

Richmond-Shimada Friendship Commission

Tuesday, October 17th, 2023

**MINUTES**

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

Zoom Link (For Non-Commissioners):

<https://ci-richmond-ca-us.zoom.us/j/81541002778?pwd=dmdUWmJzN3JTc05DQThGNmFPdVBpZz09>

Meeting ID: 815 4100 2778

Passcode: 020222

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

For the record, Commissioner Maslan is absent. Guests Mia del Rio and Marisol del Rio are in attendance.

Evan provided a brief history for the guests. Mia is interested in being a youth ambassador.

2. Reading and approval of September's minutes

**Outcome and Discussion:** The commission reviewed the minutes. Valerie moved and Evan seconded. The minutes were approved unanimously.

3. Agenda Review

**Outcome and Discussion:** Jamie went for the agenda for the evening. Maryann's report will be forwarded to the next agenda when she is present.

4. Commissioner Reports

a. CJSCN newsletter story – Ana

- i. Ana submitted a story and it was included in the CJSCN newsletter. Ana asked Jamie to forward the newsletter to the commission. Trina will submit it for the City Manager's Weekly Report.

- b. Trina reported that Esther brought in a Samurai Warrior mask that was gifted to her in 1978. Trina indicated that she would place it in the display case.

5. Treasurer's Report

**Outcome and Discussion:** Trina reported the \$61 reimbursement to Valerie for expenses associated. The September bank statement has a balance of \$14, 632.95.

6. Old Business (to be actioned or archived)

- a. Post Student Exchange Follow-up
  - i. Host Families Survey results
- b. Commission Membership Update
  - i. New member interest

- 1. How do new members find out about the Commission?

**Discussion and Outcome**

- a. The commission discusses creating a recruitment flyer to distribute potentially to Japanese language classes and other associations related to Americans interested in the Japanese culture.
- b. Ana will create the first draft
- c. Valerie will take some to J-SEI event
- d. Jamie will take some to the Sycamore Church in El Cerrito
- e. Pacific East Mall
- f. Contra Costa and UC Berkeley Japanese courses

ii. New website responses

**Discussion and Outcome**

- 1. No additional responses
- 2. There was interest in applying for the summer program

- c. City Council report: End-of-year written report – placeholder

**Discussion and Outcome:**

- i. Include the newsletter submissions
- ii. Appreciation Picnic and Ground Golf Tournament
  - 1. Trina asked the commissioners to return the ground golf game

2. The cancelled delegation from Shimada

d. Richmond Rotary Application for Financial Support

e. USF bill to Commissioner Evan Sirchuk for student ambassador care – update

**Discussion and Outcome:**

i. The insurance company contacted Evan for details and will reach out to USF.

ii. The insurance policy should include a version in English.

iii. Guarantor Number # 12686092 associated with the claim

f. 2024 Delegates Student recruitment

**Discussion and Outcome:**

i. Update the application and description

ii. Mary will update and create a fillable application

iii. Submit it to the district office for approval to post and disseminate at the schools

iv. The commission brainstorms on contacts on local schools with a focus on Richmond and Kennedy High Schools.

1. Former Coach that Valerie communicated with

2. Steve Pinto

3. Steve Kirby

4. Arianna will contact a former teacher that was interested in being a chaperone.

5. Deadline is January 15th

7. New Business

a. Draft Risk Management Policy

**Discussion and Outcome:**

i. Adult chaperone to sign documents

ii. Send student to Children's Hospital

iii. Travel Insurance should have a phone number and English support, forms and process, insurance number and a number the hospital can call

- iv. Monitor student's condition when they arrive.
- v. Provide water and snacks at SFO
- vi. Create a checklist of things to look for on the first night

b. Other

8. Calendar Look-ahead

- a. November Commission Meeting: 11/1 - Prep for 2024 Richmond Student Exchange
- b. December Commission Meeting: 12/6 - Prep for 2024 Richmond Student Exchange
- c. January Commission Meeting: January 3rd - move to the 10th?

**Discussion and Outcome:**

- i. Evan motioned to move the meeting to January 10<sup>th</sup> instead of January 3. Valerie seconded and the commission approved unanimously.
- ii. Jamie stressed that she will try not to change the regular meeting date. Trina will post notification of meeting changes when necessary.

9. Good of the Order/Adjournment

- a. The meeting was adjourned at 7:42pm