



CITY OF MIRAMAR SISTER CITIES BOARD MINUTES



September 30, 2025

6:00 P.M.

A meeting of the City of Miramar Sister Cities Board took place at 6:14 p.m. on Tuesday, September 30, 2025, at the Parks & Recreation Conference Room (W-202E), 2200 Civic Center Place, 2nd Floor, Miramar, Florida 33027.

I. CALL TO ORDER: Tracey Welsh, Chairperson

II. ROLL CALL: C. Nazima London, Secretary

The following Board members were present:

Tracy Welsh, Chairperson
Cheryl Larkin, Vice Chairperson
C. Nazima London, Secretary
Wilbert Hall
Dona-Lee Messam-Raymond

The following Board members were absent:

Paul Moore, Treasurer
Fred Brooks

A quorum was achieved.

Also present:

Clint M. Conliffe, Staff Liaison/Economic Development Analyst,
Economic Development and Housing Department (EDH)
Paul Njoroge, Business Analyst Manager, EDH
Michael Young, Chairperson, Belize City Committee
Jose Alvarado, Rotary Club of Miramar-Pines
Daneel McDonald, Rotary Club of Miramar-Pines
Calvin Neal, BRIDGE 501
Walterene Neal, BRIDGE 501

III. ADOPTION OF AGENDA: Cheryl Larkin, Vice Chairperson

Vice Chairperson Larkin moved that the board accept the September 30, 2025, agenda as printed.

IV. STAFF LIAISON REPORT: Clint M. Conliffe

Mr. Conliffe referred to flyers contained in the Board's meeting package pertaining to each of the four items below; he went on to review them as presented.

A. ITBE

Mr. Njoroge reviewed the subject event's flyer, stating it was the International Trade & Business Export (ITBE), noting they came to the U.S. annually, bringing a delegation of Caribbean and African vendors. They would be doing a three-day tour, the first day being in Miramar, where they would showcase companies from their countries wishing to do business with U.S. companies. He said the second day they would be in Miami, and the third day would be at the FITCE event. Board members should try to attend, if possible, as well as share the event information with anyone who they thought could benefit from such engagement. He believed this was an effective way to build sister city relationships with other international cities.

B. Florida Sister Cities VIP Reception

Mr. Conliffe noted that every year the City sponsored the subject event; the coordinator was Donna Scantlebury, one of the Florida State Representatives for Sister Cities International; the subject event would be held on the campus of the Miramar Cultural Center (MCC). Sister cities from South Florida area would be represented, and there would be networking opportunities.

C. FITCE

Mr. Conliffe said this was the annual Florida International Trade & Cultural Expo (FITCE) held at the Greater Fort Lauderdale/Broward County Convention Center, encouraging members to attend, as they could see the various countries represented by numerous vendors, etc. He said staff and he made many connections at the events with national and international cities.

D. Florida State Sister Cities Summit

Mr. Conliffe explained this event was supposed to be held in Miramar, but the venue was changed to one in Jacksonville, Florida; the City planned to participate in the event, and his staff and he would keep board members updated, so they could save the date. Members interested in attending should

let staff know as soon as possible, as the ED&H would cover their event registration fee, which was usually in the range of \$150.00 to \$200.00; this would allow staff to budget accordingly.

Calvin Neal, BRIDGE 501, asked if only board members could attend.

Mr. Conliffe replied anyone could attend the event, but the ED&H would only cover the registration fee for Miramar Sister Cities Board members. He said this would be the first State conference in Florida; the event aimed to get many sister city agencies in one location, so they could meet and network.

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Mr. Conliffe mentioned the City would host a visit that included doing a city tour for the Mayor of Belmopan, Belize, noting when the Miramar Sister Cities delegation went to Belize, they visited the city of Belmopan, the capital of Belize. They met with city officials, and representatives from some local organizations, and visited the area university. The upcoming visit was organized by BRIDGE 501, for which his staff and he thanked them for their assistance.

