



COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE
FEBRUARY 2, 2015
11:00 A.M.
COUNCIL CHAMBERS

- 1. PRESENTATION OF 2014 ANNUAL REPORT AND 2015 WORK PLAN & BUDGET BY LACEY-MINSK SISTER CITY ASSOCIATION**
MARY KIRKER, PRESIDENT OF LACEY-MINSK SISTER CITY ASSOCIATION



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 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
REPORTING YEAR: 2014

- What was the date of the Association's Annual Meeting: 10/1/14
- List the number of members (dues paying) for the reporting year: 14 ____
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>
Ethnic Celebration	200
Community Markets	300

- 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: _____
SIGNATURE: Mary E Kirker
PRINTED NAME: MARY E KIRKER
DATE SUBMITTED: 1-15-15

APPROVED BY THE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE:

SIGNATURE: _____
PRINTED NAME: _____
DATE: _____

ANNUAL REPORT DEADLINE: JANUARY 15
ADDRESS TO: CITY OF LACEY
PERI EDMONDS, DEPUTY CITY CLERK
MAILING ADDRESS: 420 COLLEGE STREET SE, LACEY, WA 98503
PHONE: 360.491.3214

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

JANUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
1/8	monthly mtg	Update from Chairs on activities for the year. Continued policy revisions and updates.
1/13	host family mtg	Prepare families and answer questions regarding hosting a student from Poland for the month of February.
NA	PACC-PNW mtg	Paul Perz, attended mtg as a representative of LMMSCA.
FEBRUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
2/1	Ethnic Celebration	Hands on craft activities for kids and info about assn. The choir "vivat Musica" performed Polish songs.
2/1	MM Student Exchange	Teacher and six students arrive from Poland.
2/2	Welcome Dinner	Welcome dinner for Polish students, teacher, host families.
2/5	Community Relations and Public Affairs Committee Mtg	Present past and future planned activities for the Association and answer questions from the Committee.
2/24	Farewell dinner MM student exchange Twisties/Fall 2014 exchange	Farewell dinner for Polish students, teacher and host families.
MARCH		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
3/5	monthly mtg	work on Polish bazaar; assign chairs for activities. Continued work on Policies revision. Monthly mtg, monitored budget.
	Fall 2014 exchange	Continued planning on event.
APRIL		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
4/2	monthly mtg	Monthly team building meeting, monitored budget expenditures.
	Fall 2014 exchange	on going fundraising activities for trip to Poland in Fall 2014
	PACC-PNW mtg	Paul Perz attended mtg in Seattle as representative of LMMSCA
MAY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
5/7	monthly mtg	monthly team building, budget monitoring and decision not to hold Polish bazaar due to insufficient vendors
	PACC-PNW mtg	Paul Perz attended mtg in Seattle as rep of LMMSCA
5/7	app. for grant	With board approval, Mary Kirker, applied for educational grant from Enterprise Holdings.

