



**COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE**  
**FEBRUARY 5, 2018**  
**11:00 A.M.**  
**COUNCIL CHAMBERS**

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- 1. PRESENTATION OF 2017 ANNUAL REPORT AND 2018 WORK PLAN AND BUDGET BY LACEY-MINSK SISTER CITY ASSOCIATION**  
*BARBARA CLARKSON, LACEY-MINSK SISTER CITY ASSOCIATION*  
*(VERBAL REPORT - ATTACHMENTS)*



Lacey  
Washington, USA

# LACEY-MIŃSK MAZOWIECKI SISTER CITY ASSOCIATION

P.O. Box 5992  
Lacey, WA 98509-5992 • United States of America



Mińsk Mazowiecki  
Poland

December 7, 2017

Mayor Andy Ryder and City Council Members,

This letter concerns the Lacey Minsk Mazowiecki Sister City Association. We are submitting this proposal requesting additional funds of \$15,000 for insurance; to be put in the line item budget for the association. This will allow us to be able to continue the student exchange program; with North Thurston Public Schools and Minsk Mazowiecki Public Schools.

The purpose of this proposal is to continue to identify and negotiate with insurance carriers that could insure the Lacey Minsk Mazowiecki Sister City Association. The program has operated for the past 10 years without any problems. This past year our insurance carrier notified us that they would no longer be insuring our program for the international student exchange program. Lacey-Minsk Mazowiecki Sister City Association has searched for insurance carriers that will insure our student exchange program.

Lacey-Minsk Mazowiecki Sister City Association would like to continue this program because it is our mission to foster understanding, appreciation and peaceful coexistence among the peoples of the world. Lacey-Minsk Mazowiecki Sister City Association works towards this aim through educational, cultural, business and government activities. Thus this program has been beneficial to both cities and citizens.

Please consider Lacey-Minsk Mazowiecki Sister City Association's request for additional funding to continue our student exchange program. Without these funds, this program cannot exist.

Thank you for your consideration in this matter.

Terri Long-President LMMSCA

Barbara Clarkson-Vice President LMMSCA

Jacek Anuszewski-Treasurer LMMSCA

CF: Scott Spence, Manager, City of Lacey



## LACEY SISTER CITY ASSOCIATION WORK PLAN

### OBJECTIVES OF THE LACEY SISTER CITY PROGRAM:

- The development of people-to-people relationships between the citizens of Lacey and established sister cities.
- Educational opportunities for our citizens and the citizens of the affiliated cities.
- Enhancement of our citizen's cultural awareness and sensitivity.
- Development of international trade and tourism, and the exchange of business practices.

To meet the requirements of Resolution No. 941 and to show how the Association will further the objectives of the Lacey Sister City Program, please complete the following by typing in the required information and submit to the City Clerk no later than **January 15**. After receiving, you will be contacted to schedule a presentation before the Community Relations & Public Affairs Committee.

**NAME OF ASSOCIATION:** Lacey Minsk Mazowiecki Sister City Association

**SISTER CITY:** Minsk Mazowiecki, Poland

**WORK PLAN CALENDAR YEAR:** 2018

**DATE OF SUBMISSION:** January 16, 2018

**PROPOSED ANNUAL MEETING DATE:** 10-3-18

*An election of Officers and Board of Directors shall be held during the Annual Meeting. Written announcements and invitations for the Annual Meeting and agenda must be delivered at least two weeks in advance of the meeting to all members of the Association, Lacey City Council, and the City Manager's office.*

**DOES THE ASSOCIATION HAVE A MINIMUM OF 25 DUES PAYING MEMBERS?**  
(Number of Members 12)

Yes

No **NOTE:** If under 25 dues paying members, extensive public participation in Association activities/events will be used to gauge public support. Describe the activities/events the Association will hold during the year that will demonstrate public support:

**PROVIDE THE ASSOCIATION'S BUDGET IDENTIFYING ALL REVENUES AND EXPENDITURES FOR THE WORK PLAN'S CALENDAR YEAR.**

|                              |   |
|------------------------------|---|
| Total Budget                 | \$2200, *\$18,000 not to exceed this amt, restricted funds to be used only for insurance coverage for international student exchanges |
| Amount raised from dues      | \$350   |
| Amount raised by fundraising | \$TBD   |

**THE ASSOCIATION MUST SPONSOR AT LEAST TWO PROGRAM ACTIVITIES ANNUALLY, IN ADDITION TO THE ANNUAL MEETING. LIST BELOW THE NAME, DESCRIPTION, AND PROPOSED DATES OF THESE ACTIVITIES:**

1. Name of proposed activity: Participate in the Ethnic Celebration through the Lacey Parks Dept at St. Martin's University. LMMSCA provides info. & activities for adults and children at this event. In addition, LMMSCA secures a Polish folk singing group, Vivat Musica!, who are immigrants from Poland to entertain at the celebration.

