

# Richmond-Shimada Friendship Commission

Wednesday, April 5th, 2023

---(In-Person + Zoom Call for Non-Commissioners)---

## 1. Call to Order and Roll Call

*(Highlighted Yellow or checked Names Attended, Green highlighted indicates the commissioner is on hiatus until return to in-person meetings)*

- Evan Sirchuk, Chair
- Valerie Snider, Secretary
- Maryann Maslan, Commissioner
- Jamie Brown, Commissioner
- Trina Jackson-Lincoln, Staff Liaison
- Robyn Rickansrud, Commissioner - **Trina - Call to inquire if he wants to remain on the commission.**
- Arianna Rodriguez, Commissioner
- Marilyn Leong Lee (former commissioner)
- Esther Takeuchi Commissioner
- Zelda Holland, Commissioner – **Trina – Email to follow up with Ernest to get an update on Zelda.**
- Ana Speros - Hercules Sister City Commission
- Cesar Zepeda - City Council Member

## ~~2. Return to in-person meetings and discussion on virtual participation~~

## 3. Reading and approval of minute [last month's minutes](#)

## 4. Commissioner Reports

- Maryann reported that she thanked several people that hosted various ambassador activities. Tiffany Harris and Darlene Drapkin with the Rotary
- Trina indicated that she will send a summary to the City Manager's Office for the City Manager's Weekly Report.
- No other reports

## 5. Input on Agenda

## 6. Important Business

- Congratulations everyone for a successful student visit!

Input from commissioners and attendees:

Evan – Great group of ambassadors, their English was good, the flow of the schedule was good. Having Masa Osada here also help tremendously.

- Reviewing big wins and areas we could improve

i. Survey of host families?

Responses from the host families to include in updating the Handbook

Guidance to Shimada about the type of travel insurance should be

ii. Add to or refine the host family handbook

iii. Make procedure for health incidents, future travel insurance should have a Japanese/English concierge that can actually book appointments?

He also reported on the medical issue with one of the ambassadors who was ill. After she reported that she didn't feel well the first two days, she started to have flu like symptoms. She was taken to Life Long Medical Center and was then taken to Children's Hospital. It was determined that she was dehydrated and a possible stomach virus. COVID 19 and Flu tests were taken and were negative.

Ana offered to ask the CA Japanese Sister City Association for their advice and a recommendation for an insurance provider that could provide the sufficient insurance.

Valerie commented on Osada's backpack being stolen from Steve's car. She also mentioned that everything else was great.

Maryann was awed by the entire schedule; specifically, the RFD.

Ana thought it was great to see the participation from previous ambassadors, the new participants, she was impressed by the efficient manner that the schedule was put together and executed. She suggested not scheduling a full day on their first day because the ambassadors are so tired.

The ferry ride to SFO was exciting.

o Next Steps for Online Exchange

i. Past Notes: [Structure - New Virtual Student Exchange](#)

- Inviting Richmond youth to join Discord can be included in the Thank You email.
- The Richmond ambassadors will travel in 2024. The commission will start recruiting in October of 2023.
- The commissioners discussed planning a brain storming session to recruit more commissioners and youth ambassadors. The Richmond schools should be more involved. Contacting the leadership groups at the schools may be a good method to outreach to students. CM Zepeda mentioned that a quarterly meeting of all of the leadership groups from schools meet together.

- Fiscal Sponsor Update
  - i. Update from Trina about donation page
    - An email was sent this afternoon to inquire if they have the capacity and if they could send instructions on how to donate through RCF.
  - ii. 1st draft of donation page text: [Text For Giving Page \(Donations\) v001](#)
  - iii. Writing an appeal to Richmond Rotary for a donation.
- Reimbursements: [Reimbursements Tracker - Richmond Shimada](#)
  - Evan made a motion to reimburse the expenses incurred by the commissioners during the youth delegation for a total amount of \$293.99. The motion was seconded by Valerie and passed unanimously.
- Evan's Retirement as chairperson
  - i. structure of future chairperson role
    - Evan reported that he is resigning from the chair after six years and asked commissioners to consider stepping up to serve as the chair. He provided a summary of the duties.
- Removing non-active members
  - i. New member interest
  - ii. Follow up on website form that was not working

Evan explained that there are inquiries from visitors of the website that need to be responded to. Trina suggested that sending it to the commission with a request for each person to contact two of the people that have left inquiries.

## 7. Good of the Order/Adjournment

The meeting was adjourned at 8:00pm