

Richmond-Shimada Friendship Commission
Wednesday, April 5th, 2023
---(In-Person + Zoom Call for Non-Commissioners)---

1. Call to Order and Roll Call

(Highlighted Yellow or checked Names Attended, Green highlighted indicates the commissioner is on hiatus until return to in-person meetings)

- Evan Sirchuk, Chair
- Valerie Snider, Secretary
- Maryann Maslan, Commissioner
- Jamie Brown, Commissioner
- Trina Jackson-Lincoln, Staff Liaison
- Robyn Rickansrud, Commissioner
- Arianna Rodriguez, Commissioner
- Marilyn Leong Lee (former commissioner)
- Esther Takeuchi Commissioner
- Zelda Holland, Commissioner
- Ana Speros - Hercules Sister City Commission
- Cesar Zepeda - City Council Member

2. Reading and approval of minute [last month's minutes](#)

3. Commissioner Reports

4. Input on Agenda

5. Important Business

- o Congratulations everyone for a successful student visit!
- o Reviewing big wins and areas we could improve
 - i. Survey of host families?
 - ii. Add to or refine the host family handbook
 - iii. Make procedure for health incidents, future travel insurance should have a Japanese/English concierge that can actually book appointments?
- o Next Steps for Online Exchange
 - i. Past Notes: [Structure - New Virtual Student Exchange](#)
- o Fiscal Sponsor Update
 - i. Update from Trina about donation page

- ii. 1st draft of donation page text: [Text For Giving Page \(Donations\) v001](#)
 - iii. Writing an appeal to Richmond Rotary for a donation.
- Reimbursements: [Reimbursements Tracker - Richmond Shimada](#)
- Evan's Retirement as chairperson
 - i. structure of future chairperson role
- Removing non-active members
 - i. New member interest
 - ii. Follow up on website form that was not working
- 6. Good of the Order/Adjournment