

**Richmond-Shimada Friendship Commission**  
**Wednesday, December 3rd 2025**  
**MEETING MINUTES**

1. Call to Order and Attendance: **6:02 PM**  
(Highlighted yellow or checked in attendance)
  - Commissioner Jamie Brown, Chair
  - Commissioner Valerie Snider, Vice Chair-Treasurer
  - Commissioner Mindy Pines
  - Commissioner Liana Ngo, Secretary
  - Commissioner Connie He **arrived at 6:16 PM**
  - Commissioner Maryann Maslan, (on leave)
  - Commissioner Arianna Rodriguez, (on leave)
  - Commissioner Esther Takeuchi
  - 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
  - Steven Goldman, volunteer to the Commission - via Zoom
  
2. Reading and approval of November 5th minutes: **Mindy motioned and Valerie seconded - all approved.**
  
3. Agenda Review (to amend or remove but not to add)
  
4. Treasurer's Report: **Waiting on the October and November statements.**
  - a. **Commission Bank Account - \$13,287.21 as of Sept 30th.**
  - b. **City Allocated Funds Account - \$657**
  
5. Other Commissioner Reports
  - a. SCI Sister Cities Showcase - report
  - b. Pt. Richmond Holiday Art Fair tabling - report: **Good engagement, but had a small crowd.**
  
6. Old Business (to be actioned or archived)
  - a. Fundraising Subcommittee
    - i. Fundraising subcommittee (Connie, Liana, Jamie)
      1. Update on fundraising efforts: **There have been no replies from any of the organizations that the subcommittee has reached out to. Jamie will send the Richmond Rotary application**

**soon. Connie showed the Commission her t-shirt designs that can potentially be sold for fundraising purposes.**

- b. Getting the word out about our programs for 2026
  - i. Tabling opportunities
    - 1. List of Tabling Opportunities: [Tabling & Community Events](#)
    - 2. Hercules Tree Lighting: Ana and Liana will be attending.
    - 3. Next likely tabline event: Cinco de Mayo on 23rd street, vendor applications open in April. - **The Commission will try to apply for a table at the SF Cherry Blossom Festival.**
    - 4. **Steven has offered to come up with a list of Japanese cultural events that we may be able to attend/table at.**
      - a. **Public engagement ideas were also discussed, such as having Japanese toys (kendama), teaching people how to write their names in Japanese, etc.**
- c. Inviting Adult Delegation from Shimada - 2026 65th Anniversary
  - i. Report from the subcommittee: **The subcommittee had a meeting on Nov 6th and created a tentative budget and schedule ranging around \$22,000 to \$25,000 depending on circumstances, such as transportation and events. Liana will forward the tentative budget to Jamie who will be meeting with city officials to further discuss the delegation.**
    - 1. **City officials would like to set up monthly meetings with the subcommittee to further discuss and complete any plans.**
  - ii. Shimada has received the official invitation from the City of Richmond.
  - iii. Chika inquired whether there will be a reception for the 65th Anniversary.: **A reception has been added to the tentative schedule and budget, which is based on how Shimada planned our time at the Obi Matsuri.**
- d. 2026 Application Subcommittee (Mindy, Valerie, Jamie)
  - i. Report on efforts to get the application out into the community
    - 1. **Liana distributed flyers at Middle College and Pinole Valley, but was unsuccessful in distributing them at Hercules. She was told that approval from the school district was required.**
    - 2. **Valerie and Ana were able to distribute at their designated schools.**

- ii. Application next steps:
    - 1. Review and score applications- Dec 22 - Jan 7
      - a. **Depending on how many applicants we receive, each commissioner will pick their 15 top students for in-person interviews.**
    - 2. Discussion of applications at Jan 7th meeting
  - e. Instagram update
    - i. Report from Instagram managers (Liana and Connie): **Posted the application flyer and will post stories with reminders as the application deadline draws near.**
7. New Business
- a. Richmond-Shimada Collection - It was recently discovered that all the gifts and artifacts received from Shimada since 1961, stored by the City in the Parks and Rec offices, have been destroyed. The Richmond Museum has offered to house, temporarily or permanently, any future gifts or artifacts given to the Commission.
8. Calendar Look-ahead (note absences if any)
- a. December 3rd - Commission Meeting
  - b. December 21st - 2026 Application closes
  - c. January 7th - Commission Meeting
9. Good of the Order: **7:51 PM**

Minutes recorded by Liana Ngo