



**DRAFT**

**CITY OF PORTSMOUTH, NH  
BLUE RIBBON COMMITTEE ON SISTER CITIES  
MEETING MINUTES from 4:00 pm, Apr 11, 2018**

- Attendees:
  - Karina Quintans, Chair
  - Stephanie Seacord
  - Valerie Rochon
  - Mike Nelson
- Meeting was called to order at 4:10 pm
- Committee approved 2/28/2018 meeting minutes
- Reviewed draft press release (provided by Stephanie) for April 30 forum
- Discussed use of social media to promote program/committee history/activity
- Reviewed forum plan and PowerPoint; assigned roles for delivery
- Meeting adjourned at 5:10 pm

**Decisions/Actions**

- Karina to ask Nancy Carmer if there are funds to provide light refreshments at the April 30 forum
- Stephanie/Karina to ask Nancy if Facebook page can be made public
- Stephanie will send press release to Brenna Woodman on April 12 for immediate approval and distribution
- Stephanie will provide copies of Sister Cities agreements, pictures of gifts in the case, and provide bullet points for Sister Cities International slide, for forum PowerPoint
- Stephanie will look for pictures from Mary Cary for Carrickfergus slide
- Karina to update PowerPoint and circulate for final approval