

Richmond-Shimada Friendship Commission
Wednesday, February 5th
– (In-person + Zoom call (for non-Commissioners) –
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: **6:03 pm**
(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
 - Connie He, Volunteer
 - Bridget McVey, 2024 Richmond Ambassador

2. Reading and approval of January minutes - **Mindy motioned, Jamie seconded; Approved.**

3. Agenda Review (to amend or remove but not to add)
 - a. **Budget discussion moved to March.**

4. Treasurer's Report - **Valerie reported no change from last month's balance of \$13,436.20.**

5. Other Commissioner Reports - **None.**

6. Old Business (to be actioned or archived)
 - 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 - **No updates, will most likely reconvene in April.**
 - ii. Schedule subcommittee meeting for February - **Jamie will create a Doodle poll.**

- b. 2025 Outbound Richmond Application
 - i. Deliberation of Interview Results and Selection of 2025 Richmond Ambassadors - **After deliberating the candidates, the commission selected Aiden Peralta, Mia Del Rio, Weslee Dimalanta, and Lola Abdugapparov as the 4 student ambassadors and Angel Uribe Fuentes, Atzin Sanchez, and Aidan Cruz as the 3 alternates.**
 - ii. Next steps
 - 1. Send out notices of selection - **Ana will send the notice to the students along with the Ambassador agreements. Parents will be cc'd in any following emails after receiving the Ambassador agreements.**
 - 2. Send out Ambassador agreements - **Jamie will edit the agreement to include that the tickets are “non-refundable, but if the commission is informed early enough to find an alternate, the tickets can be exchanged and refunded minus the ticket name change fee.”**
 - 3. Purchase tickets and reserve Tokyo hotel - **Jamie will meet the travel agent on Monday, February 10th, and will book the tickets and hotel when all of the Ambassador agreements have been received.**
 - 4. Schedule orientation sessions - **Will be scheduled in March**
 - iii. Mr. Iwawaki confirmed that he will participate as Adult Ambassador/Chaperone.
 - iv. **The adult ambassador application for 2026 will be opened in April.**

- c. Inbound Shimada Planning
 - i. Host Family Update - **Arianna gave the update regarding host families who have agreed to host and who are willing to be a back-up if necessary.**

1. Share student info to match students with families - **Jamie will send the info to Arianna.**
 2. **CM Zepeda recommended reaching out to neighborhood councils for future host families. Point Richmond's neighborhood council meets virtually on the last Wednesday of the month.**
- ii. Schedule Planning Update
1. School visits - **Schools have been contacted and visits have been scheduled.**
 2. Other activities
 3. Logistics update (van, venues, etc)
 - a. Meet & Greet and Sayonara - **Jamie worked with Mary and LaTonnia to book the Whittlesey Room for both events.**
 4. Chaperone recruitment - **Ana will help pick up and drop off the ambassadors' luggage, and will inform the Inbound Subcommittee about the days she's available to chaperone. The Inbound Subcommittee will meet Thursday, February 6th, to discuss the above logistics and activities in more detail.**
 5. Visit to Consul General - **Valerie and Takeo will visit the Consul General on Monday March 20th. Student Ambassadors may join depending on van availability.**
- iii. Takeo will visit from the 20th to the 27th; Chika will visit from the 25th to the 28th
- d. 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? - **Jamie will coordinate for the subcommittee.**
 - ii. Can we make travel brochures about Shimada available on our website?
- e. Fundraising Subcommittee meeting
- i. **Liana sent a Doodle to the subcommittee for a meeting.**
 - ii. **Arianna will try to obtain green tea from Shimada to sell at the Cherry Blossom Parade/other events.**

- iii. **CM Zepada suggested fundraising ideas: branded hoodies/bags, similar to what the Youth Council has done.**
 - 1. **A T-shirt design exists, and the commission will need to ask Trina about it.**
 - 2. **Mary is working on mechanisms for online payments - will contact to find out more information.**

7. **New Business**

- a. **2024/2025 Budget - Moved to next month.**
- b. **Cherry Blossom Parade - April 20th (Easter Sunday)**
 - i. **The Commission is interested in fundraising at the event using Shimada tea.**
 - ii. **Jamie will follow-up about details: Is it parade attendance only, or is a booth included?**
- c. **CM Zepeda wants to be included in the planning for the 65th anniversary visit, to plan and fund an event that showcases Richmond and is in keeping with the standard that Shimada has set for adult delegations.**

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

- a. **March 5th Commission Meeting - Planning for Incoming Shimada Ambassadors - Arianna will be absent, may attend on Zoom.**
- b. **March 20th - 28th - Shimada Friendship Ambassadors visit Richmond**
- c. **April 2nd Commission Meeting**
- d. **May 7th Commission Meeting**

9. **Good of the Order - 8:18 pm**