

Richmond-Shimada Friendship Commission
Wednesday, September 3rd, 2025
– (In-person + Zoom call (for non-Commissioners) –
MINUTES

Join Zoom Meeting -

<https://us06web.zoom.us/j/84890870671?pwd=LEyDcQArT7Rq8JdOK7HzKhe8Fc5fQZ.1>

Meeting ID: 848 9087 0671

Passcode: 699159

1. Call to Order and Attendance: **6:03 p.m.**
Commissioner Jamie Brown, Commissioner Valerie Snider, Commissioner Mindy Pines, Commissioner Liana Ngo, Commissioner Connie He,
2. Reading and approval of July minutes: **Valerie motioned, and Mindy seconded - All approved.**
3. Agenda Review (to amend or remove but not to add)
4. Treasurer's Report: **Valerie has not received the July or August statements, but based on the requested reimbursements to Jamie, Liana, Lola, and Valerie the new total should be \$12,943.71.**
5. Other Commissioner Reports:
 - a. **Maryann Maslan is not seeking reappointment at the end of her current term which expires 12/31/25. Liana Ngo has agreed to serve as Secretary.**
 - b. **Connie: There was an ambassador get together at Lana Martarella's house to welcome Kikka, one of the 2023 Shimada ambassadors. Connie has taken Kikka around Berkeley and has future plans while Kikka is here.**
6. Old Business (to be actioned or archived)
 - a. Fundraising Subcommittee
 - i. Fundraising subcommittee (Arianna, Liana, Jamie) : **Connie will join the subcommittee while Arianna is on leave.**
 1. Fundraising Letters drafted for the Commission to review
 2. **LaTonnia will reach out to Trina to find out the City's Tax ID information for the Commission.**
 3. **Liana will make a Doodle poll for another meeting.**
 - b. Getting the word out about our programs for 2026
 - i. Tabling opportunities
 1. August 2nd: East Richmond Heights Art and Music Festival

- a. **The commission will make plans to attend again next year.**
 2. September: Pt Richmond Music Fest Sept 12th - Connie, Liana and Mindy will attend.
 3. October: **At the next meeting, the commission will discuss the logistics of attending the Fall Fest at Nicholl Park on the 25th. Jamie will research more about the viability of participating in the event.**
 4. List of Tabling Opportunities: [Tabling & Community Events](#)
 5. **The commission will discuss creating a Japanese paper crafts event, similar to what the Richmond Library holds.**
- c. 2025 Adult Delegation to Obi Festival
 - i. Jamie **will send Takashi the commissioners' dates of arrival and accommodation preferences and is waiting on the city liaisons' information.**
- d. Inviting Adult Delegation from Shimada - 2026 65th Anniversary
 - i. Mayor Someya has requested the visit to start on August 18, 2026.
 1. How do we get this on the City's official calendar?
 2. **The 65th anniversary delegation will begin with Mayor Someya's visit and will last 4 to 5 days. The Commission has invited 10 delegates in the past.**
 - a. **Jamie would like to request money from the city for this visit.**
 - ii. Connie, Liana, and Valerie will make up the Shimada Delegation subcommittee, and will invite John Iwawaki to help in the planning. Liana will create a Doodle poll for the initial meeting.
7. New Business
 - a. **Due to upcoming travel for the Obi Matsuri, the next meeting will be on September 24th - All approved.**
 - b. 2026 Application Subcommittee Kickoff
 - i. Jamie, Mindy, and Valerie will make up the subcommittee, and Connie will be a substitute if necessary. The subcommittee will strategize on the marketing plan, but everyone will be involved.

Jamie will send a Doodle poll for a September meeting. ii. **Connie and Liana will create a Richmond Shimada Instagram that they will sandbox to show the Commission for discussion & approval. Once live, the Instagram QR code will be added to the application flyers.**

iii. Should we send out a news brief to:

1. Richmond Standard, Richmondside, Grandview Independent, Richmond Confidential, the CC Pulse, Tom Butt's E-Forum, others further afield? : **Mindy will help Jamie draft an article to have these groups possibly publish.**

- c. Jamie will send a notice to Takashi to let Shimada know who is on our current Commission.
- d. Steve Kirby forwarded a request from Yoshinori Mori that folks in Richmond send short video messages for Shimada's Christmas party. : **The commission will record a joint message at the November meeting, and Jamie will create a Google album to send to everyone for submissions. All submissions will be approved by the commission before being sent.**

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

- a. **September 24th - Commission meeting : LaTonia will book the Shimada Room for the commission.**
- b. October 10th-13th - Obi Matsuri in Shimada : **Jamie, Liana, Mindy, and Valerie are attending.**
- c. November 5th - Commission Meeting
- d. **December 1st: 2026 Student Ambassador Application opens**
- e. December 3rd - Commission Meeting

9. Good of the Order: **7:41 p.m.**