

Richmond-Shimada Friendship Commission
Wednesday, January 8th
– (In-person + Zoom call (for non-Commissioners) –
MEETING MINUTES

Join Zoom Meeting -

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

Meeting ID: 848 9087 0671

Passcode: 699159

1. Call to Order and Attendance: **6:04 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 (Secretary pro tem)
 - Trina Jackson-Lincoln, Staff Liaison
 - Mary Marable, Staff Liaison
 - LaTonnia Johnson, 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

2. Reading and approval of December minutes - **Mindy motioned, Arianna seconded; Approved.**

3. Agenda Review - **No changes**

4. Treasurer's Report
 - a. **Valerie reported no change from last month's balance of \$13,436.20.**
 - b. **Jamie and Valerie are working on a draft budget for the commission to approve.**
 - c. **Valerie will forward Ana's receipt to Mary for reimbursement of the Google One subscription.**

5. Other Commissioner Reports
 - a. CJSCN December Workshop Report (Jamie, Ana, Liana)

- i. **Three brief descriptions of the event were given, including a possible collaboration with the Berkeley-Sakai and Oakland-Fukuoka associations.**

6. Old Business

a. RSFC Living History Project

- i. Hajimari Project: Update on interviews. Jamie will contact Esther, Valerie will contact Steve Pinto and Janna Coverston, and Liana will contact Marilyn Lee

- ii. Potential panel discussion in June. Panel subcommittee?

- 1. Valerie, Liana, and Jamie will be the members in the subcommittee.**

b. 2025 Outbound Richmond Application

- i. The online application returned a low number of responses, possibly due to last year's application being accessed accidentally. Last year's deadline was January 22nd (received or postmarked).

- 1. The digital application will not be reopened, but the commission will wait for possible paper applications received by and/or postmarked by Jan 22nd. Jamie motioned, Mindy seconded. 4 in favor, 1 abstained.**

- ii. New schedule for application review and interviews (discussion)

- 1. Jan 22nd meeting is still scheduled for planning about the following schedule.**

- 2. If phone interviews are needed, they will be held from**

Monday, Jan 27 to Friday, Jan 31, pending final scheduling

- 3. In-person candidate selection meeting will be held**

Wednesday, Feb 5 from 6:00-7:30 p.m.

- 4. In-person interviews will be held during the week of Feb 10-14, pending final scheduling**

- 5. Final selection meeting will be held Wednesday, Feb 19 from 6:00-7:30 p.m. (Waiting on availability confirmation from some commissioners).**

- iii. Review Criteria Subcommittee

- 1. Criteria was developed. Will distribute after January 8th meeting.**

2. In-person interview panelists will vary based on commissioners' availability. Paper applications will be triple-checked by the subcommittee and approved applications will be scanned (and possibly inputted into a spreadsheet) by BPX if necessary.

- c. Email signature block, business cards - **will revisit tentatively in May**
 - i. Collected many business cards from other Sister City organizations at the December CJCSN event. Berkeley and Oakland use two-sided cards, with English on one side and Japanese on the other.
 - ii. Proposal to create a similar RSFC custom business card, unless the City business cards can include Japanese text on the reverse side. We should prepare these before October at the latest.
 - iii. RSFC Logo - development?
- d. Inbound Shimada Planning
 - i. Establish Inbound Shimada Subcommittee
 - 1. Arianna, Liana, and Valerie will make up the subcommittee.**
 - ii. We have received the Ambassador's information from Shimada. Several students have peanut or peanut butter allergies; medical waiver forms were not included this year. Follow-up with Shimada is required.
 - 1. Jamie will follow-up to ask for more information about possible health conditions.**
 - iii. Adult Friendship Ambassador/chaperones will be Takeo, Chika, and one teacher chaperone. Takeo and Chika will arrive and depart on different dates with an overlap in the middle, the teacher chaperone will stay the entire time. - **The Inbound Subcommittee will discuss the following items in their meeting.**
 - 1. Arrange interpretation for Takeo and students - March 20, 21, 24.
 - 2. Arrange for a City Council visit for Takeo when?
 - 3. Plan schedule with consideration for interpretation-heavy activities
 - 4. Split up school visits with other activities; maximum half-day visit to schools.
 - iv. Host Family Recruitment update
 - 1. We need 11 host families this year, due to 3 adult ambassadors/chaperones.

- a. **There are 3 confirmed host families, Arianna and Valerie confirmed as backups, and Arianna will continue to contact other possible host families.**

7. New Business

- a. Updating the richmondfriendship website
 - i. Evan currently manages this. He is willing to create training materials and walk through the process of updating the website. Are any Commissioners or volunteers interested in learning to do this?
 - 1. **Liana and Mindy volunteered and Arianna will contact Helen Zhao to ask about possible interest.**
 - 2. **Jamie will find out how much it costs to host the website, so it can be added to the budget draft.**
- b. Fundraising Subcommittee meeting
 - i. **Liana will join the Subcommittee as Maryann is on leave.**
 - ii. **Liana and Jamie will work on contacting Rotary for possible donations.**
 - iii. **Mindy will contact Cesar for the contacts he sent to Maryann**
- c. **Arianna will contact John Iwawaki for confirmation about being the 2025 adult ambassador.**
 - i. **The 2025 Richmond dates have been confirmed for Thursday, June 19 to Friday, July 11.**

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

- a. **January 22nd Special Meeting - Discussing interview schedule for 2025 Richmond Candidates**
- b. February 5th Commission Meeting - Planning for Incoming Shimada Ambassadors
- c. Special Meeting to Select In-Person Interview Candidates - **TBD**
- d. March 5th Commission Meeting - Planning for Incoming Shimada Ambassadors - **Arianna will be absent**
- e. March 20th - 28th - Shimada Friendship Ambassadors visit Richmond
- f. April 2nd Commission Meeting

9. Good of the Order - **7:44 p.m.**