CITY OF PORTSMOUTH, NH
BLUE RIBBON COMMITTEE ON SISTER CITIES
AND CITIZEN DIPLOMACY
July 26, 2017 MEETING MINUTES

● Attendees:
  − John Bohenko, City Manager (first half of meeting only)
  − Mike Nelson
  − Karina Quintans, Chair
  − Valerie Rochon
  − Stephanie Seacord
  − Steve Zadravec
  − Nancy Carmer, Economic Development Program Manager (ex-officio)

● The meeting began promptly at 4:30 p.m. with committee introductions

● John Bohenko gave an overview of the committee’s role and some of the sister city history

● Nancy provided guidance on committee protocol (agendas and meeting minutes, press requests/releases, Right to Know Law, etc.)

● Committee members discussed some of their work with sister cities and prospective sister city relationships (Valerie, Stephanie, and Nancy)

● Reviewed and brainstormed ideas for carrying out the committee charge

● Discussed meeting frequency and overall timeline for the committee's deliverables

Action items/Next Steps
• Obtain copy of sister city application
• Invite Sister Cities International (SCI) to participate in our next meeting via telecon
• Karina to ask SCI for any records on our sister cities relationships
• Everyone to review the SCI site to get familiar with the organization and its programs and resources
• Karina to request from SCI, a list of U.S. cities that have robust programs that we can interview for best practices
  a. Nancy to create a standard list of questions to ask these U.S. cities
  b. Committee members to each do an interview of a U.S. city
• Karina to request change of committee name to include “citizen diplomacy”
• Committee agreed to hold one-hour meetings going forward, approximately once per month
• The meeting adjourned at approximately 5:40 p.m.