



COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE
MONDAY, JULY 6, 2020
11:00 A.M.
REMOTE ATTENDANCE

To comply with Governor Inslee's [Proclamation 20-28](#), the Transportation Committee Meeting will be conducted remotely, not in-person. However, you may view the meeting by watching live through Zoom:

Link: <https://us02web.zoom.us/j/87039011024>

The public may also listen to the meeting via telephone by dialing toll-free:

(888) 788-0099 or **(877) 853-5247** - when prompted enter Webinar ID **870 3901 1024**
press # (*participant ID not required*)

LACEY SISTER CITY WORK PLAN PRESENTATION

HANNA ANDERS, PRESIDENT OF LACEY SISTER CITY ASSOCIATION
(PRESENTATION)



LACEY SISTER CITY ASSOCIATION APPLICATION FOR CITY OF LACEY FUNDS

Sister City: Lacey-Mińsk Mazowiecki Sister City

Federal Tax ID Number: 030552233

Contact Name: Hanna Anders

Title: President

Mailing Address: P.O.BOX 5992, Lacey WA 98509

Phone: 360.790.5468

Email: hanianders@icloud.com

Amount of Funds: \$3,000.00

Calendar Year: 2020

I hereby state on behalf of Lacey-Mińsk Mazowiecki Sister City Association that
Lacey Sister City Association's Name

- › The Association expenditures and encumbrances shall not exceed available revenues.
- › City funds shall be spent strictly in support of the sister city relationships and shall not be used for personal benefit or advantage.
- › City funds may be used in support of operating expenses, promotion and communication efforts, 501(c)(3) reporting expenses, and exchange events.
- › City funds will not be used for gifts, travel, alcohol, hotel/motel accommodation, 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.

SIGNATURE: *Hanna Anders* PRINTED NAME: HANNA ANDERS DATE: 1/15/2020

ADDRESS TO:

CITY OF LACEY

MAILING ADDRESS:

KELLY ADAMS, EXECUTIVE ASSISTANT
420 COLLEGE STREET SE, LACEY, WA 98503

PHONE:

360.438.2620



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-Mińsk Mazowiecki Sister City Association

SISTER CITY: Mińsk Mazowiecki, Poland

WORK PLAN CALENDAR YEAR: 2020

DATE OF SUBMISSION: January 15, 2020

PROPOSED ANNUAL MEETING DATE: October 7, 2020

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)

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	\$3000
Amount raised from dues	\$400
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: Youth Cultural Exchange
Date of proposed activity: October 2020
Description of proposed activity: Selection of the NTHS students for the trip to Poland

2. Name of proposed activity: Lacey Firework Spectacular
Date of proposed activity: 07/03/2020
Description of proposed activity: Educate and advertise the association

3. Name of proposed activity: Lacey Children's Day
Date of proposed activity: 10/10/2020
Description of proposed activity: Educate, recruit and advertise the association to the public

4. Name of proposed activity: Pierogi Festival
Date of proposed activity: 12/12/2020
Description of proposed activity: LMMSCA will host a festival to conduct outreach activities presentation of the Polish culture through polish educate and advertise the association

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: LACEY- MIŃSK MAZOWIECKI SISTER CITY ASSOCIATION

SIGNATURE: *Hanna Anders*

PRINTED NAME: HANNA ANDERS

DATE: JANUARY 15, 2020

APPROVED BY THE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE:

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

WORK PLAN DEADLINE:

JANUARY 15 - ANNUALLY

ADDRESS TO:

CITY OF LACEY

KELLY ADAMS, EXECUTIVE ASSISTANT

MAILING ADDRESS:

420 COLLEGE STREET SE, LACEY, WA 98503

PHONE:

