February 8, 2020 SanDISCA Retreat Activities
See Pages 3-4 for Retreat Discussion Notes

Board Member Retreat Date:  Saturday, February 8, 2020
Time:  11:00am - 3:00pm
Place: University of San Diego, Room KIPJ Room D (Usual Place)
Parking:  Usual location

Open Discussion:  This retreat will be an open discussion with a focus on reviewing SanDISCA's Role and Responsibilities and Strategic Planning for 2020 as it relates to strengthening the 16 Sister City Societies.

Key Question:  How can SanDISCA help the 16 Sister City Societies with their Programs, Fundraising, Membership, and Marketing?

Expected Outcome:  The final outcome will be a SanDISCA 2020 Strategic Plan, which will incorporate the major ideas generated from the open discussion and answers raised by addressing the key question.

Roll Call To Date:

Yes
Michael McQuary
Ryoko Denouras
Joanne Nguyen
Tim Stiven
Steven Sigafus
Kathleen Roche-Tansey
Penelope Bledsoe
Shahrzad Kamyab
Deborah Flores
Yolanda Burgess
Jan Gontang
Wendy Lucas-Meyer
Don Giaquinto
Cynthia Villis
Ren-Yu Tzeng
Giancarlo Taylor (Veg)
Amy Maxman (1pm)

No
Marnyce McKell
Byong Racek
Doug Rider
Dennis-Michael Broussard
Stephen Brown
Connie Goertz
Don Goertz
Rick Ario
Nilay Duygulu

RSVPs Not Yet Recorded
June Shillman
Paul Bardwell
Michael Wall
Ehme De Guzman
Bill Kwiatowski
Rosanna Salcedo
Ed Danico
Janusz Supernak
Calvin Woo
Beth O"Shea
John Wang

Insurance Info Needed:  As in years past, our SanDISCA insurance company needs a copy of your “automobile proof of insurance” card, which you normally carry in your car. Either email a photo of your “automobile proof of insurance card to Doug Rider <drider1733@aol.com> or bring it to the SanDISCA Retreat meeting where we can take a photo of it.
SanDISCA 2019-20 Committees (Updated November 27, 2019)

**Governance** (Bylaws, Ethics, Risk Management, etc)
- Debrah Florez
- Don Giaquinto
- Ryoko Denouras

**Communications** (Website, Social Media, Trifold, etc)
- Dennis-Michael Broussard
- Tim Stiven
- Ryoko Denouras
- Joanne Nguyen

**Program** (Friendship Cities, Sister Schools, Soccer, etc)
- Dennis-Michael Broussard
- Yolanda Burgess
- Tim Stiven
- Shahrzad Kamyab
- Marnyce McKell
- Janusz Supernak
- Don Giaquinto
- Penelope Bledsoe

**Membership** (Dues, Apportionment, Contact List, etc)
- Michael McQuary

**Budget/Audit** (Needed at the end of each year)
- Ryoko Denouras
- Joanne Nguyen

**Nominations** (Needed at the end of each year)
- Dennis-Michael Broussard
- Ren-Yu Tzeng

**Hospitality** (Support Board Meetings, Special Events, Dec 9th Party, January Retreat, etc)
- Jan Gontang
- Cynthia Villis
- Marnyce McKell
- Don Giaquinto
Notes taken during the SanDISCA Retreat by Dr. Mike (Michael) McQuary

Participants introduced themselves: Name and Society
Agreed on activities: Discussion items are to be open ended, positive, and constructive
Update Insurance forms: Copies of Insurance forms (photo) were given to Ryoko. Some will send to Doug
Update Contact information: Changes were given to Michael
Update SanDISCA Committees: Changes were given to Michael

Cynthia handed out a flyer for the Peace Forum, February 22, 2020 (9th Annual), being held at USD

Big SanDISCA Event: Penelope
Could SanDISCA sponsor an International Fair that would become a Signature event
Crown Point Jr Academy Event: Steven and Ryoko
Good partnership with Principal at CPJMA
We want to do something as a group and how do we go forward with a future event?
March is open for a major event

Campinas: Don gave update on behalf of Pablo
Brazil Festival is an opportunity for a SanDISCA event
2nd largest Brazilian Community in USA in San Diego
Currently being held in Mission Bark
Big San Francisco Panama event (Memorial Day Weekend)
Campinas will let SanDISCA know how we can help
Possible locations: Liberty Station, Balboa Park, Mission Beach Parking Lot (Belmont Park)
Past attendance has been 3,000 people
Campinas became a Sister City in 1995

