



THE CITY OF SAN DIEGO
International Affairs Board

Meeting Minutes:

August 17, 2010

9:00 a.m.

Economic Growth Services

City of San Diego
202 C Street, 4th Floor
San Diego, CA 92101
(619) 236-6330

Present:

Cath De Stefano
Donovan Geiger
Fred Raafat
Patricia Reeve

Excused:

Jaalin Cheng
Deborah Flores
Pamela Thorsch
Gloria Cazares

Unexcused:

Daniel Abbott
Ileana Ovalle
Elizabeth Robles
Jason Wells
Walter Lam

Guests:

City Staff:

Lydia Moreno
Adrienne Turner

Call to Order: Cath De Stefano @ 9:06am

Approval of Minutes:

July minutes approved by seven (7) members via email.

(Gloria Cazares, Cath De Stefano, Deborah Flores, Donovan Geiger, Fred Raafat, Patricia Reeve, Pamela Thorsch)

Committee Reports:

• **Website Finalization: Donovan Reports**

- IAB webpage update in progress
- Status of progress available on city's intranet
- Add International Breakfast Information to homepage

• **International Breakfast Planning:**

- Venue: Hall of Nations, **hosted by House of Italy**, confirmed by Donovan. Seating capacity is 75.
- Donovan has leads on two international caterers to get quotes. Incl. table cloths.

- House of Italy very enthusiastic, they would like to have flyers available at the breakfast to promote their upcoming film festival.
- Fred will be at an event at the Hall of Nations later in the week and will take interior photographs and email them to members. Also check on amenities.
- Donovan will check on AV system for microphone and background music.
- Board needs to access building evening before event to set up room.
- Cath will contact speaker, Lalit N. Acharya, Director of the International Relations Office, City of Riverside, regarding theme of speech.
- Lydia will check with a contact in San Bernardino for information on speaker.
- The Mayor is confirmed to give opening remarks, approx. 8:30 am.
- Nancy Nicholson from the World Trade Center should be invited re: kick-off remarks
- Reviewed invite lists. Donovan will update SDSU information and merge lists. Will not send invitations to student organizations.
- Invitations should state: RSVP prepaid registration only \$10 – limited seating.
- Sponsors need to be secured by Friday, September 3rd.
- Sponsors need recognition – send logos to put on flyer – due date: September 10th.
- Cath will send out another “Save the Date” email with more detailed information.
- Also Cath to create postcard invitations. Board members to review prior to finalizing. Postcards should be mailed by September 10th.
- Patricia confirmed U.N. flags/centerpieces will be provided by World Affairs Council
- Registration table can be set up outside front door – covered patio area.
- Lydia to order name tags
- Event set-up timetable and organization to be discussed at next month’s meeting.
- Head table to include Mayor, Speaker, Cath ... flowers and name cards on table.
- In-kind sponsors: Tina Davis; House of Italy
- Invite Angelica at the Chamber as guest
- This 1st breakfast will be about getting international groups together to network. Next year the invitation list can be expanded to include other interested parties.

Chairs Report: Cath De Stefano expressed concern regarding some members not attending meetings.

Announcements: Lydia mentioned the revised bylaws may be implemented in the near future.

Adjournment:

Cath De Stefano adjourned the meeting at 10:15am

Next Meeting:

**September 21, 2010
202 C Street, 4th Floor
San Diego, CA 92101**

If unable to attend meeting, call Lydia Moreno at 619.236.6320 or email at lmoreno@sandiego.gov