Date of proposed activity: March 10, 2018

Description of proposed activity: The Association hosts a booth to educate, recruit and advertise itself to the general public. We also have several hands on craft projects for children to participate in, i.e. making "Polish plates" and Polish folk art.

2. Name of proposed activity: Children's Day

Date of proposed activity: October 1, 2018

Description of proposed activity: Have a booth for educational purposes and awareness of the Association. Also, have the same, or similar activities for children to participate.

**USING THE ATTACHED CALENDAR, LIST ALL PROPOSED ACTIVITIES/EVENTS AND BI-LATERAL EXCHANGES FOR THE WORK PLAN'S CALENDAR YEAR, INCLUDING THE DATE AND DESCRIPTION.**

LACEY SISTER CITY ASSOCIATION:

SIGNATURE: \_\_\_\_\_

PRINTED NAME: TERRI LONG

DATE: 1/16/18

APPROVED BY THE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE:

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**WORK PLAN DEADLINE:**

**ADDRESS TO:**

**MAILING ADDRESS:**

**PHONE:**

**JANUARY 15 - ANNUALLY**

**CITY OF LACEY**

**PERI EDMONDS, DEPUTY CITY CLERK**

**420 COLLEGE STREET SE, LACEY, WA 98503**

**360.491.3214**

**CALENDAR OF PROPOSED ACTIVITIES/EVENTS AND BI-LATERAL EXCHANGES  
TO BE HELD DURING THE WORK PLAN'S CALENDAR YEAR**

| JANUARY  |   |   |
|----------|---|---|
| DATE     | NAME OF ACTIVITY                                    | DESCRIPTION OF ACTIVITY   |
| 1/10     | Monthly meeting                                     | Review annual budget, activities in process and those to be held later in the year.   |
|          |   |   |
| FEBRUARY |   |   |
| DATE     | NAME OF ACTIVITY                                    | DESCRIPTION OF ACTIVITY   |
| 2/7      | Monthly meeting                                     | Review expenditures, ongoing activities as well as potential new activities.  |
| 2/5      | Community Relations & Public Affairs Committee Mtg. | Review annual plan of 2017 and work plan for 2018 of proposed activities throughout the year.   |
| MARCH    |   |   |
| DATE     | NAME OF ACTIVITY                                    | DESCRIPTION OF ACTIVITY   |
| 3/7      | Monthly meeting                                     | Monthly team building meeting and ongoing activities.   |
| 3/10     | Ethnic Celebration                                  | Host a booth w/educational material's about our sister city. Polish craft activities for children and host the Polish vocal ensemble, Vivat Musica!, who will perform at the event. |
| APRIL    |   |   |
| DATE     | NAME OF ACTIVITY                                    | DESCRIPTION OF ACTIVITY   |
| 4/4      | Monthly meeting                                     | Monthly team building meeting and ongoing activities.   |
| On going |   | Begin discussions of restarting international student exchanges both here in Lacey and in Minsk Mazowiecki. Secure insurance coverage for the program.                              |
| MAY      |   |   |
| DATE     | NAME OF ACTIVITY                                    | DESCRIPTION OF ACTIVITY   |
| 5/2      | Monthly meeting                                     | Monthly team building meeting and ongoing activities.   |
| On going |   | Continue discussions of restarting international student exchanges both here in Lacey and in Minsk Mazowiecki. Secure insurance coverage for the program.                           |
| JUNE     |   |   |
| DATE     | NAME OF ACTIVITY                                    | DESCRIPTION OF ACTIVITY   |
| 6/6      | Monthly meeting                                     | Monthly team building meeting and ongoing activities.   |
| On going |   | Continue discussions of restarting international student exchanges both here in Lacey and in Minsk Mazowiecki.  |
| TBD      |   | Music in the Park: participate with booth for children, hands on activities and informational material regarding the Association.   |
| JULY     |   |   |
| DATE     | NAME OF ACTIVITY                                    | DESCRIPTION OF ACTIVITY   |
| 7/11     | Monthly meeting                                     | Monthly team building meeting and ongoing activities.   |
| 7/TBD    | So. Sound BBQ festival                              | Have booth representing LMMSCA to educate and advertise the Association. Have craft activities for children in which they can participate.  |
| AUGUST   |   |   |
| DATE     | NAME OF ACTIVITY                                    | DESCRIPTION OF ACTIVITY   |
| 8/1      | Monthly meeting                                     | Monthly team building meeting and ongoing activities.   |
| On going |   | Ongoing discussions regarding the Lacey and Minsk Mazowiecki sister city international student exchanges.   |

