

Richmond-Shimada Friendship Commission

Wednesday, September 6th, 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
- Esther Takeuchi, Commissioner
- Zelda Holland, Commissioner
- Ana Speros - of the Hercules sister city association
- Debra Aboytes, Volunteer
- Cesar Zepeda - City Council Member

2. Reading and approval of July's minutes

Discussion and Outcome: The commission review the minutes. Commissioner Valerie Snider motioned to approve the minutes. The motion was seconded by Commissioner Evan Sirchuk and passed unanimously.

3. Agenda Review

Discussion and Outcome: Chair Jamie Brown announced that notification came from Shimada that they will not send an adult delegation to Richmond in October.

4. Commissioner Reports

- a. Summary of August retreat – Chair Brown summarized the outcome of the retreat. The highlights included: targeted outreach for recruitment, follow up with potential applicants, Richmond youth ambassadors, commission signature blocks.
- b. Commissioner Sirchuk reported that he is still working to clear the bill from his name for the youth ambassador that became ill during the March 2023 visit. Shimada Official Takeo indicated that he will pay the bill. Moving forward, it is suggested that the adult chaperone should take the lead and use their travel insurance for applicable incidents.

He also mentioned that Mrs. Aoki will not be able to lead the orientation for the Richmond youth ambassadors and asked Commissioner Adrianna Rodriguez if she could

help.

- c. Adrianna provided a report on her time in Shimada, Japan and provided snacks from Japan for the commissioners
- d. Other reports - no other reports

5. Treasurer's Report

No change to balance. Staff Liaison Trina Jackson-Lincoln reported per the August bank statement that the balance is \$14,693.95. She will email the August statement to Valerie and Jamie and resend the statements from June and July.

6. Old Business (to be actioned or archived)

- a. JETAANC Summer in the Parks August event
 - i. Lessons Learned
 - ii. Reimbursement from JETAANC

Discussion and Outcome: There was a family that came to the appreciation picnic because they saw the advertisement from JETAANC, former commissioner Marilyn Leong Lee, Leona and CM Zepeda joined along with others. The ground golf game was fun, but a level playing field should be used. The commission discussed ideas to use the game more often. Potentially an annual tournament that would also serve as a fundraising opportunity.

Maryann mentioned that she has several pictures from the picnic. The commission decided to send them to the CA Japanese Association, the consulate and to Takashi in Shimada. Ana offered to send the pictures to the association.

The Richmond youth ambassadors, present and past, should be invited to play the game with the host families

Lessons Learned – Need to announce activities a minimum of 30 days before the event. Make phone calls. The wind and the geese droppings were an issue at Shimada Park.

Maryann will follow up with JETAANC about the \$50 reimbursement. An idea to use the soft lunch bags could be stuffed with various items was suggested.

- b. Post Student Exchange Follow-up
 - i. Host Families Survey results – **Ana reported that one response has been received to-date.**
 - ii. Update from Risk Management about the City's Health Incident Protocol – **Trina reported that she would email Risk Management after the meeting.**

Discussion and outcome: One response was received. It is suggested to use a QR code and hard copies.

- c. Adult Shimada Delegation in Richmond - October 2-5, 2023
 - i. Host families' recruitment

> Host Family Request email

ii. Activities itinerary for visit

iii. Select location for meet, eat & rest prior to meeting hosts

Discussion and Outcome: The trip was cancelled by Shimada. The commission will meet on the regularly scheduled first Wednesday, 10/4 due to the cancellation.

d. Commission Membership Update

i. New member interest: August Retreat ideas

ii. New website responses

7. New Business

a. Discuss plans to make periodic reports (twice a year) to City Council on Commission activities

Presentation to council in May and written report at the end of the year on the consent calendar

b. Richmond Rotary Application for Financial Support

Maryann will take the lead on requesting funding from the Rotary.

c. Request from Kibby Kleiman, Pinole Valley High Principal, for next year's schedule (notification courtesy of Steve Pinto) – update

No contact information provided. Looking for the contact information.

USF bill to Evan for the student. Evan will phone Osada to sort out. Evan was advised to respond in writing. Moving forward the youth ambassadors should be taken to Children's hospital instead of urgent care. The commission should have water and snacks for the youth when they arrive to SFO.

8. Calendar Look-ahead

~~a. October 2-5: Delegation visits Richmond~~

b. October Commission Meeting: 10/4 ~~10/11~~ - Delegation debrief; prep for 2024 students

c. November Commission Meeting: 11/1 - Prep for 2024 Richmond Student Exchange

d. December Commission Meeting: 12/6 - Prep for 2024 Richmond Student Exchange

9. Good of the Order/Adjournment