



## **Richmond-Zhoushan Friendship Commission Meeting**

### **Agenda**

**May 20, 2019**

**4:00pm to 5:00pm**

**Shimada Room, Richmond City Council Chamber**

- I. Welcome and Roll Call
- II. Review minutes from the April 29<sup>th</sup> meeting
- III. Review draft of revised Donor Solicitation Letter and Sponsorship Attachment
- IV. Review website currently under construction  
[www.zhoushanrichmond.org/](http://www.zhoushanrichmond.org/)
- V. Update on tentative itinerary and accommodations
- VI. Status of tasks assigned at the April 29<sup>th</sup> meeting
  - a. Send photos and all other information to James Lee by May 13<sup>th</sup>
  - b. Website should be finalized by May 20<sup>th</sup> so letter can be sent out with link
  - c. Letter should be finalized for review on May 20<sup>th</sup>
- VII. Other matters of interest
- VIII. Schedule the next meeting
- IX. Adjourn