



## **Richmond-Zhoushan Friendship Commission Meeting**

**October 13, 2021**

**4pm via Zoom**

**AGENDA**

- I. Welcome and Roll
  - Present
  - Absent
- II. Acknowledgement of guests and potential commission applicants.
- III. Review and approve minutes from previous meeting(s).
- IV. Treasurer's Report
  - Commission raised funds - \$1,288.71
  - City allocated funds - \$1000.00
- V. Recognition of Jim Matzorkis
  - Review and discuss contribution letter
  - Potential replacement name of Port entry sign
  - Application to request the name change
- VI. Status of tasks associated with the Zhoushan on the proposed Interactive Communication Program with the Zhoushan Greentown Yuhua School.
  - Response to Zhoushan
  - Potential middle schools
  - Potential to partner with Mandarin School (4<sup>th</sup> graders)
- VII. Pending Old Business
  - Update on Jim Matzorkis Scholarship to send Richmond Youth to Zhoushan, China
    - i. Review Application Sample

- ii. Use of donation link on <https://www.zhoushanrichmond.org/> - pending response from James Lee
- Review and provide input on donation solicitation letter
  - i. The draft was sent to Martinez, Sara and Eric for input in June
  - ii. Compile list of potential donors and/or how to use the letter

VIII. Other matters of interest

IX. Schedule the next meeting

X. Adjourn