



Richmond-Zhoushan Friendship Commission Meeting

February 9, 2022

4pm via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/82082165869?pwd=ejVON055elpvZVBxVzFad3pLQUI2dz09>

Meeting ID: 820 8216 5869

Passcode: 020922

MINUTES

- I. Welcome and Roll
 - Present - Stanley, Ed, Leonard, Eric, Margaret, Lucy & Trina
 - Absent - Joseph, Alex, Bobby

- II. Review and approve minutes from previous meeting(s). ***The January meeting was cancelled due to a lack of a quorum.***

- III. Treasurer's Report
 - Commission raised funds - \$1,288.71 (Per the January Statement)
 - City allocated funds - \$1000.00

- IV. Proposed Fiscal Sponsor for City of Richmond Sister City Groups
 - *The commission was excited to learn that the Richmond Community Foundation is willing to be the fiscal sponsor. Jim Becker has offered to meet with commissioners to provide details and guidelines*
 - *Trina will confirm that there isn't an administrative fee for the service*

- V. Receive an update on the www.zhoushanrichmond.com website
 - Update and maintenance

- *Trina informed the commission of gained access to the website. Coordination of updating content will be organized and facilitated with the help of Commissioner Margaret Lee's contact – Allison as the temporary webmaster*
- *Trina will discuss the opportunity with Olivia to obtain her interest*
- Webmaster
 - *Stanley gave comments and asked Eric if he was aware of any students that may be interested in the internship – Dr. Wei Li may know of any at CCC*

VI. Proposed Internship Program to assist with projects

- FlyHigh as proposed recruiter
 - *Trina reported that the commission could approve using the vendor as a recruiter and provide a letter confirming that the fee waiver was waived by the vendor to recruit volunteer interns to create a team to maintain the website*
- City Council Office Intern Availability
 - *Trina informed the commission of the ability to share an intern with the City Council Office. The paid internship is a part-time temporary assignment that offers an hourly wage. The commission was appreciative of the opportunity and agreed to accept the assistance of an Administrative Student Intern hired by the City Council Office*

VII. Update on Memorial Signage of Jim Matzorkis at the Port

- Application process
 - i. Recreation and Parks Commission Review
 - *Trina will use the documents prepared by the commissioners to complete the application and submit it by the 2/16 deadline for the R&P Commission to review and recommend to City Council.*
 - ii. City Council Review and Approval
 - *Upon approval from the R&P Commission, Councilmembers Bates, Johnson and Martinez will be asked to co-sponsor the item for approval*
 - *The verbiage and size for the Port entry sign and plaque should be included*

- *Trina will check with the City of Richmond PW Sign Division for a quote. Other commissioners will also contact potential businesses that could also provide a quote.*
- *Leonard and Stanley mentioned that the commission should seek input from Zhoushan. They may want to include verbiage in Mandarin for the plaque. The commission will also request a donation for the signage*
- Next steps
 - *Submit the application and gather aforementioned data.*

VIII. Update on Proposed Education Pilot Program with Zhoushan

- Status of Notification to Zhoushan Foreign Affairs Rep – Jason Zhuang Haibo
 - *Lucy made contact and was advised to reach out again after the Chinese New Year around Feb 16th.*
 - *Upon the initial meeting with Jason to get a feel for the idea, a meeting will be conducted with Zhoushan officials and Richmond commissioners that speak mandarin to discuss.*
 - *Leonard - Could use online translation in zoom so all commissioners could be a part of the group meeting*
- Meeting with other Zhoushan Officials – Reps from Education, Foreign Affairs and others. Who else should be included?
 - *Lucy will confirm with Jason of all that should be involved.*
- International Toastmaster Courses & Lions Club Quest Courses
 - *The materials are able to be downloaded from the website. Kits are made for students K-12 (Youth Craft) and Lions Club (High School) Toastmaster (adults) – communication and leadership training – class will be conducted in English...will discuss in the future when interpreters will be needed. Possibly a reflection period during the class with bi-lingual support.*
 - *City allocated funds could be used to purchase the kits at a cost of approximately \$5-6 each.*
 - *The goal is to have the schools in the district to adopt/implement the program at their respective schools.*
 - *Stanley asked Margaret to research if there are other cities in China that are conducting Toastmaster courses.*

- *The commission will raise funds for instructors, learner kits, web team and additional interns*
- *Eric mentioned that the proposal letter should be sent to Zhoushan as soon as possible. The letter needs to be finalized to be prepared for the negotiations and the anticipated counter proposal from Zhoushan.*

IX. Other matters of interest

X. The next meeting will be held on March 9, 2022 via zoom

XI. Adjourn

DRAFT