Alcala Events: Penelope
Penelope provided handouts and announced the Annual Cervantes Festival
Cervantes Festival, February 29, 2020, 10am-4pm
Held at House of Public Relations lawn in Balboa Park
50+ students from 5 local schools, 2nd grade - college level will read excerpts from Cervantes’ novel
Don Quijote de La Mancha, in Spanish of course, and other languages to highlight the universal appeal of Don Quijote. An equal number of high school students are responsible for logistics, in addition to the reading,
Participating schools include Longfellow Spanish Immersion School Students and San Diego High School students are volunteers and participants (50 students)
Festival is getting bigger and all are invited with many activities for children to learn about Spain, Paella will be available for purchase and entertainment provided by Spanish music and dance performances.

Friendship Cities: Don
Where are we in having Friendship Cities?
What is the relationship with SanDISCA? How formal/informal?
Don presented the idea to SanDISCA several years ago?
Steven is Chair of the Friendship City Committee
Don suggests the Friendship City effort be less formal than has been proposed by the Committee
Kathleen mentioned that SCI has a simple template for Friendship Cities
Paul mentioned Cuba program that is being put together with Mission Bay High School
Could be a partnership that would grow interest and increase membership
Shahrzad suggested that we research the topic and search for SCI models that could be replicated
Other countries and cities (Mongolia) have indicated an interest in forming a “Friendship” connection
Need some structure to prepare us for eventually having Friendship Committee

Yantai: Amy
Reviewed New Year Celebration Event
Virus assistance: Need equipment, masks, non-contact temperature devices
International Relief Team is the contact for securing support for international disasters
Contact: Barry La Forgia, Executive Director, 619-284-7979

Unification of the SanDISCA Board: Don
   Team Building
   Working together
   Issue: Membership form for society and separate form for SanDISCA
   Making a unified board:
      Structure and Responsibilities
   Ownership and value added by joining SanDISCA
   How do we improve Communication regarding various Society events?
   How do we improve communication between the various societies?
   How do we engage members of each society into a unified SanDISCA organization?
   Could we develop a youth group membership option?
   Past concern about trust in the SanDISCA organization, how do we move forward?
   Concern about size of membership of various Sister Cities, some much smaller than others
   Possibility of a joint membership so every Society members can receive information about what is happening in each group
   Concern about number board members being able to attend all event
   Question: Can a 501c3 be a member of another 501c3?
   Every Sister City has its own personality and specific set of needs
   Current issue related to developing next generation of leaders
   Consider establishing a Constant Contact (or similar) publication that would enable Societies to contribute to a common newsletter
   Consider ways to share membership for developing a common newsletter with events, information
   Cynthia is willing to create a Constant Contact
   Send Society newsletter to Cynthia for dissemination

Membership and Marketing:
   La Canada Flintridge Model (2019 Annual Report PowerPoint)
   How do we raise donations?
   How do we establish corporate sponsors?
   Need to document what SanDISCA is doing
   We need to know membership numbers and well presented annual report
   SanDISCA needs to better inform the public and business
   Need SanDISCA Annual Report which can be sent to elected officials, potential sponsors, etc
   Update the SanDISCA website by sending Society updates to Steven-Webmaster
   Refer potential members and sponsors to SanDISCA Website
   Create an Instagram site
   Use SanDISCA website to share photos and descriptions of Society events

Fundraising:
   Paul shared how Mission Bay High School is raising money for their Cuba trip
   Amy and Yantai are willing to help with Society fundraisers
   Arts are a good way to bring people together and raise funding
   Ryoko gave an overview of rules and regulations regarding Raffles, Auctions, Drawings, and 501c3 requirements, permits, and end of year tax report (due Oct 1st)
   Airlines provide the tickets and Society sells tickets
   International airlines are easier to connect with than domestic airlines
   Padres Game Event-
   Mission Bay High School students are raising funds for SanDISCA event
   Crown Point Jr Music Academy Extended Day Activities (Multicultural dance, music, arts, and language acquisition)
   Alcala BINGO NIGHT, Sat, March 14, 5-9:00. Balboa Park Hall of Nations.
In addition to BINGO- with some great prizes- food and beverages will be available for purchase.
$10 gets you entrance and 1 set of BINGO cards. Funds will be used to send students to Spain. Penelope distributed promotional cards for both events. Everyone is invited to attend. Please help Alcala promote these events.
Tijuana Day Trip: Shahrzad used website to advertise, which worked well in getting the word out

Other:
Storage needed for SanDISCA materials that are currently being kept at Kathleen’s house