



## Japanese Sister City Committee Meeting

Teams Meeting Wednesday, December 13th, 2023, 6:00-7:00PM  
<https://teams.live.com/join/9340514050895?p=vw2lO14Er0PfvjEu>

- I. Roll Call/Call to Order
- II. Approve November minutes
- III. Formal approval of students accepted for 2024 delegation
- IV. Formal approval of recommended chaperone candidates for 2024 delegation
- V. Decide on date and time of day for spring Matsuri
- VI. Discussion and/or approval of proposed language lesson package for students.
- VII. Time permitting: describe and review delegate and chaperone selection process for new members (and everyone else.)
- VIII. announcements:
  - A. As a committee, we have very basic by-laws and a lot of unwritten tradition as policy. Chair recommends we begin the process of creating a searchable and accessible policy handbook to cover many aspects of our work, from delegate selection to host family screening, etc. Re-starting the exchange provides a good opportunity to research and review procedures we have followed historically and expand and adapt them as needed.
- IX. Adjourn

Next Meeting: TBD