

MINUTES

Richmond-Shimada Friendship Commission
Wednesday, September 4th 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 and 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

Liana Ngo, volunteer to the Commission (via Zoom)

Evan Sirchuk, volunteer to the Commission

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

Trina Jackson-Lincoln, Staff Liaison

Cesar Zepeda, City Council Member

2. Reading and approval of July minutes - **approved**
3. Agenda Review (to amend or remove but not to add) – **no changes**
4. Treasurer's Report – **Current balance \$13,463.20 after \$78.75 for picnic sandwiches.**
5. Other Commissioner Reports

- a. East Brother Beer Trade Promotion Event & Tour (Valerie, Maryann)

Valerie gave a brief talk on the history of the Friendship Commission.

Maryann invited Rob Lightner, Co-Founder of East Brother, to the 2026

Shimada Obi Festival and Ana and Mindy met and talked with attendees

about our programs. Also, the venue is open to hosting our events. We've

received many pictures of the event.

- b. Volunteer & Host Family Appreciation Picnic (Ana)

Ana summarized the success of the picnic, including 30 plus attendees. It was suggested that next year we check the City's calendar to make sure the parking lot is not being used by maintenance, blocking the area.

c. 2024 Retreat (Jamie)

Jamie noted that the student ambassadors report of their Shimada experience was helpful for future planning. Both the chaperone and students' reports were excellent. They were recorded.

d. Shimada gift material at Richmond Library

Maryann shared copies of print material, from Richmond Librarian Angela Cox, currently held at the library. Discussions continue on the possible transfer/digitizing of these items to the Richmond Museum's Shimada archive. The library also has a display case with a Japanese doll.

6. Old Business (to be actioned or archived)

a. Fundraising for Ambassador programs and events

Jamie asked that a Fundraising Sub-committee be convened and tasked with developing fundraising strategies and goals as discussed at the August retreat. Maryann, Jamie and Arianna volunteered.

b. Shimada Youth Ambassadors March 2024 Visit

i. Update on communication to Kennedy administration

To be revisited when school is in session. Suggested that each school have an administrator escort the Shimada students as well as the representatives from the Commission.

c. RSFC Living History Project

i. Update on interviews

Interviews are in process with the possibility of a panel discussion.

d. Student Pen Pal Exchange --**To be brought back at a later date.**

e. Mid-year report to the City Council

Report and presentation by Jamie pushed to October 22 Council meeting.

. 7. New Business

a. 2025 Outbound Richmond Application

i. Convened Application Subcommittee – **Liana Arianna, Mindy**

Develop online application, application process and school outreach

ii. Convened Review Criteria Subcommittee – **Jamie, Mindy, Maryann**

Update, develop phone and in-person interview format. Review criteria for both.

iii. How might we limit the number of applications equitably?

There was an informal consensus not to pursue limiting the number of qualified applications. No vote was taken.

b. Zoom Meeting with Shimada in Sept or Oct **weekend** – **Valerie, Jamie**

i. **Jamie and Valerie will meet to discuss student exchange dates to propose to Shimada.**

c. Transfer of Shimada items from RPL to RMHC – **Maryann to follow up with RPL archivist about facilitating the transfer of the doll and other materials to RMHC, if Library is interested in doing so.**

d. Public & Private Google Calendar – **Non-public calendar created by Jamie for internal scheduling and ambassador interview scheduling.**

e. Business cards, Commission Letterhead, email signatures

Trina will submit Commissioner's information.

Add signature block discussion to next agenda.

f. Potential City purchase of Japanese Maple trees to plant in Shimada Park

Cesar recommended planting for 65th anniversary event.

8. Calendar Look-ahead (note absences if any)

- a. October 2nd Commission Meeting
 - b. November 6th Commission Meeting
 - c. December 4th Commission Meeting
 - d. January 8th Commission Meeting
9. Good of the Order
10. Adjourned – **7:55 p.m.**