chinese companies or with Hebei attorneys who represent companies that have done ODI.

**Roger Nowadzky (10/27/19):** To facilitate an international e-sports tournament in Des Moines in conjunction with the Des Moines-Shijiazhuang 35th anniversary.

**Matthew Gilbert (10/18/19):** Overall my goal is to continue to develop friendships, discuss global exchange, and improve diplomacy between the USA and China through sports, recreation, and wellness programming. I believe ISS is a great platform to expand my professional and person connections with Chinese officials and friends. Ideally, I would like to make contact and connections with the following government offices and leaders:

2. Embassy & Consulates Offices - Leaders from the (a) Public Affairs Section; (b) Environment, Science, Technology, & Health Section; (c) Economic Section; and (d) Commercial Service Section.

3. Hebei Province - Leaders in the Amateur Sports and Selective Sports Programs from Middle Schools, High School, and Colleges.

4. Leaders in Beijing or Hebei Province from the Commercial Real Estate Development Business Community.

Gifts To Bring

Will: Christine at Embassy, CPAFFC, Hebei Governor, Mr. Ye, Industrial Park, & Helen
Roger and Li: Shijiazhuang Mayor and ?
Teresa: Athletic Bureau and two schools
Steve: Dept. of Commerce

Pristina Committee
Mr. Nowadzky shared the following written report for November:

This is a brief report. Since the October Pristina report, there has been some connecting activities between our communities. The first Kosovo-Iowa sister-church relationship in the state was formalized. The B.U.M Church in Pristina partnered with the metro area Journey Church in Urbandale. The agreement/proclamation was signed on November 3rd at the Journey Church by its pastor Darrick Young and Pastor Femi Cakolli from the Pristina church.

Mr. Nowadzky shared the following written report for December:

This is a brief report. Since the November Pristina report, there has been some activities between our communities. I have been in communication with Pristina officials in identifying appropriate schools to match and partner with schools identified by the Des Moines school district through the Commission’s Education Committee.

Kofu Committee
Mr. Lewis stated he has been looking to organize a group to travel to Yamanashi/Kofu during the Olympic Torch Relay when it is scheduled to pass through the city of Kofu at the end of the first day (June 27, 2020). Mr. Lewis indicated he is struggling to locate a tour operator to coordinate such a trip. Suggestions were given to Mr. Lewis for possible connections to such a coordinator/guide.

Italy Committee
Ms. Renda reported that she attended the Italian American Gala on November 7, 2019. At that event, she had an opportunity to visit with Paolo Bartesaghi. He is still interested in creating a relationship between Des Moines and Lucca, Italy. It might not be as a sister city, it may just be as a friendship city.

Ms. Renda also indicated Sister Cities International has not been responsive to her emailed inquires for assistance with making a connection with any city in Italy. Ms. Warburton shared with her a telephone number that she might use.

Education Committee
Mr. Nowadzky inquired as to the status of City Chairs providing contact information for their respective cities for making connections with Des Moines Public Schools. Mr. Spaine indicated he would reach out to Ms. Howe, his contact at Des Moines Public Schools, for an update. Mr. Spaine indicated he had received
information from Ms. Zhao Mandelbaum. Ms. Zeff stated she could provide the contact information for the Johnston Schools exchange program for Saint Etienne.

OLD BUSINESS
No Old Business was discussed at this time.

NEW BUSINESS
2020 Meeting Schedule
The 2020 Meeting schedule was discussed. The Commission will look at adjusting the July 14 meeting date, as it would occur at the same time as the 2020 Bastille Day celebration.

ADJOURNMENT
Motion to adjourn was made by Ms. Renda and seconded by Mr. Ortiz. Motion carried. Meeting adjourned at 5:45 PM.

NEXT MEETING
The next meeting will be January 14, 2020 at 5:00 PM in the MacRae Conference Room, Richard A. Clark Municipal Service Center, 1551 East Martin Luther King, Jr. Parkway.