**SEPTEMBER**

| <b>DATE</b> | <b>NAME OF ACTIVITY</b> | <b>DESCRIPTION OF ACTIVITY</b>   |
|-------------|-------------------------|--|
| 9/5         | Monthly meeting         | Monthly team building meeting and ongoing activities.  |
| On going    |                         | Begin work with NTSD to begin advertising for host families for the Polish students who will arrive Jan/Feb. |

**OCTOBER**

| <b>DATE</b> | <b>NAME OF ACTIVITY</b>                        | <b>DESCRIPTION OF ACTIVITY</b>   |
|-------------|--|--|
| 10/3        | Annual meeting                                 | Election of new board members. Approval of new budget.   |
| 10/3        | Monthly meeting                                | Election of new officers. Lay out plan for activities for coming year; including chairs for the varied activities.   |
| 10/TBD      | Children's Day                                 | Host a booth to educate and advertise Association. Have Polish style and hands on, craft activities for children.  |
| On going    | Continued recruitment for schools w/o borders. | Continue recruitment of host families. Background checks, etc. conducted once families are selected. Work with MiLa for recruitment of Polish students to come to Lacey. |

**NOVEMBER**

| <b>DATE</b> | <b>NAME OF ACTIVITY</b>                     | <b>DESCRIPTION OF ACTIVITY</b>   |
|-------------|---|--|
| 11/2        | Monthly meeting                             | Monthly team building meeting and refinement of ongoing activities.  |
| On going    | Continued activity for schools w/o borders. | Prepare required paperwork for host families, including host students. Work with MiLa for recruitment of Polish students to come to Lacey. |

**DECEMBER**

| <b>DATE</b> | <b>NAME OF ACTIVITY</b>                     | <b>DESCRIPTION OF ACTIVITY</b>   |
|-------------|---|--|
| 12/5        | Monthly meeting                             | Monthly team building meeting and ongoing activities.                                  |
| On going    | Continued activity for schools w/o borders. | Prepare required paperwork for Polish students who will come in January/February 2019. |

RESOLUTION NO. 941

CITY OF LACEY

**A RESOLUTION** supporting the City of Lacey establishing a Sister City Program and adopting policies for the formation of citizen Sister City Associations.

**WHEREAS**, the citizens of Lacey have demonstrated a desire to learn more about the people of other communities throughout the world and enhance international communication and understanding; and

**WHEREAS**, the citizens of Lacey wish to encourage educational, cultural, athletic, trade, business, technology, and governmental exchanges to help acquaint themselves with the diverse peoples of the world; and

**WHEREAS**, the Lacey City Council is desirous of providing Lacey citizens with opportunities to give service to and derive benefit from community projects of international scope; and

**WHEREAS**, the Lacey City Council wishes to encourage international good will, trade, and tourism between Lacey and its sister cities; and

**WHEREAS**, Lacey's sister cities should be carefully selected to ensure that these special relationships will be sustainable, enhance cultural awareness, and improve relations among citizens of the world; and

**WHEREAS**, sister city relationships should be based upon common interests and characteristics important to both Lacey and sister cities established under the Lacey Sister City Program; and

**WHEREAS**, the City of Lacey pledges its support to the community with the creation of a Lacey Sister City Program.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Lacey, Washington, as follows:

## **SECTION 1: OBJECTIVES OF THE LACEY SISTER CITY PROGRAM**

The development of the Lacey Sister City Program should serve the following objectives:

1. The development of people-to-people relationships between the citizens of Lacey and established sister cities;
2. Educational opportunities for our citizens and the citizens of the affiliated cities;
3. Enhancement of our citizen's cultural awareness and sensitivity;
4. Development of international trade and tourism, and the exchange of business practices.

