

MINUTES

Richmond-Shimada Friendship Commission

Monday, June 3rd, 2024

– (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 at 6:15 p.m.

Attendance:

(Highlighted yellow or checked in attendance)

Jamie Brown, Chair

Valerie Snider, Vice Chair-Treasurer

Maryann Maslan, Secretary

Arianna Rodriguez, Commissioner

Esther Takeuchi, Commissioner

Zelda Holland, Commissioner

Mindy Pines, Commissioner

Trina Jackson-Lincoln, Staff Liaison - via Zoom

Evan Sirchuk, volunteer to the Commission - via Zoom

Ana Speros - of the Hercules Sister City Association - via Zoom

Cesar Zepeda, City Council Member – via Zoom

Liana Ngo, volunteer to the Commission

2. Reading and approval of April and May minutes –

April minutes were read, discussed and approved. May minutes were read and discussed but could not be approved because there was not a quorum (four members in person) for the May meeting, per Cesar. Trina noted that without a quorum no decisions could be taken on action items. Action items needing a vote were moved forward.

3. Agenda Review (to amend or remove but not to add) - **none**
4. Treasurer's Report – **Valerie did not receive a May statement, but estimated the current balance at \$13,187.74. She reported that all checks were received from outbound Shimada ambassadors and chaperone, NTA air and hotel complete action; and, that she was reimbursed for the traveler's insurance cost.**
5. Other Commissioner Reports - **none**
6. Old Business (to be actioned or archived)
 - a. 2024 Richmond Ambassador Planning

- i. Ticket Purchase
 - 1. All payments were received from the Ambassadors/families by the deadline of May 16th. - **archive**
 - 2. Trina mailed a check to NTA and travel agent Yuko confirmed it was received. - **archive**
 - ii. Fundraising to reduce cost to families for plane tickets - follow up on information from Cesar and Trina
 - Maryann reported that no information had been received. Trina said she was navigating the City's rules for Council members to intervene in fundraising with a Commission. Cesar mentioned two possible grantors who have previously funded community projects. Trina and/or Cesar will check on both City and organization criteria.**
 - 1. This year's payments are complete - what opportunities for fundraising for next year?
 - Ana suggested this would be a good topic for discussion at the August retreat.**
 - iii. Orientation Sessions
 - 1. Orientation #1 took place on Saturday May 18th at Valerie's house in El Cerrito.
 - Liana and Arianna agreed that the meeting was successful and the ambassadors and chaperone are excited about their upcoming Shimada trip.**
 - 2. Orientation #2 will take place on Saturday June 8th at the Richmond Museum of History & Culture, including a tour and Q&A afterward. **Commissioners were invited to attend.**
 - iv. Departure - June 19th
 - 1. Ambassadors have been asked to arrive at SFO International Terminal at 8 a.m. and to meet at the United Airlines check-in counter.
 - 2. Liana and Jamie will see them off. **Commissioners were invited.**
- b. Draft Risk Management Policy

- i. Evan created a document that was sent to Host families - Jamie will send to Trina to send to City Risk Management for review. – **off agenda**
- c Shimada Youth Ambassadors March 2024 Visit
 - i. Update on communication to Kennedy administration
Jamie asked the Commission to review a draft of a letter to be sent Kennedy High School principal McGee. The letter will go out tomorrow.
- d. SCI Hajimari Project
 - i. Questionnaire due August 2024
Jamie asked for help filling out the form. Ana volunteered. Information will be sent to Trina, Ana and Maryann.
 - ii. Update on interviews with Esther, Marilyn Lee, Steve Pinto, Rotarian Janna Coverston, Nat Bates.
 - 1. Evan will continue to work on interview(s) in the summer when he has time. **Valerie volunteered to interview Steve Pinto.**
 - 2. **Older former ambassadors were added to the list of interviewees. Names to be discussed.**
 - 3. **It was suggested to create a panel discussion with the interviewees to tease out more background/history.**
 - 4. **A sub-committee was created to make a list of possible questions for the panel. Valerie and Maryann volunteered.**
 - 5. **Interviews plus whatever the SCI Hajimari Project produces, will be archived for the Commission.**
- e. 2nd Annual Volunteer Appreciation Picnic at Shimada Park – August 10
 - i. Space needed from 10 a.m.- 1:30 p.m. **(set up and clean up)**
City fee may be waived if we can get in a request 30 days prior and it is City sponsored. Also, Parks & Rec may be available to clear/sweep area before event.
 - ii. Develop Invitation List
 - 1. Zhoushan and Regla Commissions, Hercules Sister City Association, CJCSN North Bay/East Bay Group (Oakland, Berkeley, Concord, and Vallejo) **Discussion moved forward.**
 - iii. Event subcommittee? **no action taken**

- f. Student Pen Pal Exchange between Shimada Daiichi JHS and ECHS Japanese classes
 - i. ECHS Japanese teacher has been put in contact with the Japanese teacher interested in Pen Pal Exchange. **Arianna is in communication with both teachers.**
 - ii. **An introductory letter to both teachers will be drafted by Ana.**
- 7. New Business
 - a. Communication from Paul Figaro, English assistant in Shimada 1998
 - i. How shall we proceed with his request for official delegate status?
Discussion of various options. No decision reached.
 - b. Mid-year report to the City Council
 - i. **June 25 presentation too soon. Trina said next available date is Tuesday, September 3.**
 - ii. **Jamie will write mid-year report for council calendar.**
 - c. Fundraising cooperation with Zhoushan & Regla Commissions
Discuss partnership/fundraising with Japanese senior community.
Invite a representative to a Commission meeting to hear their ideas.
- 8. Calendar Look-ahead
 - a. July 10th Commission Meeting (2nd Wednesday)
 - b. August 7th – Annual Retreat
 - i. **Commission voted to move date to August 14.**
 - ii. **Agenda**
 - 1. **Returning Ambassadors in person reports**
 - 2. **Discuss fundraising ideas**
 - 3. **to be determined**
 - c. September 4th Commission Meeting
 - d. October 2nd Commission Meeting
- 9. Good of the Order

Jamie thanked everyone for their work on the Outbound Ambassadors program.
Evan also thanked everyone. Applause all around.