360.438.2620

**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
1/8/2020	Monthly meeting	Monthly team building meeting and ongoing activity. Pierogi Festival summary.
FEBRUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
2/5/2020	Monthly Meeting	Monthly team building meeting and ongoing activity Review annual plan and budget. Letter to the Mayor of Mińsk Mazowiecki with proposal regarding Youth Exchange Program.
MARCH		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
3/4/2020	Monthly meeting	Ongoing activity
3/7/2020	Cultural Event	Ethnic Celebration at Saint Martin's through the Lacey Parks and Recreation Department. LMMSCA will host booth with information about Poland, youth exchanges and provided craft and games for kids related to Polish Culture.
APRIL		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
4/1/2020	Monthly meeting	Monthly team building meeting and ongoing activity
MAY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
5/6/2020	Monthly meeting	Monthly team building meeting and ongoing activity
JUNE		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
6/3/2020	Monthly meeting	Monthly team building meeting and ongoing activity
JULY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
7/1/2020	Monthly meeting	Monthly team building meeting and ongoing activity
7/3/2020	Community event	Lacey Fireworks Spectacular at Rainier Vista Park. Association will Host booth with information about Poland and LMMSCA
AUGUST		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
8/5/2020	Monthly Meeting	Monthly team building meeting and ongoing activity
SEPTEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
9/2/2020	Monthly meeting	Monthly team building meeting and ongoing activity
OCTOBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
10/7/2019	Annual Meeting	Election of the Board
10/7/2019	Monthly Meeting	Monthly team building meeting and ongoing activity
10/10/2019	Community Event	LMMSCA will host booth during Lacey Children's Day at Huntamer Park. Provided art and craft for kids - polish pottery plate.
NOVEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
11/4/2020	Monthly Meeting	Monthly team building meeting and ongoing activity

DECEMBER

DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
12/12/2020	Pierogi Festival	2nd annual Pierogi Festival at Lacey Senior Center. Polish folk music- Mazowsze, pierogi making presentation, arts and crafts for kids -polish pottery plate
12/16/2020	Monthly meeting	Monthly team building meeting and ongoing activity

LMMSCA 2020 Budget

	Annual Budget 2020
Account Beginning Balance January 1, 2020	\$ 11,004.76
INCOME	
Unrestricted Income	
Dues/ Membership	\$ 400.00
Unrestricted Gifts	\$ 100.00
Interest into savings	\$ 3.00
Other	\$ -
Unrestricted Income Subtotal	\$ 503.00
Events / Restricted Income	
Restricted Gifts	\$ 100.00
Youth Exchange from Poland to Lacey (SWB 2021)	\$ -
Youth Exchange from Lacey to Poland (Fall Exchange 2020)	\$ 6,000.00
Pierogi Festival	\$ 4,000.00
Other Events Grants and Fundraising	\$ -
Events / Restricted Income Subtotal	\$ 10,100.00
Reimbursable Income by City of Lacey	
Reimbursement Requests (limit \$3,000.00)	
Supplies	\$ 350.00
Computer software subscription	\$ 250.00
Equipment	\$ 500.00
Printing	\$ 400.00
P.O. Box Rental	\$ 110.00
SOS Licenses and Fees	\$ 40.00
General Liability Insurance	\$ 1,000.00
Other	\$ 350.00
Reimbursement Requests Subtotal	\$ 3,000.00
Youth Exchange/ Delegations Insurance	\$ 4,000.00
Reimbursable Income by City of Lacey Total	\$ 7,000.00
TOTAL INCOME	\$ 20,603.00
EXPENSES	
Events / Restricted Expenses	
Restricted Gifts	\$ 100.00
Youth Exchange from Poland to Lacey (SWB 2021)	\$ -
Youth Exchange from Lacey to Poland (Fall Exchange 2020)	\$ 6,000.00
Pierogi Festival	\$ 3,000.00
Other Events Expenses	\$ -
Events / Restricted Expenses Subtotal	\$ 9,100.00
Expenses Reimbursable by City of Lacey	
Operating Expenses	
Supplies	\$ 350.00
Computer software subscription	\$ 250.00
Equipment	\$ 500.00
Printing	\$ 400.00
P.O. Box Rental	\$ 110.00
SOS Licenses and Fees	\$ 40.00
General Liability Insurance	\$ 1,000.00
Other	\$ 350.00
Operating Expenses Subtotal	\$ 3,000.00
Youth Exchange/ Delegations travel Insurance	\$ 4,000.00
Expenses Reimbursable by City of Lacey Total	\$ 7,000.00
TOTAL EXPENSES	\$ 19,100.00
Account Ending Balance	\$ 12,507.76



