CITY OF TAMARAC
SISTER CITIES COMMITTEE

7525 NW 88th Avenue, Conf. Room 105
Thursday, October 16, 2025
4:00 PM

---

1. CALL TO ORDER

1.a Roll Call

1.b Pledge of Allegiance

2. APPROVAL OF MINUTES

2.a Correction to the Approved Minutes - August 21, 2025

2.b Approval of September 18, 2025 Meeting Minutes

3. COMMITTEE MEMBER DISCUSSION

3.a Upcoming Conference - FITCE

3.b Upcoming Presentation

4. OTHER BUSINESS

4.a Next Meeting Date - November 20, 2025

4.b Future Meeting Date - December 11, 2025

4.c Next Meeting Agenda Discussion

5. ADJOURNMENT

All board members are urged to attend this meeting. All meetings are open to the public. Any board member who cannot attend this meeting should call the Committee Liaison at 954-597-3581. In the event there is no quorum for this meeting, the meeting may be held as a Workshop instead of a Regular meeting, although no formal action may be taken during a Workshop.

Pursuant to Chapter 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Sister Cities Committee, with respect to any matter considered at such meeting or hearing, they may need to ensure that a verbatim transcript of the proceedings is made which records includes the testimony and evidence upon which the appeal is based.

The City of Tamarac complies with the provisions of the Americans With Disabilities Act. If you are a disabled person, requiring any accommodations or assistance, please notify the City of such need at least 48 hours (2 days) in advance. Additionally, if you are hearing or speech impaired and need assistance, you may contact the Florida Relay Service by dialing 7-1-1.

TAMARAC
The City For Your Life

SISTER CITIES COMMITTEE AGENDA ITEM REPORT

DATE:	October 16, 2025
SUBMITTED BY:	Damena Gallimore-Wilson
ITEM TYPE:	Discussion Item
AGENDA SECTION:	**CALL TO ORDER**
TITLE:	Roll Call

ATTACHMENTS:

AGENDA ITEM NO. 1.b

TAMARAC
The City For Your Life

SISTER CITIES COMMITTEE AGENDA ITEM REPORT

DATE:	October 16, 2025
SUBMITTED BY:	Damena Gallimore-Wilson
ITEM TYPE:	Discussion Item
AGENDA SECTION:	**CALL TO ORDER**
TITLE:	Pledge of Allegiance

ATTACHMENTS:

TAMARAC
The City For Your Life

SISTER CITIES COMMITTEE AGENDA ITEM REPORT

DATE:	October 16, 2025
SUBMITTED BY:	Damena Gallimore-Wilson
ITEM TYPE:	Discussion Item
AGENDA SECTION:	**APPROVAL OF MINUTES**
TITLE:	Correction to the Approved Minutes - August 21, 2025

ATTACHMENTS:
Sister Cities Committee Minutes 8.21.2025 Amended.docx

City of Tamarac
Sister Cities Committee Meeting Minutes - Amended
Thursday, August 21, 2025

CALL TO ORDER: At 4:00 p.m. on Thursday, August 21, 2025, Jay Koutcher convened the Sister Cities Committee Meeting.

ROLL CALL: Committee members Jay Koutcher, Peter Mason, and Trisha Soman were present at the start of the meeting. Natasha Britton arrived at 4:18pm.
Damena Gallimore-Wilson, Management Analyst, was also present.

PLEDGE OF ALLEGIANCE: Peter Mason led the Pledge of Allegiance.

APPROVAL OF MINUTES: Trisha Soman motioned to approve the minutes for the July 17, 2025, meeting, and Peter Mason seconded this motion. The vote concluded with unanimous approval.

COMMITTEE MEMBER PRESENTATIONS AND DISCUSSION:

Trisha Soman presented her research on a potential Sister City partnership with Kingston, Jamaica. Following her detailed presentation, the committee engaged in a discussion exploring opportunities to foster cultural exchanges, promote tourism, encourage business and economic collaboration, and develop educational programs.

COMMITTEE CHAIR & VICE-CHAIR SELECTION

The committee voted to elect Jay Koutcher as Chair and Trisha Soman as Vice-Chair.

OTHER BUSINESS: The next meeting of the Sister Cities Committee will be on September 18, 2025, at 4:00 p.m.
Natasha Britton departed at 4:58 p.m., Jay Koutcher adjourned the meeting at 5:00 p.m.

Minutes transcribed and submitted by Damena Gallimore-Wilson.

_____
Jay Koutcher

_____
Damena Gallimore-Wilson

Note to the reader: The above signature is the Management Analyst, of the City of Tamarac, Florida. If the minutes you have received are not signed, or completed as indicated above, they are not the official minutes of the Tamarac Sister Cities Committee Meeting held on August 21, 2025.

Pursuant to Chapter 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing, he/she may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is based.

The City of Tamarac complies with the provisions of the Americans with Disabilities Act. If you are a disabled person requiring any accommodations or assistance, please notify the City Clerk's Office at (954) 597-3505 of such need at least 48 hours (2 days) in advance. Additionally, if you are hearing or speech impaired and need assistance, you may contact the Florida Relay Service at either of the following numbers: 1-800-955-8770 or 1-800-955-8771.