Mr. Njoroge added the activities included holding a meeting with Mayor Messam at which they would discuss such topics as GIS; Miramar's vision, and how staff used technology for Miramar to be a smart city. The third activity was a lunch session at the MCC, opening at the Windows to the World exhibit, viewing the murals, etc.; during this portion of the visit, staff from other departments such as Finance, etc., explaining how they used the GIS systems, so they could learn from each other. The visit would finish with a tour of Miramar, including the Water Treatment Plant, etc., so they could get an understanding of how GIS was integrated with city operations.

Mr. Conliffe noted staff would be asking for more assistance from board members, as Miramar Sister Cities was the board's organization, so the board needed to get more involved in running it, as Mr. Njoroge's and his role was to assist the board administratively.

Chairperson Welsh pointed out that the board would benefit from receiving information about upcoming events in advance, so they could better organize their plans to attend them. Thus, staff could email board members notice of upcoming events earlier.

Mr. Conliffe explained the above visit taking place on October 1, 2025, was not a Sister Cities event; it was an official city visit between the Mayor and City staff, and the Belize visitors, so he was just letting the board know it was taking place. He would ensure staff forwarded information to board members on future Sister Cities-related events as soon as staff was notified of them.

Chairperson Welsh added, looking at the upcoming visit, in conjunction with recently established sister cities partnership with Belize City, for which the board was Miramar's committee managing that partnership, it would be beneficial for the board to have some inclusion in the visit, despite it not being directly related to a sister cities initiative.

Mr. Njoroge apologized to the board for the late notice, stating staff and he were made aware at the last minute when the visit was confirmed; he would be sure to notify the board of any such future visits.

Mr. Conliffe stated, as a point of order, it was Belize City, not Belmopan that had a sister city relationship with Miramar; representatives from Belmopan wished to visit Miramar for various reasons, adding that Miramar had relationships with numerous other cities that were not of a sister city nature.

V. CHAIR REPORT: NONE

VI. BELIZE SISTER CITY COMMITTEE: Michael Young, Committee Chair

- **Delegation to Belize**

Michael Young, Miramar's Belize City Sister City Committee Chair, noted he did not make the visit to Belize, though BRIDGE 501 did a great job, as indicated by the many photographs he reviewed. He said it was a great accomplishment, on which delegation attendees included Mayor Messam, Vice Chairperson Larkin, etc. As this was a big step, he asked those who attended what they saw as a next step for both Belize City and Miramar to capitalize on this relationship, as a delegation from Belize City made a trip to Miramar to sign the documents that made the sister city relationship official, and a Miramar delegation made a reciprocal trip. This would be a help in guiding the committee on what could be done to facilitate the relationship.

Mr. Njoroge gave a slide presentation of Miramar's trip to Belize City, asking board members, and others present who went on the trip to give input if desired; Belize City representatives welcomed the Miramar delegation very well. Their activities included a tour of the city, and meeting with the Belize City Chamber of Commerce that was very productive regarding business development practices, and how they could be mutually beneficial. He noted some of the key outcomes included both committing to SMEs and trade programs for exports, as well as the possibility of adopting some of each other's programs, such as each attending business expos held in each city. Mr. Njoroge stated they discussed launching a youth and student exchange initiative, in which young people from each city would visit the other city to learn more about them. There were plans discussed for a trade hub in Miramar that staff hoped that with the help of BRIDGE 501, the

City would be able to build and sustain.

Mr. Conliffe said Mayor Messam's presence on the trip was very beneficial, as it facilitated Miramar being able to accomplish some things that might not have been immediately possible; for example, when he saw their robotics club, he invited them to send a few people to Miramar, such as instructors. In future years, it would be possible to send competitors to compete with Miramar's club. He mentioned discussions regarding public safety training, specifically firefighters, paramedics, and police, as well as expanding partnerships in culture, tourism, and education initiatives.

Chairperson Welsh asked if the board could receive a copy of the slide show.

Mr. Conliffe answered yes.

Vice Chairperson Larkin affirmed the visit to Belize was a wonderful experience, and she felt both cities had many commonalities, one being a mutual excitement in getting to know more about each other's city. They were very great advocates of programs for youth, as was Miramar; they were very impressed with Miramar's aviation program, and she believed Belize City intended to send a few young persons to visit Miramar's program, and in 2026, the two cities would take more time to form a partnership, so they could take better advantage of Miramar's aviation program. She enjoyed watching the mayors of both cities interacting, as Mayor Messam was very active in the Miramar community, particularly in health and wellness initiatives, which the Belize City Mayor was very impressed with, seeing such activities as something they could employ in various communities in Belize City, exercising with the families, and getting more involved on a personal level with the citizens. Vice Chairperson Larkin mentioned Belize City was doing a lot with regard to transportation, noting they rode on one of the e-buses that was an amazing experience, as they were very efficient, and clean. The Miramar delegation learned what Belize City's transportation goals were over the next five to ten years. Overall, there was a beneficial exchange of brilliant ideas that could be mutually beneficial for both cities.

Mr. Young mentioned the City's existing relationship with the Bahamas, where decommissioned fire trucks were sent there, noting a similar need existed in Belize City, and this would be a significant benefit for them if it was possible. He also encouraged residents of Belize City to stay in Miramar when they came to the U.S. to shop during such holidays as Thanksgiving, telling them that Miramar was a midpoint between Miami and the numerous malls in Broward County.

- **Initiatives – BRIDGE 501: Calvin and Walterene Neal**

Calvin Neal mentioned facilitating several calls between the police and fire departments in Belize City and Miramar; they were waiting for Mr. Njoroge to schedule meetings between the mayors, chiefs, and city managers of both cities.

Another initiative was the 3C Expo – Coffee, Chocolate & Culture Expo, for which pledges were already received from the Belize foreign minister, as he dealt with cultural events for Belize; he pledged more support for the upcoming 3C Expo. He mentioned the City’s proclamation for Belize Day that he believed had been forwarded to Mr. Njoroge.

VII. OLD BUSINESS:

Chairperson Welsh reminded the board that at the last meeting, there were some staff changes, as well as new board members; the board requested a copy of its bylaws, as well as the sister cities selection process; these documents were a part of the Board’s meeting package.

Mr. Conliffe affirmed both documents were provided in the backup, so board members could review them, and send staff input on anything they thought should be modified, etc.; these could then be discussed at the board’s next meeting.

VIII. NEW BUSINESS:

- **Rotary Club of Miramar-Pines – Jose Alvarado & Daneel McDonald**

Jose Alvarado, Chapter President of the Rotary Club, stated they focused on serving community needs at the local, national, and international levels; the Rotary Club eradicated 99.9 percent of polio around the world. Mr. Conliffe and Mr. Njoroge included their organization in the sharing of information on the City’s Sister Cities Program, in particular with Belize City, so they sought to determine where the Rotary Club fit, and how could they help. The Miramar-Pines Rotary Club Chapter was comprised of great members who could offer much help and support to communities. He would attend the board’s next meeting, at which he would provide flyers of their services and activities.

Daneel McDonald, past Chapter president, affirmed their organization had some familiarity with helping communities; they had local, and international service projects, with the latter being what they did most. Their main project was Food for Thought, in which they worked with organizations to provide take-meals for students who did not have food at home; they provided meals for 200 to 300 students. He said their main program was currently in Colombia, working with a group of women as part of the Cafeteras de Mujeres program, working with one of the Rotary Clubs in Colombia to develop a program where women learned new coffee growing techniques, moving to a joint co-op with the federation in Colombia for coffee. The latter took the coffee the growers cultivated and processed it; they were now looking at the distribution piece for the coffee. He mentioned other projects in Colombia, including working with schools in small

towns, helping them to furnish the classrooms, and getting laptops for students. The Rotary Club was a fiduciary organization, which meant they were financially, and ethically obligated to maintain certain standards in projects in which they were involved. Mr. McDonald mentioned the Rotary Club had environmental projects, such as collaborating with the Rotary Club in Grand Bahama, where they helped to sponsor a program to plant coral, etc. Sustainability was an important aspect of their projects, working to scale projects, and helping them to maintain their growth momentum. He said there were various projects they thought might be suitable for Miramar that they hoped to discuss later; the Rotary Club had 1.2 million members worldwide in over 250 countries, so they had at their disposal a lot of expertise they could deploy.

Chairperson Welsh questioned how Miramar's Sister Cities Board could connect with the Rotary Club to do joint projects.

Mr. McDonald replied board members could attend their monthly meetings that took place every second and fourth Thursday of the month, and they held prior discussions with Miramar representatives as to the City playing more of an integral role in the Rotary Club. On October 15, 2025, the City would be awarding the Rotary Club a grant to fund one of their projects; Vice Mayor Colbourne was a member of the Rotary Club, and she held discussions with them on ways they could get involved in City initiatives.

Vice Chairperson Larkin wished to know if the Food for Thought was marketed to Miramar's elementary schools.

Mr. McDonald answered yes; the program served Miramar and Pembroke Pines elementary schools, adding that Memorial Hospital was one of the funding sponsors for that program. They worked to continue their food drives, so at their monthly meetings they asked attendees to bring nonperishable items that could be utilized in that program, particularly with the upcoming holidays, as during the long break some children had little to no access to food. The program had significantly expanded over the years, increasing the number of schools they served; for example, Hollywood allocated \$10,000.00 a year in their budget, and they served about six schools in that city. He would let staff know the location and time of upcoming Rotary Club meetings, as well as send the Zoom link to attend meetings virtually.

Mr. Neal asked if there was a way for a joint effort to be established between Miramar's Sister Cities Board and their organization.

Mr. Njoroge responded they could submit a letter that staff could review with the board, and City administration, and take it from there.

Mr. Neal mentioned BRIDGE 501's work in providing medical supplies, or anything medically related.

Mr. Njoroge recalled on the Belize City trip, an area that highlighted was the need for medicine, and medical equipment, which he believed Belize City Mayor said was one of the deficiencies in Belize was the access to medicine. Many people who moved back to Belize, and they had to be flown back to Miami for treatment when they became sick. He said this was seen as a simple area to address in the sister cities relationship.

Walterene Neal, BRIDGE 501, mentioned receiving a request from Belize for help for the jail facility, where there was a clinic that lacked sufficient medical supplies, such as medicine, equipment, beds, etc. This was the reason they sought medical partners to fulfill such needs.

Mr. Neal added that the central prison in Belize was tied to Belize City, so it could be a sister cities initiative; the nonprofit foundation they used in Belize contacted BRIDGE 501 to see if a collaboration was possible to help address their needs.

Chairperson Welsh indicated the board had no connection with any health initiatives. However, the approach of establishing in writing the board's collaborating with BRIDGE 501, then starting initial conversations with the City's community partners in the medical field was an avenue to take to see if any partnerships could be established.

Ms. London said she would look further into the partnering possibilities.

Ms. Messam-Raymond asked if the board should focus on the Belize prison issue as a priority, or should it be considered as part of helping to address the serious healthcare challenges Belize faced, as mentioned earlier.

Mr. Neal replied it was an entire approach to addressing medical shortfalls in Belize.

Chairperson Welsh mentioned BRIDGE 501 could consider sending their notification requesting help to Walgreens, as oftentimes they had close-to-expiration medicines that were either thrown out or were sent out to other countries for use. She would try to get more information and forward it to Staff.

- **Miramar Sister Cities Bylaws**

Documents were given to the Board to take home, read, and follow up on at the next meeting.

- **Selection & Management Process**

Documents were given to the Board to take home, read, and follow up on at the next meeting.

IX. ANNOUNCEMENTS:

- **Next meeting: Tuesday, October 28, 2025 @ 6:00 p.m. EST**

X. ADJOURNMENT:

The meeting was adjourned at 7:08 p.m.



Tracy Welsh, Chairperson
TW/cp