JUNE		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
6/4	monthly mtg	monthly team building, budget monitoring. received \$1,000 from Panorama City to assist with expenses, not dedicated for specific use.
	PACC-PNW mtg	Paul Perz attended mtg in Seattle as rep of LMMSCA
JULY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
7/2	monthly meeting	monthly team building and on going fundraising for Fall
7/12	Community market	Info about the Assn and recruitment of new members
7/12	Seattle Polish bazaar	Paul Perz and Mary Kirker participated in the information and education booth at the Seattle Polish bazaar, representing LMMSCA
AUGUST		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
8/6	monthly mtg	monthly team building mtg and on going fundraising for Fall 2014 exchange. Began initial planning of exchange students coming from Poland in 2015.
	PACC-PNW mtg	Paul Perz attended mtg in Seattle as rep of LMMSCA
SEPTEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
	Community market	Info about the Assn and recruitment of new members
	PACC-PNW mtg	Paul Perz attended mtg in Seattle as rep of LMMSCA
9/4	Polish Consulate mtg	Paul Perz and Mary Kirker attende the installation of the Honorary Consulate position in Seattle at the Seattle Polish Home. Polish consulate from Los Angeles, CA made presentation.
9/3	monthly mtg	discuss and report out on association activities. Mary Kirker notified the membership that the Assn. was granted a \$1,000 grant for educational purposes from Enterprise Holdings, to be used for the Fall 2014 and Janu. 2015 exchanges.
OCTOBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
10/1	monthly mtg	discuss and report out on association activities. Elected new officers.
10/1	annual meeting	Election of board members.
10/16&17	National Polish Chamber of Commerce mtg	Paul Perz attended the National Polish Chamber of Commerce meeting in Chicago, Illinois at his own expense, representing LMMSCA interests.
NOVEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
11/5	monthly mtg	discuss and report out on association activities. Proposed budget for 2015 presented.
11/1	Fall exchange to MM	President Mary Kirker, headed delegation to MM for two weeks. One chaperone, Kim Glasman, and 3 students from Timberline attended a variety of high schools and educational sights in Poland. Mary and Kim also had planning mtg with MiLa board to discuss upcoming proposed activities between the two sister cities.

DECEMBER

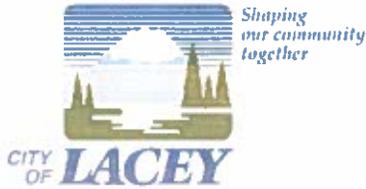
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
12/3	monthly mtg	on going activities and updates on budget. Continue working on the January 2015 exchange of students. They arrived on January 16, 2015.
	PACC-PNW mtg	Paul Perz attended mtg in Seattle as rep of LMMSCA

2014 BUDGET Amended March 5		Dec 14	YTD
REVENUE			
Dues/Membership	\$500		\$355.00
Fund Raising			
Fall Bazaar/Festival	\$3,600		\$100.00
Fall Student Exchange to MM	\$2,050		\$3,893.53
City of Lacey	\$2,200	\$674.47	\$2,193.21
Unrestricted Gifts	\$50		\$20.42
Restricted Gifts (added 9-3)			\$1,000.00
Interest-Savings	\$3	\$0.09	\$1.26
Enterprise Holdings Grant (added 7-3)			\$1,000.00
Transfer from Savings			
Total	\$8,403	\$674.56	\$8,563.42
OPERATING EXPENSES			
P. O. Box Rental	\$85		\$80.00
Postage	\$50		
Liability Insurance	\$575	\$575.00	\$575.00
Licenses and fees	\$30		\$10.00
Office Supplies	\$200	\$59.97	\$59.97
Advertising/ web site	\$100		\$126.15
Printing	\$313		\$429.70
Memberships/Polish Chamber	\$150		\$150.00
Subtotal	\$1,503	\$634.97	\$1,430.82
EVENTS/EXPENSES			
MM Student-Teacher exchange	\$600		\$530.98
Lacey Community Market	\$100		
Bazaar/Festival	\$3,600		\$139.78
Fall Student Exchange to MM	\$2,550		\$3,586.28
Ethnic Celebration	\$200		\$177.01
Grant-Polish Consulate (2013)	\$400		\$400.00
May Trip to MM (added 3-5-14)	\$500		\$173.35
Enterprise Grant (added 9-14)			\$600.00
Subtotal	\$7,950	\$0.00	\$5,607.40
Total Expenses	\$9,453	\$634.97	\$7,038.22
Net Cash Flow		\$39.59	\$1,525.20
Checking Acct. Balance		\$3,141.86	
Savings Acct. Balance		\$3,450.09	

