

Richmond-Shimada Friendship Commission
Wednesday, January 10th, 2024
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 Attendance:

(Highlighted yellow or checked in attendance)

Jamie Brown, Chair

Valerie Snider, Vice Chair-Treasurer

Maryann Maslan, Secretary

Evan Sirchuk, Commissioner

Arianna Rodriguez, Commissioner

Esther Takeuchi, Commissioner

Zelda Holland, Commissioner

Mindy Pines, Commissioner

Trina Jackson-Lincoln, Staff Liaison

Mary Marable, City of Richmond

Ana Speros - of the Hercules Sister City Association

Cesar Zepeda, City Council Member

Liana Ngo, volunteer to the Commission

Emily Au, Student at Middle College High School

Kayla Phan, Student at Middle College High School

Don Lau, Community Service Chair, Richmond Rotary

2. Reading and approval of December minutes

Discussion and outcome: Jamie motioned to approve, Evan seconds. Approved by committee, Mindy abstained.

3. Agenda Review

Discussion and outcome:

4. Treasurer's Report

Discussion and outcome: Balance: \$14,682.95

5. Secretary's Report

- a. Presentation of \$500 check from Don Lau, Richmond Rotary's Community Service Chair

6. Other Commissioner Reports

a. New Commissioner Introduction

Discussion and outcome: Mindy Pines is the newly appointed commissioner. She is an educator (English-Spanish). She has taught English in Japan. Mentions a delay in the commissioner application process. Trina mentions to work with Mayor's office and the City Clerk's Office to improve the commissioner's application process.

b. Report on 12/18 SCI Meeting (Jamie)

Discussion and outcome: SCI held an online meeting on 12/18. Trina and Jamie attended. SCI will hold a US-Japan Sister Cities conference in Japan 2025, exact date and location TBD. SCI will coordinate the 'Hajimari Project' chronicling the origins of US-Japan sister cities, with a questionnaire due March 31st 2024. Other regional sister city organizations will also hold conferences in Japan in Fall 2025.

7. Old Business (to be actioned or archived)

a. Commission Membership Update

i. Plan to distribute flyers in February

Discussion and outcome: The flyer is available to print and distribute; Valerie has already posted flyers at the El Cerrito Library.

b. City Council Report: End-of-year written report

i. Report was placed on the consent calendar for the City Council meeting on 12/19.

Discussion and outcome: Close this item as it has been placed 12/19 consent calendar. Trina to include report link to city website.

c. Richmond Rotary Application for Financial Support

i. Thanks to Maryann's efforts, the Rotary has pledged to donate \$500 to defray student travel expenses in 2024.

Discussion and outcome: Maryann will approach other potential donor organizations to solicit sponsorships. Trina mentions approaching Mechanic's bank. Jamie proposes that the commission match the Rotary's donation of \$500.00. Jamie saves the motion for the next meeting.

ii. Brief discussion on how the funds will be distributed

Discussion and outcome: The sponsorship money divided equally amongst the 4 students for the trip.

d. 2024 Delegates Student recruitment

- i. Report from the Application Distribution Subcommittee (Valerie, Arianna and Ana)

- ii. Meeting with Richmond High Assistant Principal

- 1. Looking for Commissioner to attend with Ana - who is available?

Discussion and outcome: 10 copies of applications were hand delivered to 8 district schools.

DeAnza had a great response; Arianna talked to students at Middle College. LaTonya Pye of Leadership requested someone to come speak with students about the program. Luis Chacon, Richmond Highschool Assistant Principal, has a zoom meeting with Ana and Valerie.

- iii. Reimbursement to Valerie for printing costs - \$133.83 for 5 flyers and 80 student applications

Discussion and outcome: Jamie motions to reimburse Valerie \$133.83 for 10 copies of flyers.

Maryann seconds and it passes unanimously.

- iv. WCCUSD Peachjar \$200 fee for distribution - yes/no

Discussion and outcome: Trial account allows for 1 free announcement for a no cost event.

