

Richmond-Shimada Friendship Commission
Wednesday, June 4th

MINUTES

– (In-person + Zoom call (for non-Commissioners) –

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 (on leave)
 - Arianna Rodriguez, Commissioner
 - Esther Takeuchi, Commissioner
 - Mindy Pines, Commissioner
 - Liana Ngo, Commissioner (Secretary pro tem)
 - Connie He, Commissioner
 - Evan Sirchuk, volunteer to the Commission
 - Ana Speros - of the Hercules Sister City Association - via Zoom
 - Cesar Zepeda, City Council Member

2. Reading and approval of May minutes : **Valerie motioned and Arianna seconded - All approved**

3. Agenda Review (to amend or remove but not to add)

4. Treasurer's Report : **As of May 30th the balance is \$15,401.21, but have yet to receive the statements for March and April. The cost of the ticket minus the change fee should be mailed to Lola's family within the week.**

5. Other Commissioner Reports
 - a. CJSCN Online Workshop & article
 - i. **Jamie attended the Zoom session and said it was good to talk with other organizations who were running activities centered around anime and manga. Jamie submitted the article regarding the March Shimada visit and it was published in the June newsletter.**

 - b. Ambassador Orientation #2

- ii. Can we make travel brochures about Shimada available on our website?
 - 1. The item will be decided after learning how to edit the current website.**
- d. Fundraising Subcommittee
 - i. 2024/2025 Budget and 2025/2026 Draft Budgets - carried from previous months
 - ii. Re-establish Fundraising subcommittee
 1. Tasks: identify fundraising opportunities, make action plans, reach out to potential donors.
 - 2. Arianna, Jamie, and Liana make up the subcommittee and Arianna will create a Doodle poll to schedule a meeting.**
- e. Getting the word out about our programs for 2026
 - i. Upcoming Tabling opportunities
 1. El Cerrito July 4th
 - a. Arianna will reach out to the coordinators to find out the info regarding tabling and selling food.**
 2. East Richmond Heights Art and Music Festival August 2nd
 - a. Vendor fee?
 3. Pt Richmond Music Fest (June - Sept)
 4. ~~Solano Stroll (2nd Sunday in September);~~
 5. Richmond Fall Festival at Nicholl Park, October
 - a. Will be around the time that the student application is live.**
 6. List of Tabling Opportunities: [Tabling & Community Events](#)
 - ii. What can we do or have at our table? T-shirts, stickers, a business card raffle? What would attract people to our table?
 - 1. The commission will create a “tabling kit” that consists of flyers of Shimada, snacks, tea, and a matcha kit for a grand prize.**
 - 2. Creating stickers to sell or hand out at events for under \$200 was discussed.**
- f. 2025 Adult Delegation to Obi Festival
 - i. Please send Jamie your dates in Shimada & accommodation preference
- g. Inviting Adult Delegation from Shimada - 2026 65th Anniversary

- i. Discuss possible itinerary for adult delegation - **postponed**
 - h. 2026 Adult Ambassador Application
 - i. Establish Adult Ambassador Selection Subcommittee.- **Liana, Valerie, and Mindy will make up the subcommittee.**
 - 1. Tasks: Review any applications received; set up interviews with qualified applicants; contact references; make recommendations to the Commission for selection.
 - a. **The subcommittee will determine if contacting references is necessary during the selection process.**
 - b. **Vice Mayor Zepada will help us distribute the application in his newsletter.**
 - ii. The application is open until June 30th.
 - i. 2025 Volunteer Appreciation Picnic
 - i. August 9th and 16th are potential dates.
 - 1. **Arianna will not be able to attend on the 9th, so the picnic will be on the 16th.**
 - 2. **The commission will ask Mary about the annual large garbage pick up event at Shimada Park to see if there is a conflict.**
7. New Business
 - a. RSFC Merch - t-shirt, sticker, pins etc.
 - i. **Connie will help design the t-shirt and stickers.**
 - b. Transfer photos to richmondshimada Google Drive
 - i. **Ana will coordinate with Jamie to transfer the photos.**
8. Calendar Look-ahead (note absences if any)
 - a. June 19th - 2025 Ambassadors depart from SFO : **Liana and Jamie**
 - b. July 9th - Commission Meeting
 - c. July 11th - Ambassadors return : **The commissioners meeting the returning ambassadors - tbd, possibly Jamie**
 - d. August 6th - Ambassadors report to the Commission (retreat?)
 - e. August 9th or **16th** - 3rd Annual Volunteer Appreciation Picnic
9. Good of the Order: **8:09 p.m.**

Minutes by Commissioner Liana Ngo