Lacey Reimb: \$575= insurance

\$59.97= Office Supls

\$39.50 = Goo Daddy



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: 2015

DATE OF SUBMISSION: 1-15-2015

PROPOSED ANNUAL MEETING DATE: 10/7/15

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 15)**

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:
Participate in the Ethnic Celebration through Lacey Parks Dept., in March, at St. Martin's U. LMMSCA provides info. & activities for adults and children at this event. In addition, LMMSCA secures a Polish singing group, Vivat Musica!, who are all immigrants from Poland to entertain at the celebration. Five host families will have Polish students and one chaperone living in their homes during the months of Jan&Feb. LMMSCA also participates in the Lacey Community Market during July, August and September. The Association hosts a booth to educate, recruit and advertise itself to the general public.*

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

Total Budget	\$2200
Amount raised from dues	\$460
Amount raised by fundraising	\$1000

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: **Ethnic Celebration**
Date of proposed activity: **March 7, 2015**
Description of proposed activity: **LMMSCA will have a booth at the Ethnic Celebration to provide hands on craft activities for the children and materials information about the Association. The choir Vivat Musica!, from the Seattle area, will sing Polish songs.**

2. Name of proposed activity: **Community Market**
Date of proposed activity: **July, August, September, 2015**
Description of proposed activity: **LMMSCA hosts a booth at each of the three community markets. We host the booth to advertise and recruit new members, in addition to educating the general public about the culture of Poland; Lacey's sister city.**

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 Sister City Association
SIGNATURE: Mary E Kirker
PRINTED NAME: MARY E KIRKER
DATE: 1-15-15

APPROVED BY THE COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE:

SIGNATURE: _____
PRINTED NAME: _____
DATE: _____

WORK PLAN DEADLINE: JANUARY 15 - ANNUALLY
ADDRESS TO: CITY OF LACEY
PERI EDMONDS, DEPUTY CITY CLERK
MAILING ADDRESS: 420 COLLEGE STREET SE, LACEY, WA 98503
PHONE: 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
1/7/15	monthly meeting	work on logistics with NTSD re: Polish students and varied activities related to their stay in Lacey. Review annual budget and activities in process and those later in year.
1/16	school w/o borders	Participate in activities with Polish students and host families. Students arrive 1/16/15. In addition to attending NTSD schools, the students will also participate in civic, cultural and educational activities. LMMSCA provides a welcome and farewell meals for and with, the host family and invited guests. The Association received a grant from Enterprise Holdings, which in part, is being used to offset cost of educational activities.
TBD	Application	LMMSCA will again make an application for a grant from Enterprise Holdings.
N/A	PACC-PNW mtg	Paul Perz, member of LMMSCA will attend as a representative of LMMSCA, the Polish American Chamber of Commerce, Pacific Northwest mtg in Seattle.
FEBRUARY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
2/2/15	Community Relations and Public Affairs Committee mtg school w/o borders	Review work plan for 2014 accomplishments and proposed activities for 2015
2/6/15		Continue to participate in activities with Polish students and host families. Students and chaperone depart for Poland 2/6/15.
2/4/16	farewell dinner	Farewell dinner for Polish students, chaperones and host families Entertainment to be provided by Polish students.
2/11/15	monthly meeting	Debrief of exchange program. Continued planning for Ethnic Celebration. Monitor budget and activities.
MARCH		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
3/4/15	monthly meeting	Debrief on this year's exchange. Monthly team building meeting and on going activities.
3/7/15	Ethnic Celebration	Ethnic Celebration at St. Martin's University. LMMSCA will host educational and activity booth. Viviat Musica, Polish group from the Seattle area will perform at the Celebration.
APRIL		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
4/1/15	monthly meeting	Monthly team building meeting and on going activities.
NA	PACC-PNW mtg	Paul Perz, LMMSCA member will attend as LMMSCA rep.
MAY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
5/6/15	monthly meeting	Monthly team building meeting and on going activities.
TBD		Investigate hosting a Chopin piano concert in 2016.
NA	PACC-PNW mtg	Paul Perz, LMMSCA member will attend as LMMSCA rep.

JUNE		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
6/3/15	monthly meeting	Monthly team building meeting and on going activities.
TBD NA	PACC-PNW mtg	Investigate hosting a Chopin piano concert in 2016 Paul Perz, LMMSCA member will attend as LMMSCA rep.
JULY		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
7/1/15	monthly meeting	Monthly team building meeting and on going activities,
7/11/15	community market	Members host LMMSCA booth at Lacey Community Market; promote membership and educate those interested in Lacey's sister city program.
7/11/15	Seattle Polish bazaar	Members Mary Kirker and Paul Perz assist at the Seattle Polish bazaar as representatives of LMMSCA.
AUGUST		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
8/8/15	community market	Members host LMMSCA booth at Lacey Community Market; promote membership and educate those interested in Lacey's sister city program.
8/5/15 NA	monthly meeting PACC-PNW mtg	Monthly team building and on going activities. Paul Perz, LMMSCA member will attend as LMMSCA rep.
SEPTEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
9/1/15	monthly mtg	Monthly team building meeting and on going activities.
9/12/15	community market	Members host LMMSCA booth at Lacey Community Market; promote membership and educate those interested in Lacey's sister city program.
9/2/15	monthly meeting	Monthly team building meeting and on going activities.
TBD NA	Fundraising PACC-PNW	Fundraising/promotion for Fall 2016 student exchange to Poland Paul Perz will attend as representative for LMMSCA
OCTOBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
10/7/15	monthly meeting	Monthly team building meeting and on going activities.Election of officers.
10/7/15	annual meeting	Election of board members. Set agenda, proposed activities and budget for coming year.
TBD	career fair	Host table at Timeberline High School re: LMMSCA and exchange programs.
TBD	fundraising	Fundraising/promotion for Fall 2016 student exchange to Poland
NA	PACC-PNW mtg	Paul Perz will attends a representative for LMMSCA
NOVEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
11/4/15	monthly meeting	Monthly team building meeting and on going activities.
on	work w/MiLa on	Recruitment of host families, planning of activities for Polish

going on going	school w/o borders Fundraising	students Fundraising/promotion for Fall 2016 student exchange to Poland
DECEMBER		
DATE	NAME OF ACTIVITY	DESCRIPTION OF ACTIVITY
12/2/15	monthly meeting	Monthly team building meeting and on going activities.
on going	work w/MiLa on school w/o borders	Recruitment of host families, planning of activities for Polish students.
on going	Fundraising	Fundraising/promotion for Fall 2016 student exchange to Poland

2015 PROPOSED BUDGET			
REVENUE			
Dues/Membership	\$400		
Fund Raising			
Fall Bazaar/Festival			
Fall Student Exchange to MM-2016			
City of Lacey	\$2,200		
Unrestricted Gifts	\$50		
Restricted Gifts	\$1,000		
Interest-Savings	\$3		
Grants	\$1,000		
Transfer from Savings			
Total	\$4,653		
OPERATING EXPENSES			
P. O. Box Rental	\$85		
Postage	\$50		
Liability Insurance	\$600		
Licenses and fees	\$30		
Office Supplies	\$200		
Advertising/ web site	\$100		
Printing	\$310		
Memberships/Polish Chamber	\$150		
Training/workshops	\$100		
Membership Lacey Chamber	\$250		
Subtotal	\$1,875		
EVENTS/EXPENSES			
MM Student-Teacher exchange-2015	\$600		
Lacey Community Market	\$100		
Bazaar/Festival			
Fall Student Exchange to MM-2016			
Ethnic Celebration	\$200		
Grant-Polish Consulate (2013)			
Enterprise Grant expenditure for fall 2014 xchange trip			
Subtotal	\$900		
Total Expenses	\$2,775		
Net Cash Flow			

Draft

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

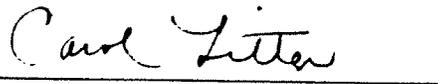
The provisions of Resolutions 870 and 891 are superseded by this Resolution and therefore such prior Resolutions are repealed.

ADOPTED by the Lacey City Council, this 25th day of September, 2008.



Mayor

Attest:



City Clerk

Approved as to form:

City Attorney