Otherwise, it's a \$200 fee for four weeks of advertising. The Commission will not pursue at this time.

- v. Teacher Recommendation Letter - allowing letter from past teachers

Discussion and outcome: Letters from past teachers will be allowed. Next year's application to clarify whether past teachers, coaches, may be references.

- vi. When applications are received, what will be the next steps (10 min)

e. Draft Risk Management Policy

- i. Draft Policy to be complete by February 2024 - Send to City Risk Management for review - what is the next step?

Discussion and outcome: Trina mentions making it a policy. A list of recommendations is different from a set policy. Jamie mentions that she doesn't know what it would look like.

Trina and Evan will help edit the draft.

- ii. Student Exchange Risk Management Policy (Draft)

f. Richmond Sister Cities Ground Golf Tournament - Placeholder

- i. This item will be archived to be revisited in April

Discussion and outcome: Tabled for April

g. Richmond Student Application Review Criteria

Discussion and outcome: Criteria needs to be modified.

- i. Subcommittee established (Jamie, Evan, Valerie)
- ii. Work in January to prepare for reviewing applications

Discussion and outcome: Schedule screening interview (2 stage interview with a panel of 5 interviewers by 2/7/2024). Application due date 1/22/24. Collate applications in PDF, Liana to collate applications. Trina asks should we have a subcommittee to screen applications. Liana volunteers to do initial screening. Maryann volunteered as backup, if needed.

- h. Shimada Youth Ambassadors March 2024 Visit
 - i. Host family's recruitment -
 1. Student Ambassador information received January 8
 2. Host family handbook updates - from the archives
 3. Host family survey - from the archives

Discussion and outcome: Update the host family handbook with risk management. Host family survey in the welcome packet and present survey form at the Sayonara dinner.

- ii. Chaperones recruitment
- iii. Itinerary Planning
- iv. Welcome and Sayonara Party Planning - Can we use the same facility as last year?

Discussion and outcome: Council Member Zepeda as the council liaison offers to cover the cost for event facility, if no other sponsorship connections are made to cover dinner event facility costs. Trina to check the availability of the Madeline Whittlesey room for 3/20 & 3/27 5 p.m.- 830 p.m. Richmond Senior Center, Rotary at Hilltop Country Club, Parchester Community Room, Point Richmond Community Room were also discussed.

- 8. New Business (5 mins)
 - a. SCI Hajimari Project - Questionare due 3/31/24.
 - i. Reach out to Shimada Commission for their collaboration

Discussion and outcome: Evan offered to schedule and record an interview with Esther about the history of the sister city relationship. Also discussed an interview with former Councilmember Nat Bates. The Richmond Art Commission may have a book about the history of the relationship.

CJSCN Workshop & Reception in San Mateo, Saturday Jan. 27, 11:00-2:00 p.m.

- ii. Theme is "Global Connections: Sister Cities, Business and the Next Generation"

Discussion and outcome: Ana Speros, Jamie Brown and Councilmember Zepeda said they were interested in going. Commissioners should let Trina know about events they are attending.

9. Calendar Look-ahead

- a. Richmond Ambassador Applications due January 22nd

Discussion and outcome: Trina mentions Richmond PAL will provide van for transportation. Ana and Jamie to assist with baggage transportation.

- b. February 7th Commission Meeting
- c. March 6th Commission Meeting - Final regular meeting before Shimada Student Ambassadors Visit
- d. March 11th - 16th - Final preparation meeting for Shimada Student visit

Discussion of additional planning meeting before student arrival. Dates suggested: March 15, 18 or 19.

- e. March 20th - 28th - Shimada Student Ambassadors visit Richmond
- f. April 3rd Commission Meeting – Debrief

Discussion whether to change date of debriefing meeting since Jamie will not be able to attend.

10. Good of the Order

Councilmember Zepeda notified the Commission of a proposed exhibit of art and gifts received by the Richmond Sister City Commissions over the years. The exhibit will be permanently located at the Auditorium. Councilmember Zepeda is requesting a budget from the City; start date for the exhibit TBD.