## **SECTION 2: CRITERIA AND PROCEDURES FOR CREATING A SISTER CITY**

1. Proponents advocating a new sister city affiliation shall present documentation to the Community Relations Committee of the Lacey City Council indicating why a prospective sister city is being proposed, and how Lacey citizens will benefit from the opportunity to participate in exchanges to broaden their understanding of the world's cultural, political, and social diversity.
2. Prior to the submittal of a prospective sister city to the Community Relations Committee, and in order to ensure a sister city relationship that best meets the program's goals, the proponents will consider the following:
  - Population, geographic location, and demographics
  - Business, trade, and tourism
  - Local population representative of sister city
  - Existing linkages (e.g. University exchanges, business, cultural, and social organization ties, etc.)
  - The proposed sister city should have community support showing willingness to participate in the program
  - Accessibility and transportation
  - Humanitarian interests
  - Economic factors
  - Languages spoken; Official language



- Major industries, educational institutions, social organizations, business vitality, and diversity
  - Form of government
  - History of diplomatic relations and the present degree of cooperation between the United States and foreign country
3. The Community Relations Committee will advise the Lacey City Council whether the specified criteria for affiliation have been met. They will forward their recommendation to the Lacey City Council for final action.
  4. Upon acceptance of the prospective "Sister City" by the Lacey City Council, the elected bodies of both the City of Lacey and the proposed sister city affiliation shall adopt a resolution formalizing the sister city relationship.
  5. After adoption of the resolution by the Lacey City Council formally recognizing the sister city relationship, proponents of the newly established sister city will form a Lacey Sister City Association, non-profit corporation, as prescribed in Section 3 of this Resolution.

**SECTION 3: ROLES AND RESPONSIBILITIES OF THE LACEY SISTER CITY ASSOCIATION**

1. A Lacey Sister City Association shall have a formal incorporated structure in accordance with Washington State Law governing non-profit incorporations and 501(c)3 non-profit organization status with the Internal Revenue Service. The Lacey Sister City Association will incorporate within twelve months of formal acceptance of their established sister city affiliation by the Lacey City Council;
2. A Lacey Sister City Association shall have established by-laws outlining annual or bi-annual election of officers and board members, appropriate functional subcommittees, and dues structure;
3. The formal name of a Lacey Sister City Association shall be "Lacey- (full city name) Sister City Association".
4. A Lacey Sister City Association shall present a work plan and budget to the Community Relations Committee for the twelve-month period following the request for formal affiliation showing how their activities will further the objectives of the Lacey Sister City Program;

5. Each Lacey Sister City Association shall submit to the Community Relations Committee a work plan on an annual basis outlining activities, exchanges, and events for a twelve month period; a budget identifying all revenues and expenditures for the calendar year, and a formal request for funds, if any, from the City of Lacey. The work plan will demonstrate how the Association will meet the requirements of Section 3 and how its activities support the sister city relationship;
6. A Lacey Sister City Association must also demonstrate public support for its affiliation with the established sister city and the Association's activities. A minimum of twenty-five dues paying members for the Association or extensive public participation in Association activities or events will be used to gauge public support.
7. A Lacey Sister City Association must hold an annual meeting that includes election of officers and a board of directors. Such meetings must be open to the public. A written announcement and invitation of the meeting and agenda must be sent at least two weeks in advance to all members of the Association, the Lacey City Council, and the City Manager's Office.
8. A Lacey Sister City Association must sponsor at least two program activities annually, in addition to the annual meeting. Such activities might include an informal gathering or discussion focused on education or culture, participation at a public local event or exhibit, an exchange program or delegation with the counterpart city abroad. These programs must be open to the public and written announcements or invitations must be sent to all members of the Association, the Lacey City Council, and the City Manager's Office.
9. The City of Lacey recognizes an active sister city association is essential to the vitality and success of the Lacey Sister City Program. The City expects that each Lacey Sister City Association, established under this Resolution, to support friendship and sister city relationships by:
  - a. Establishing and maintaining positive relationships with its counterpart association.
  - b. Developing the resources needed to support the work program and continued relationships.

