

Richmond-Shimada Friendship Commission
Wednesday, December 4th 2024
– (In-person + Zoom call (for non-Commissioners) –

Join Zoom Meeting - Please note this link has changed:

<https://us06web.zoom.us/j/84890870671?pwd=LEyDcQArT7Rg8JdOK7HzKhe8Fc5fQZ.1>

Meeting ID: 848 9087 0671

Passcode: 699159

1. Call to Order and Attendance: **at 6:06 p.m.**
(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, Commissioner
 - Trina Jackson-Lincoln, Staff Liaison
 - Mary Marable, Staff Liaison
 - Evan Sirchuk, volunteer to the Commission - via Zoom
 - Ana Speros - of the Hercules Sister City Association - via Zoom
 - Cesar Zepeda, City Council Member
 - Connie He - volunteer
 - William Kikuchi - volunteer - via Zoom
2. Reading and approval of November minutes - **Approved**
3. Agenda Review (to amend or remove but not to add)
4. Treasurer's Report - **Valerie reported no change from last month \$13,463.20. Valerie will email Mary to check the balance.**
5. Other Commissioner Reports
 - a. **Flyer distribution: All assigned schools have been contacted by commissioners. Valerie messaged our WCCUSD contact for approval. Ana and Liana helped table for the Hercules Commission and distributed flyers at the event.**
 - b. **Commissioner Maryann Maslan will be taking a leave of absence for personal reasons.**
6. Old Business (to be actioned or archived)

- a. RSFC Living History Project
 - i. Hajimari Project: Update on interviews with Esther, Marilyn Lee, Steve Pinto, Janna Coverston, Nat Bates, Steve Kirby
 - 1. **Jamie will contact Esther, Valerie will contact Steve Pinto and Janna Coverston, and Liana will contact Marilyn Lee**
 - ii. When is a good time for a panel discussion?
 - 1. **Possibly June**
- b. 2025 Outbound Richmond Application
 - i. The online application opened at 9am on December 1st; it will close at 5pm on December 20th.
 - ii. Valerie reached out to recruit volunteers to help review applications and conduct phone and in-person interviews.
 - 1. **Volunteers have been messaged and Connie and Will have responded, Steve Pinto and Steve Kirby have expressed interest.**
 - iii. Review Criteria Subcommittee
 - 1. Schedule Meeting to occur before January meeting
 - a. **Meeting has been scheduled**
 - 2. Brainstorm interview questions
 - a. **The subcommittee will look at last year's questions to compare and will look at exchange student program questions for ideas.**
 - b. **They will send out the criteria for application scoring by December 20th.**
 - iv. Schedule January 22nd special meeting
- c. Email signature block, business cards
 - i. Discussion carried from October Meeting
 - 1. **Jamie will start the process with Mary to make commissioner business cards.**
- d. RSFC google drive account - Google One
 - i. Cost is \$1.99/mo, \$24 per year.
 - 1. **Approved - Ana will purchase and request a reimbursement in January.**

7. New Business

a. Inbound Shimada Planning

- i. Shimada has announced that the Youth Friendship Ambassadors to Richmond will include six girls and two boys.
- ii. Adult Friendship Ambassador/chaperones will be Takeo and Chika; they will arrive and depart on different dates with an overlap in the middle.
 1. Arrange interpretation for Takeo and students
 - a. **Liana has contacted her friend, Connie will contact the UCB Japanese professor.**
 2. Plan schedule with consideration for interpretation-heavy activities
- iii. Host Family Recruitment update
 1. **Ana and Arianna messaged prospective host families and received interest. Arianna has received 1 reply via phone and will schedule the home visit.**
 2. **Butt, Clough, and He families expressed interest in hosting again.**

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

- a. January 8th Commission Meeting - Deliberate Application Results
 - i. **Phone interviews will be conducted from January 9 through January 17.**
- b. January 22nd Special Meeting to Select In-Person Interview Candidates
 - i. **In-person interviews will be conducted from January 27 through January 31.**
- c. February 5th Commission Meeting - Deliberate and Select Ambassadors and Alternates
- d. March 5th Commission Meeting - Planning for Incoming Shimada Ambassadors

9. Good of the Order - **7.38 p.m.**