

**Richmond-Shimada Friendship Commission**  
**Wednesday, September 24th 2025**  
**– (In-person + Zoom call (for non-Commissioners) –**  
**MINUTES**

1. Call to Order and Attendance:  
*(Highlighted yellow or checked in attendance)*
  - Jamie Brown, Chair
  - Valerie Snider, Vice Chair-Treasurer
  - Maryann Maslan, Secretary (on leave)
  - Arianna Rodriguez, Commissioner (on leave)
  - Esther Takeuchi, Commissioner
  - Mindy Pines, Commissioner
  - Liana Ngo, Secretary
  - Connie He, Commissioner
  - Evan Sirchuk, volunteer to the Commission
  - Ana Speros - of the Hercules Sister City Association - via Zoom
  - Cesar Zepeda, Vice-Mayor/City Councilmember
  - LaTonnia Johnson, City Council Staff Liaison
  
2. Reading and approval of September 3rd minutes: **Mindy motioned and Valerie seconded- all approved.**
  
3. Agenda Review (to amend or remove but not to add)
  
4. Treasurer's Report: **LaTonnia has not received the July, August and September statements from Trina. She will mail physical copies to Valerie. According to Valerie's calculations the balance should be \$12,943.71.**
  
5. Other Commissioner Reports
  - a. Point Richmond Music Tabling: **Connie and Liana reported that there was less interaction overall than at the East Richmond Heights event. People who stopped at the table wanted to talk, but the noise made it difficult. There were few potential student applicants in attendance.**
  
6. Old Business (to be actioned or archived)
  - a. Fundraising Subcommittee
    - i. Fundraising subcommittee (Connie, Liana, Jamie)
      1. **Liana will create a Doodle poll once everyone returns from Japan.**

1. Tax ID number provided by LaTonnia. **Jamie has received the number and will send in the Rotary form.**
  - b. Getting the word out about our programs for 2026
    - i. Tabling opportunities
      1. October: Fall Fest at Nicholl Park October 25th: **LaTonnia will find out whether there is a fee to have a table and whether we should bring a table and canopy.**
      2. List of Tabling Opportunities: [Tabling & Community Events](#)
      3. **Hercules Tree Lighting: Ana will be attending.**
      4. **Other events to look into: Point Richmond Tree Lighting, Rotary holiday events, Neighborhood Councils, Washington Elementary International Fair.**
  - c. 2025 Adult Delegation to Obi Festival
    - i. Gifts for Shimada: **Discussed possible gifts to bring to Shimada. The City will purchase coffee and See's chocolates.**
  - d. Inviting Adult Delegation from Shimada - 2026 65th Anniversary
    - i. Subcommittee - Valerie, Liana, Connie: **They will meet after October 24th. Liana will create a Doodle poll once Valerie returns from Japan.**
  - e. 2026 Application Subcommittee (Mindy, Valerie, Jamie)
    - i. Schedule meeting before Nov. 1st
    - ii. **The application can be distributed to the United Teachers of Richmond and school PTAs.**
  - f. Holiday greetings for Shimada's Christmas party
    - i. **The Commission will record a holiday greeting at the November meeting. A google photo album will be created for host families and ambassadors to upload their own greetings.**
  - g. Instagram update
    - i. **Connie and Liana met up and created the Instagram account and initial posts. They plan for the account to be professional and fun. Jamie would like to see all official posts before posting.**
7. New Business
  - a. **The doll we received from Shimada that is currently at the Richmond library is not in good condition.**