LACEY SISTER CITY ASSOCIATION ANNUAL REPORT

To meet the requirements of Resolution No. 941, please complete by typing in the required information and submit to the Executive Assistant 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-MIŃSK MAZOWIECKI SISTER CITY _____ (“ASSOCIATION”)
SISTER CITY: Mińsk Mazowiecki, Poland _____
REPORTING YEAR: 2019 _____

- What was the date of the Association’s Annual Meeting: October 2, 2019
- List the number of members (dues paying) for the reporting year: 31 ____
If under 25 members, identify the activities/events the Association held during the reporting year and the approximate number of attendees at each event:

<u>Name of Activity/Event</u>	<u># of Attendees</u>
_____	_____
_____	_____
_____	_____

- Using the attached calendar, list all activities/events and bi-lateral exchanges held during the reporting year, including the date and description. *(See attached sample calendar.)*
- Attach a summary of the Association’s expenditures for the reporting year.

LACEY SISTER CITY ASSOCIATION: LACEY-MIŃSK MAZOWIECKI SISTER CITY ASSOCIATION

SIGNATURE: Hanna Anders

PRINTED NAME: HANNA ANDERS _____

DATE SUBMITTED: JANUARY 15, 2020 _____

APPROVED BY THE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE:

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

ANNUAL REPORT DEADLINE: JANUARY 15
ADDRESS TO: CITY OF LACEY
KELLY ADAMS, EXECUTIVE ASSISTANT
MAILING ADDRESS: 420 COLLEGE STREET SE, LACEY, WA 98503
PHONE: 360.438.2620

CALENDAR OF ACTIVITIES/EVENTS AND BI-LATERAL EXCHANGES HELD DURING THE REPORTING YEAR

JANUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
01/02/2019	Monthly meeting	Meeting cancelled
FEBRUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
02/06/2019	Monthly Meeting	Monthly team building meeting and ongoing activity Review annual plan and budget.
MARCH		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
03/06/2019	Cultural Event	Ethnic Celebration at Saint Martin's through the Lacey Parks and Recreation Department. LMMSCA host booth with information about Poland, youth exchanges and provided craft and games for kids related to Polish Culture.
APRIL		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
04/03/2019	Monthly meeting	Monthly team building meeting and ongoing activity
MAY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
05/01/2019	Monthly meeting	Monthly team building meeting and ongoing activity
05/11/2019	Library Display	LMMSCA history and cultural display at the library-Support Mayor's Gala
JUNE		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
06/05/2019	Monthly meeting	Monthly team building meeting and ongoing activity
JULY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
07/03/2019	Community event	Lacey Fireworks Spectacular at Rainier Vista Park. Host booth with information about Poland and LMMSCA
AUGUST		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
08/07/2019	Monthly Meeting	Monthly team building meeting and ongoing activity
SEPTEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
09/04/2019	Monthly meeting	Monthly team building meeting and ongoing activity
OCTOBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
10/02/2019	Annual Meeting	Election of the Board
10/02/2019	Monthly Meeting	Monthly team building meeting and ongoing activity
10/05/2019	Community Event	Host booth representing LMMSCA during Lacey Children's Day at Huntamer Park. Provided art and craft for kids - polish pottery plate.
NOVEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
11/06/2019	Monthly Meeting	Monthly team building meeting and ongoing activity
DECEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
12/07/2019	1 st annual Pierogi Festival	Pierogi Festival held at the Lacey Senior Center. Polish folk music, pierogi making presentation, arts and crafts for kids -polish pottery plate. Festival was a big success.
12/11/2019	Monthly meeting	Monthly team building meeting and ongoing activity