- c. Linking organizations, people, businesses, and institutions in Lacey with the sister city.
  - d. Conducting fund-raising and providing in-kind support to sustain the Association.
  - e. Informing, educating, and engaging the community in opportunities to learn and participate in the sister city relationships.
  - f. Planning, organizing, and implementing bi-lateral exchanges and formal visits.
  - g. Communicating with the City about opportunities for involvement.
10. A Lacey Sister City Association shall annually report to the Community Relations Committee on the status of their sister city relationship including a review of accomplishments and successes of the program, events and activities, bi-lateral exchanges that occurred in the past twelve months, and a summary of expenditures since the last report. The Community Relations Committee may provide input on additional plans and activities.
11. To ensure that the Lacey Sister City Program is conducted in a manner consistent with public interest and in accordance with the laws of the State of Washington and the City of Lacey Policies and Procedures, the following guidelines are hereby established:
- a. Official gifts received by an Association on behalf of the City of Lacey in the course of sister city activities will be the sole property of the City. The City will maintain such gifts and will from time to time display them in an appropriate public setting.
  - b. Association expenditures and encumbrances shall not exceed available revenues.
  - c. City funds allocated in support of an Association's program of work shall be spent strictly in support of the sister city relationships and shall not be used for personal benefit or advantage.
  - d. City funds may be used in support of operating expenses, promotion and communication efforts, 501(c)(3) reporting expenses, and exchange events. City funds may not be used for gifts, travel, alcohol, hotel/motel accommodations, and meal expenses. The Association shall apply for reimbursement up to the amount of funds allocated and shall annually report to the

Community Relations Committee how funds authorized by the City were expended.

- e. Association Directors and members shall conduct themselves in a manner that reflects positively on the City and the Association, and in a manner that furthers the goals and objectives of the Lacey Sister City Program.
12. If a Lacey Sister City Association is unable to meet the roles and responsibilities in this section for two consecutive years, the Community Relations Committee will grant an additional two years to the Association in order to meet the requirements of the Lacey Sister City Program. If the Association is still unable to meet the responsibilities of this section, the Community Relations Committee will recommend a course of action to the Lacey City Council, including termination of the formal Sister City relationship.
13. If the Lacey City Council chooses to terminate the formal sister city relationship, the City of Lacey and Lacey Sister City Association will notify the sister city of the dissolution.
14. Upon final action of the Lacey City Council to terminate the formal sister city relationship, the Board of Directors of the Lacey Sister City Association shall take the necessary actions to dissolve the Association in accordance with adopted by-laws and the requirements of the State of Washington.

#### **SECTION 4: ROLES AND RESPONSIBILITIES OF THE CITY OF LACEY**

1. The City will support Lacey Sister City Associations' efforts through general promotion, scheduling the Lacey City Council and staff attendance at local exchanges, visits by delegations, participation in special events, and providing meeting room space for Association business.
2. Through the Lacey Sister City Program, the City carries out a fundamental government purpose of providing social, cultural, humanitarian, trade, tourism, educational, and related services. The City may, therefore, expend such funds as it deems necessary and appropriate to support the proper functioning of the Lacey Sister City Program as identified in Section 1 and 3.
3. The City will make available funds on a reimbursement basis in support of each Lacey Sister City Association established under the Resolution. Funds shall be applied for each year along with a


proposed budget and a program of work outlining the Association activities.

4. The Community Relations Committee shall have the authority to review and approve each application and will report their actions to the full Lacey City Council.
5. On an annual basis, each member of the Community Relations Committee will participate in a planned activity or attend a regular meeting of each Association created under the Lacey Sister City Program. If any member of the Community Relations Committee cannot participate, a Lacey City Council member or designee from the City Manager's Office may attend in their place.
6. The City of Lacey will establish a Community Resource Group made up of representatives from, but not limited to, the Lacey City Manager's Office, local educational institutions, chamber of commerce groups, and the Thurston County Economic Development Council. The Community Resource Group will be available to Lacey Sister City Associations to assist Associations in their effort to create educational opportunities, businesses and trade connections, cultural events, and exchanges.
7. The City of Lacey supports the establishment of a Lacey Sister City Program, the formation of Lacey Sister City Associations, and the establishment of objectives and criteria for the selection of sister cities. Notwithstanding the criteria outlined within this Resolution, the approval of a sister city affiliation may be limited, as the Lacey City Council may deem appropriate.
8. The City of Lacey may also terminate a Lacey Sister City Association based on the recommendation and advice from the Community Relations Committee or for cause.


## **SECTION 5: PRIOR RESOLUTIONS**

The provisions of Resolutions 870 and 891 are superseded by this Resolution and therefore such prior Resolutions are repealed.

**ADOPTED by the Lacey City Council, this 25<sup>th</sup> day of September, 2008.**

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney