



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

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Memorandum

Agenda Changes/Supplemental Packet

TO: SISTER CITY 40TH ANNIVERSARY TASK FORCE
FROM: RENEE KRAUSE, MMC, ACTING CITY CLERK
DATE: MAY 2, 2024
SUBJECT: SUPPLEMENTAL

REPORTS

- A. Liaison Report
 - i. Projects in progress: Museum Show, Taiko Drumming
 - ii. Projects upcoming: banners, refurbishing Friendship Post
 - iii. Budget Statement

NEW BUSINESS

- A. Planning Expenditures through December 2025 re: Possible Exchange of Delegations in 2025
 - i. Itineraries from past exchange visits **page 3**
 - ii. Generic Exchange Visit Itinerary **page 4**
- B. Establishing a Non-Profit Sister City Organization
 - i. Suggested Bylaws for a Non-profit organization submitted by Steve Yoshida **page 5**
 - ii. Articles of Incorporation Domestic Non-profit Form/Requirements **page 7**

Past Visitor Itineraries						
	Aug. 1991	Aug. 1994 (Adults)	Aug. 1994 (Kids)	Aug. 1999	Aug. 2010	2025
FORMAL EVENTS						
Welcoming Reception	Pratt Museum	Pratt Museum	None	Pratt Museum	Bidarka Inn	
Performance	Kenaitze Tribe Jazz Combo--Eric Fenger	Johnny B. on piano Kenaitze Tribe Jazz Combo--Eric Fenger	None		Johnny B.	
Business	Meetings/Forums at city hall: Business/fisheries/oysters Industry people Economic development Chamber of Commerce	Open discussion about future economic ties Chamber of Commerce meeting	Baseball game with little league	City Hall--Council Chambers	City Council meeting Dedication of memorial	
Other		Tree Planting Ceremony in WKFL Park	Day-long tour on Rainbow Tours, ends at CACS		Sea trip to Tutka Bay, including lunch	
INFORMAL EVENTS						
City Tour	Bunnell/other galleries Icicle Hospital Senior Citizens High School	Bunnell Center and other galleries Icicle Hospital Senior Citizens High School	High School Fire Department Wild Berry Products Pratt Museum City Hall Lakeside Mall Hornaday Park	Wild Berry Products Hospital Senior Center Fire Department High School Port and Harbor/Ferry office	Auction Block Fish Processing High School Pratt Museum Howling Husky Homestead City Hall Homer Public Library	
Free Time	Norman Lowell's Studio Anchor River Nikolaevsk Eagle Quality AK Wild Berry Products Bowling Golf Pier One Theatre Fishing Reindeer Ranch Buoyland	Fishing Lagoon Picnic Norman Lowell's Studio Anchor River Nikolaevsk Eagle Quality AK Wild Berry Products Bowling Golf Pier One Theatre Fishing Reindeer Ranch Fishing Reindeer Ranch Buoyland	Ptarmigan Arts Gallery Pioneer Avenue Pier Wildberry Products Mariner Mall Kachemak Mall Swimming Lakeside Mall Eagle Mall Bowling Reindeer Ranch Buoyland Golf	Norman Lowell Studio Anchor River Eagle Quality Wild Berry Products Bowling Shopping Fishing Hiking Reindeer Ranch	Spit Shopping Pioneer Ave. shopping	
MEALS (MANY MEALS ARE WITH HOST FAMILIES)						
Welcoming Dinner	Potluck on Rainbow Connection	Potluck on Rainbow Connection	Potluck BBQ at private residence	Potluck at Pratt Museum	Alice's Champagne Palace	
Breakfast	Cups	Cups		Duncan House	Bidarka Inn	
Lunch	Chamber of Commerce	Chamber of Commerce	Don Jose's McDonalds	Senior Center	Tutka Bay Lodge Senior Center	
Farewell Dinner	Elks Lodge	Elks Lodge		Land's End	Elks Lodge	
TRANSPORTATION						
	Hired bus Rainbow Connection	Hired bus Rainbow Connection	Carpool Rainbow Tours	Not specified	Carpool	

Generic Itinerary

Day 1

Reception

Welcome dinner

Day 2

City tour

Business meetings

Day 3

Sightseeing/Cross-Bay tour

Free time with host families

Day 4

Farewell meal

Article 1: Name

The name of this organization shall be the Sister City Association of Homer Alaska and Teshio Japan, hereinafter referred to as the Association.

Article 2: Purpose

The purpose of the Association shall be to promote friendship and understanding between the citizens of Homer Alaska and Teshio Japan through cultural, educational, and social exchanges.

Article 3: Membership

Membership in the Association shall be open to any individual, business or organization that supports the goals and objectives of the Association.

Article 4: Board of Directors

The Association shall be governed by a Board of Directors consisting of at least five members. The Board shall be responsible for the overall management and direction of the Association.

Article 5: Officers

The officers of the Association shall consist of a President, Vice President, Secretary, and Treasurer. These officers shall be elected by the Board of Directors and shall serve a term of one year.

Article 6: Meetings

Regular meetings of the Association shall be held at least quarterly. Special meetings may be called by the President or by a majority of the Board of Directors.

Article 7: Committees

The Board of Directors may establish committees as needed to carry out the work of the Association. Committee members may include both Board members and general members of the Association.

Article 8: Finances

The Association shall operate on a non-profit basis. All funds received by the Association shall be used to further the goals and objectives of the Association.

Article 9: Amendments

These bylaws may be amended by a two-thirds majority vote of the Board of Directors. Proposed amendments must be submitted in writing at least one month prior to the meeting at which they will be considered.

Article 10: Dissolution

In the event that the Association is dissolved, any remaining assets shall be distributed to a charitable organization with similar goals and objectives as the Association, as determined by the Board of Directors.

These bylaws were adopted by the Board of Directors of the Sister City Association of Homer Alaska and Teshio Japan on [date].

Suggested



State of Alaska
Division of Corporations, Business and Professional Licensing
CORPORATIONS SECTION
PO Box 110806
Juneau, AK 99811-0806
Phone: (907) 465-2550
Fax: (907) 465-2974
Website: www.commerce.alaska.gov/occ

ARTICLES OF INCORPORATION

Domestic Nonprofit Corporation

AS 10.20.151 &.153

Filing Fee: \$50.00

INSTRUCTIONS *(Please retain for your records):*

Refer to Alaska Statutes 10.20.151 & .153. If you need assistance in completing your filing, it is advised that you seek legal counsel. Please be aware that this filing will become public information.

NOTE: Bylaws are not required to be filed with this office; they are to be maintained by the entity. If you include your bylaws, they will be returned without being filed for record.

ARTICLE 1: Name of Corporation

The corporate name may not contain a word or phrase that indicates or implies that the corporation is organized for a purpose other than the purpose contained in its articles of incorporation. A corporate name must be distinguishable upon the record. To search the availability of the legal name of the corporation in the State of Alaska go to the Corporations Section at www.commerce.alaska.gov/occ and select Search Corporations Database.

ARTICLE 2: Disclosure of Corporate Purposes

The purpose describes activities of the corporation at the time of the initial filing and may include "any lawful." In addition to purpose, also include the NAICS code where indicated. NAICS code may not conflict with the purpose listed. A complete list of NAICS codes is available online under the Corporations Section at www.commerce.alaska.gov/occ.

ARTICLE 3: Registered Agent

The registered agent of this domestic non-profit corporation must be an individual who is a resident of Alaska, or a corporation (excluding LLC, LP and LLP) registered and in good standing with this office. The registered agent is statutorily responsible for receiving and forwarding processes, notices, or demands on to the last known address of the entity. A corporation may not act as its own registered agent. A physical address and a mailing address in the State of Alaska must be given.

ARTICLE 4: Directors

Provide the number of directors constituting the initial board of directors. Indicate the names and mailing address of the persons who are to serve as the initial directors. If there are more than three directors, attach an additional sheet.

ARTICLE 5: Optional Provisions and Additional Articles

Attach additional pages for continuation of optional provisions and/or additional articles as authorized in the statutes. Please indicate which article you are continuing and/or insert any desired additional provisions authorized by Alaska Statutes. Additional articles should be a continuation of the numbering as it appears on this form.

Note: For more information regarding IRS tax exemption status, visit their website at www.irs.gov.

Signatures of the Incorporators

Three or more natural persons at least 19 years of age may act as incorporators of a corporation by signing and delivering in duplicate to the commissioner articles of incorporation for the corporation.

NOTE: Persons who sign documents filed with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor.

Mail the Articles of Incorporation and the \$50.00 filing fee in U.S. dollars to:
State of Alaska, Corporations Section, PO Box 110806, Juneau, AK 99811-0806

STANDARD PROCESSING TIME for complete and correct applications submitted to this office is approximately 10-15 business days. All applications are reviewed in the date order they are received. To file your application online for immediate processing, visit our website at: www.commerce.alaska.gov/occ.

INITIAL REPORT: After filing your Articles of Incorporation, visit the Corporations Section at on our website, select Online Filing, and file the initial report for this entity.

ADDITIONAL RESOURCES:

- **Professional License:**

For information regarding what professions require a Professional License, statutes, how to obtain a Professional License, and/or the expiration date if you already have a Professional License, go to the Professional License Section of our website at www.commerce.alaska.gov/occ.

- **Business License:**

For the privilege of engaging in a business in the State of Alaska, a Business License is required for a new entity. For information regarding business licenses, statutes, and how to obtain a Business License, go to the Business License Section of our website at www.commerce.alaska.gov/occ.

- **Alaska Corporate Net Income Tax**

Every corporation earning gross income from sources within the state, except for those corporations that are specifically exempted, must file a corporation net income tax return. Contact the Alaska Department of Revenue, Tax Division, PO Box 110420, Juneau, Alaska, 99811-0420, telephone number (907) 465-2320 for more information.



State of Alaska
 Division of Corporations, Business and Professional Licensing
CORPORATIONS SECTION
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ARTICLES OF INCORPORATION
Domestic Nonprofit Corporation
AS 10.20.151 & .153

\$50.00 Filing Fee

Pursuant to Alaska Statutes 10.20.151 and 10.20.153, the undersigned nonprofit corporation applies for a Certificate of Incorporation and, for that purpose, submits the following articles:

ARTICLE 1: Name of the corporation may contain the word "corporation", "company", "incorporated", "limited" or an abbreviation of one of these words:

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ARTICLE 2: Indicate the purpose of the corporation (may include "any lawful") and, separately, the 6 digit NAICS Industry Grouping Code that most clearly describes the initial activities of the company:

Purpose:	NAICS code:						
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ARTICLE 3: Registered agent name and address (must include a physical and mailing address in Alaska):

Name:			
Physical address:	City:	AK	Zip Code:
Mailing address:	City:	AK	Zip Code:

ARTICLE 4: Initial board of directors:

Number of directors constituting the initial board of directors (must be at least 3):	
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The names and mailing addresses of the persons who are to serve as the initial directors:

Name:
Mailing address:
Name:
Mailing address:
Name:
Mailing address:
Name:
Mailing address:

Attach an additional sheet if necessary.

ARTICLE 5: Optional Provisions and Additional Articles

Attach additional pages for continuation of optional provisions and/or additional articles. Please indicate which article you are continuing and/or insert any desired additional provisions authorized by Alaska Statutes. Additional articles should be a continuation of the numbering as it appears on this form.

Signatures: The printed name and signature of the Incorporators (at least 3) who are natural persons of the age of at least 19 years or more.

Signature of Incorporator	Printed name of Incorporator	Date

Attach an additional sheet if necessary.

NOTE: Persons who sign documents filed with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor.

NOTE: Bylaws are not required to be filed with this office; they are to be maintained by the entity. If you include your bylaws, they will be returned, without being filed for record.

Mail the Articles of Incorporation and the \$50.00 filing fee in U.S. dollars to:
State of Alaska Corporations Section, PO Box 110806, Juneau, AK 99811-0806

STANDARD PROCESSING TIME for complete and correct applications submitted to this office is approximately 10-15 business days. All applications are reviewed in the date order they are received. To file your application online for immediate processing, visit our website at: www.commerce.alaska.gov/occ.

INITIAL REPORT: After filing your Articles of Incorporation, visit the Corporations Section at on our website, select Online Filing, and file the initial report for this entity.



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CONTACT INFORMATION SHEET

Please return this document with your filing. This information will only be used to resolve questions with the filings attached. **NOTE:** this form will not be filed for record or appear online.

Name of entity as it appears on filing:

To resolve questions with this filing, contact:

Name:	
Email:	Phone:
Mailing address:	

Return documents to:

Name:
Company:
Mailing address:

Attach this form to your filings. Send all documents to:
State of Alaska, Corporations Section, PO Box 110806, Juneau, AK 99811-0806

STANDARD PROCESSING TIME for complete and correct applications submitted to this office is approximately 10-15 business days. All applications are reviewed in the date order they are received.



THE STATE
of **ALASKA**
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Program Type: _____ License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply):

AMOUNT

Application Fee: _____

License or Renewal Fee: _____

Other (name change, wall certificate, fine, duplicate license, exam, etc.):

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/26/18

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!	
<p>1. Account Number: _____</p> <p>2. Expiration Date: _____</p> <p>3. Billing ZIP Code: _____</p> <p>4. Security Code: _____</p>	<p>All four fields MUST be completed!</p> <p>This section will be destroyed after the payment is processed.</p>