



# City of Corpus Christi

1201 Leopard Street  
Corpus Christi, TX 78401  
cctexas.com

## Meeting Minutes - Draft

### Sister City Committee

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Thursday, December 15, 2022

11:00 AM

6th Floor Conference Room

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#### Special Meeting

The City of Corpus Christi promotes participation regardless of race, color, national origin, sex, age, religion, disability or political belief. Reasonable accommodation is provided upon request and in accordance with the Americans with Disabilities Act. For assistance or to request a reasonable accommodation, contact (361) 826-3300 at least 48 hours in advance. Upon request, this information can be available in larger print and/or in electronic format.

#### A. Call To Order

11:02 am Chairman Melody Cooper Called the meeting to order

#### B. Roll Call

Tammy Embrey Called the Roll

**Present:** 9 - Almira Flores, Deacon Marck C. Arnold, Chair Melody H. Cooper, Mirza Pearson, Adria Vasquez, Arthur Wallace, Vice Chair Luis F. Cabrera, Valerie Harbolovic, and Susane "Westi" Horn

#### C. Public Comment

None

#### D. Approval of Minutes and Action on Absences

##### 1. Adoption of Minutes and Action on Absences

**Attachments:** [Nov 2022 minutes - draft.pdf](#)

This Minutes was approved.

#### E. Committee Reports - none

#### F. Staff Reports

##### 2. Briefing from Asst City Secretary Ruth Bocchino Role of Committee Process for updating Policies

Process for updating Ordinance  
Process for Utilizing Volunteers/Partnerships

Ruth Bocchino started with the purpose of an advisory committee and what their responsibilities are under city charter; she explained what can constitute a meeting and how to avoid those situations; She discussed how to communicate with each other; She also informed the Committee the procedure for changing the ordinance governing the Committee and stated that the City Secretary has requested that all changes to ordinances that govern committees be submitted to her office by December 19th; She also advised that the Committee was to use their staff liaison (Wendy Herman) for all Policy updates or correspondence with City Council members and other City Staff. The topic of using volunteers at events was discussed and Tammy offered to get the guidelines from the Parks Department.

- 3. Briefing by Aimee Alcorn Reed  
Open Meeting Act

Aimee Alcorn Reed from Legal also advised the Committee on the best practices to ensure compliance with the Open Meetings Act.

**G. Unfinished Business - none**

**H. New Business for Discussion and Possible Action**

- 4. Election of Officers

Melody Cooper was Elected Chairman  
Mirza Pearson was elected Vice Chairman  
Elections will be held moving forward in October of each year.

- 5. Strategic Planning Discussions

Organizational issues  
Review Current Guidelines and Ordinances Governing Committees  
Examine Current Bylaw redlines

Topics for Considerations  
Purpose of SCC  
Value to the Communities  
Goals for 2023  
-Programs: Student Exchanges; Cultural Exchanges; Social Media/Virtual Exchanges  
-Other Goals; Evaluate Existing City Relationships; Adding new Cities

Strategic Partnerships  
Budget for 2023  
Identifying Partnerships  
Value to our Partners

## Legal Limitations of Partnerships

## Topics of Discussion:

Review of Current Ordinance: Changes were made to strike "Parks & Recreation" from the Ordinance and add "Intergovernmental Relations" as the committee liaison; Also, it was agreed to add one Ex-officio Member representative from Visit Corpus Christi, and get advice from City Secretary to expand the Committee to 11 members; Adria Vasquez made the motion; Val Harbolovic seconded; Passed unanimously

Review of Current Policies: After a brief discussion, it was decided to table this until each member had an opportunity to look them over and make red-lines; This will be discussed at the January meeting.

Strategic Partnerships: The number of cities that we have active interactions with was discussed; It was suggested that we talk to either a person from Sister Cities International or someone from El Paso or Fort Worth who have a vibrant program to garner some fresh ideas and discuss how their operating structure; Wendy will set that up for the January meeting; It was decided that Melody Cooper, Valerie Harbolovic and Art Wallace would serve as a sub-committee to visit with the other cities about their structure.

Student Exchanges: Luis gave a report about the changes to the application from Legal and said that they would have the new applications ready for review at the January meeting; also, it was discussed which cities the students would visit in 2023, and it was agreed that Agen, France and Yokosuka, Japan would be the focus.

Budget: This item was tabled at Tammy Embrey's suggestion until we hear from Finance if the budget was moved over for fiscal year 2023.

6. Discussion  
Annual Report Due January 23, 2023

Chairperson Cooper offered a draft of the Annual Report that must be submitted by January 23, 2023; After review it was unanimously approved and staff will file with the City Secretary's office. Luis Cabrera made the motion, and it was seconded by Mirza Pearson.

7. Discussion  
Date for Special Meeting in January 2023 due to Legislative Session

January's meeting will be January 9, 2023 at 12 noon

I. **Future Agenda Items**

Future discussion items include:

Art installation at the CC Airport; Future fundraising opportunities; and Chairperson Cooper would like to get on the Council's agenda in January to brief them on the

Agen, France visit.

**J. Adjournment**

Meeting was adjourned at 1:04 pm

**This meeting may be held via videoconference call pursuant to Texas Government Code § 551.127. If this meeting is held via videoconference call or other remote method of meeting, then a member of this governmental body presiding over this meeting will be physically present at the location of this meeting unless this meeting is held pursuant to Texas Government Code § 551.125 due to an emergency or other public necessity pursuant to Texas Government Code § 551.045.**