DRAFT

TAMARAC
The City For Your Life

SISTER CITIES COMMITTEE AGENDA ITEM REPORT

DATE:	October 16, 2025
SUBMITTED BY:	Damena Gallimore-Wilson
ITEM TYPE:	Discussion Item
AGENDA SECTION:	**APPROVAL OF MINUTES**
TITLE:	Approval of September 18, 2025 Meeting Minutes

ATTACHMENTS:
Sister Cities Committee Minutes 9.18.2025.docx

City of Tamarac
Sister Cities Committee Meeting Minutes
Thursday, September 18, 2025

CALL TO ORDER: At 4:15 p.m. on Thursday, September 18, 2025, Jay Koutcher convened the Sister Cities Committee Meeting.

ROLL CALL: Committee members Jay Koutcher, Peter Mason, Trisha Soman, and Natasha Britton were present at the meeting.
Damena Gallimore-Wilson, Management Analyst, was also present.

PLEDGE OF ALLEGIANCE: Peter Mason led the Pledge of Allegiance.

APPROVAL OF MINUTES: Trisha Soman motioned to approve the minutes for the August 21, 2025, meeting, and Jay Koutcher seconded this motion. The vote concluded with unanimous approval.

COMMITTEE MEMBER PRESENTATIONS AND DISCUSSION:

The Sister Cities Committee convened to continue planning and discussions for the upcoming presentation to the Commission, which will showcase their research and recommendations for establishing a Sister City partnership. Members further examined how such a partnership could promote mutual cultural, educational, and economic benefits for both the City of Tamarac and the prospective partner country.

OTHER BUSINESS:

The next meeting of the Sister Cities Committee will be on October 16, 2025, at 4:00 p.m.

FUTURE MEETING DATE CHANGE:

The Committee Chair, Jay Koutcher proposed a motion to reschedule the December committee meeting due to the holiday season. The motion was seconded by the Vice- Chair, Trisha Soman. The committee approved the motion. The December committee meeting will be held on Thursday, December 11 instead of December 18, 2025.

Natasha Britton departed at 5:01 p.m., Jay Koutcher adjourned the meeting at 5:19 p.m.

Minutes transcribed and submitted by Damena Gallimore-Wilson.

_____
Jay Koutcher

_____
Damena Gallimore-Wilson

DRAFT

Note to the reader: The above signature is the Management Analyst, of the City of Tamarac, Florida. If the minutes you have received are not signed, or completed as indicated above, they are not the official minutes of the Tamarac Sister Cities Committee Meeting held on September 18, 2025.

Pursuant to Chapter 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing, he/she may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is based.

The City of Tamarac complies with the provisions of the Americans with Disabilities Act. If you are a disabled person requiring any accommodations or assistance, please notify the City Clerk's Office at (954) 597-3505 of such need at least 48 hours (2 days) in advance. Additionally, if you are hearing or speech impaired and need assistance, you may contact the Florida Relay Service at either of the following numbers: 1-800-955-8770 or 1-800-955-8771.

DRAFT

TAMARAC
The City For Your Life

SISTER CITIES COMMITTEE AGENDA ITEM REPORT

DATE:	October 16, 2025
SUBMITTED BY:	Damena Gallimore-Wilson
ITEM TYPE:	Discussion Item
AGENDA SECTION:	**COMMITTEE MEMBER DISCUSSION**
TITLE:	Upcoming Conference - FITCE

ATTACHMENTS:

TAMARAC
The City For Your Life

SISTER CITIES COMMITTEE AGENDA ITEM REPORT

DATE:	October 16, 2025
SUBMITTED BY:	Damena Gallimore-Wilson
ITEM TYPE:	Discussion Item
AGENDA SECTION:	**COMMITTEE MEMBER DISCUSSION**
TITLE:	Upcoming Presentation

ATTACHMENTS:

TAMARAC
The City For Your Life

SISTER CITIES COMMITTEE AGENDA ITEM REPORT

DATE:	October 16, 2025
SUBMITTED BY:	Damena Gallimore-Wilson
ITEM TYPE:	Discussion Item
AGENDA SECTION:	**OTHER BUSINESS**
TITLE:	Next Meeting Date - November 20, 2025

ATTACHMENTS:

TAMARAC
The City For Your Life

SISTER CITIES COMMITTEE AGENDA ITEM REPORT

DATE:	October 16, 2025
SUBMITTED BY:	Damena Gallimore-Wilson
ITEM TYPE:	Discussion Item
AGENDA SECTION:	**OTHER BUSINESS**
TITLE:	Future Meeting Date - December 11, 2025

ATTACHMENTS:

TAMARAC
The City For Your Life

SISTER CITIES COMMITTEE AGENDA ITEM REPORT

DATE:	October 16, 2025
SUBMITTED BY:	Damena Gallimore-Wilson
ITEM TYPE:	Discussion Item
AGENDA SECTION:	**OTHER BUSINESS**
TITLE:	Next Meeting Agenda Discussion

ATTACHMENTS: