

Richmond-Shimada Friendship Commission

Wednesday, June 7th, 2023

Minutes

Zoom Link (For Non-Commissioners):

<https://us02web.zoom.us/j/82336607965?pwd=RnczeHpwNXJLZ1hoeFdpQmlnM3Z5dz09>

Meeting ID: 823 3660 7965

Passcode: 020321

1. Call to Order and Roll Call

(Highlighted Yellow or checked Names Attended)

- Jamie Brown, Chair
- Valerie Snider, Vice Chair, Treasurer
- Maryann Maslan, Secretary
- Evan Sirchuk, Commissioner
- Arianna Rodriguez, Commissioner
- Trina Jackson-Lincoln, Staff Liaison
- Robyn Rickansrud, Commissioner
- Marilyn Leong Lee (former Commissioner)
- Esther Takeuchi, Commissioner
- Zelda Holland, Commissioner
- Ana Speros - of the Hercules sister city commission
- Cesar Zepeda - City Council Member

2. Reading and approval of last month's minutes

Discussion and Outcome: The minutes from the May meeting were reviewed and approved with minor corrections. A motion was made by Maryann, seconded by Jamie and approved unanimously.

3. Agenda Review

Discussion and Outcome: Ana suggested having a table at the 2024 Hercules Cultural Festival. If the commission agrees, she will contact the organizers to find out the process and report back to the commission.

4. Commissioner Reports

- a. California Japan Sister Cities Network (CJSCN) Spring Workshop
 - i. *Maryann enjoyed the breakout sessions.*
 - ii. *Valerie mentioned the advantages of being a 501c3*
 - iii. *Ana enjoyed hearing from other sister city groups*

5. Treasurer's Report

Discussion and Outcome: Valerie reported the balance of the Commission's account as \$14,258.40 per the May statement. Trina gave a report on the city allocated funds and mentioned the balance of \$435.55. Per the reimbursement tracker, the commission approved using the balance of the city allocated funds to recoup a portion of the costs associated with the March visit incurred by the commissioners. Trina will prepare the request for a wire transfer in the amount of \$435.55.

The commission

6. New Business

a. Approval of New Commission Roles

Discussion and Outcome: *Jamie motioned that she will serve as the new chair, Valerie will serve as the treasurer and Maryann will serve as the secretary. Maryann seconded and the commission unanimously approved.*

b. JETAANC Summer in the Parks Program

i. [JETAANC Summer in the Parks is Back!](#)

ii. Go/No Go

Discussion and Outcome: Jamie is an alumni of the program that will donate \$50 toward an outdoor community event sponsored by the commission between Memorial Day and Labor Day of 2023. The program will help with outreach by sharing the information to its members.

Trina and Maryann volunteered to assist with planning an event in late July or August at Shimada Park. Trina will check with Facility Booking on available park dates.

The event would be an appreciation event for host families. The commission could facilitate playing the game that was donated by Shimada during the 50th Anniversary. Instructions and equipment are stored in the City Council Office.

Maryann will contact the JETAANC to ask for details and requirements.

c. Membership in Sister Cities International

i. Richmond is a member of Sister Cities International. What resources are available? [Sister Cities International \(SCI\)](#)

Discussion and Outcome: Trina provided a review of the SCI. The SCI is a network of sister city groups, it provides various scholarships and grant opportunities. Members may share information about commission activities and learn about various resources available to member orgs. Ana offered to contact SCI to learn more and share at the next meeting.

7. Old Business (to be actioned or archived)

a. Post-Student Exchange Items for Follow-up

i. Survey of Host Families – Potential Questions: What did and didn't work? What would you change or improve? What do I wish I had known before hosting a student?

- ii. Host Family Handbook Updates
- iii. Health Incident Protocol – Trina will contact Risk Management and the Attorney's Office to inquire about relevant policy.
Evan suggested that mandatory Travel Insurance with an English speaking concierge be included

Discussion and Outcome: The item will be tabled until December. Other details are underline and italicized above. Ana volunteered to create the survey.

b. Adult Delegation from Shimada in October 2023

- i. Send formal request to City Council

Discussion and Outcome: Takashi responded that the delegation would be 5-10 ppl, they want to attend a City Council meeting. Mayor Someya will not attend the visit tentatively scheduled for Oct 9-12. They are open to changing their schedule to coincide the City Council meeting schedule (Oct 3rd, 17th and 24th).

c. Online Exchange

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

Discussion and Outcome: Trina mentioned the interest level seems to be low due to the extensive coordination needed and the time difference between Richmond and Shimada. Arianna doesn't mind discontinuing the effort because there are other opportunities for events/exchanges. Jamie thanked the commissioners that contributed to the effort.

d. Fiscal Sponsor Update

- i. Update from Trina about donation page
- ii. 1st draft of donation page text: [Text For Giving Page \(Donations\) v001](#)
- iii. Writing an appeal to Richmond Rotary for a donation.

Discussion and Outcome: Trina provided a report that RCF doesn't have the capacity and apologized for the inconvenience. RCF also suggested two organizations that may be able to accommodate the commission. Trina will contact the two organizations. The commission will discuss applying for funding from the Richmond Rotary at the next commission meeting.

e. Commission Membership Update

- i. Non-active members
 1. Robyn's term has expired
 2. Maryann submitted an application for reappointment
- ii. New member interest

- iii. Follow up on website form that was not working

Discussion and Outcome: Prospective commission applicants Liana, Connie and Helen. Evan also mentioned a gentleman at the Sayonara Party that submitted an application. He'll forward it to Trina who will submit it to the Mayor's Office.

8. Calendar Look-ahead

- a. July Commission Meeting: Move to July 12th (2nd Wednesday) – *Jamie made a motion, seconded by Valere and approved unanimously by the commission*
- b. August Commission Meeting: Summer Recess? Summer Retreat? – *Jamie offered her home for a retreat. Trina will check on the possibility of having a retreat as a closed session*

Jamie motions to have a retreat in lieu of a meeting on a weekend day in August. Valerie seconded and commission passed unanimously
- c. September Commission Meeting: Prep for October Delegation

Discussion and Outcome: Details are above in italics and underlined.

9. Good of the Order/Adjournment – The meeting was adjourned at 7:45pm.