



**Richmond-Zhoushan Friendship Commission Meeting**

**December 10, 2025, Minutes**

**(An in-person quorum is required)**

**3:00 p.m.-4:00 p.m.**

**450 Civic Center Plaza Richmond Room Conference Room**

Join Zoom Meeting

<https://us02web.zoom.us/j/82082165869?pwd=ejVON055elpvZVBxVzFad3pLQUI2dz09>

Meeting ID: 820 8216 5869

Passcode: 020922

**Attendance:** Present-Commissioner Nat Bates, Commissioner Lucy Zhou, Commissioner Maragret Lee, Commissioner Joseph Kong  
**Absent-** Commissioner Bobby Winston

- I. **Welcome:** Meeting Called to order at 3:16 p.m.
- II **Review and approval of the October 2025 meeting minutes-**  
Commissioner Margaret Lee, seconded by Commissioner Joeph Ko, passed unanimously.
- III. **Treasurer's Report:**  
Bank Account: \$2527.77, per the December 2025 bank statement  
City Allocated: Funds-\$566
- IV. **Report on November 2025 visit Hangzhou and Zhoushan (Commissioners Bates, Zhou and Kong):** Commissioner Bates shared that the trip went very well and highlighted the excellent hospitality. He described visiting various locations in smaller groups. Commissioners commented on how enjoyable the trip was and noted the positive reception of the City of Richmond's Zhoushan Friendship Commission.
- V. **Old Business (members):** There are six commissioner positions currently vacant. The existing Zhoushan Friendship Commission members are requesting that Mayor Martinez review applications for three prospective members who are awaiting a response from the Commission.
- VI **New Business:** Commissioner Kong proposed hosting the sister city of Zhoushan annually and encouraged opportunities for Richmond businesses and residents to visit Zhoushan as well.
- VII. **Additional New Business:** Commissioner Bates recommended to Mayor Martinez the creation of a documentary featuring the City of Richmond and its leadership. He suggested that the documentary explains the formation of the sister city commissions and highlights the establishment of the Zhoushan Friendship Commission.

**VIII. Report on Richmond Delegation (Commissioners Kong and Zhou's) visit to Zhoushan with students in December:** The visit is scheduled for Sunday, October 14. A total of 50 students from the school district will be participating. The timing of the trip impacted participation from Contra Costa College. Trip expenses are being covered by the Zhoushan sister city delegation,

**IX. Other matter of interest:** Discussion of the Richmond student exchange program.

**X. Next meeting:** January 14, 2026

**XI. Adjournment:** the meeting adjourned at 4:00 p.m.