



Richmond-Shimada Friendship Commission  
Wednesday, June 7th, 2023  
---(In-Person + Zoom Call for Non-Commissioners)---

1. Call to Order and Roll Call

*(Highlighted Yellow or checked Names Attended)*

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

2. Reading and approval of last month's minutes

3. Agenda Review

4. Commissioner Reports

- a. California Japan Sister Cities Network (CJSCN) Spring Workshop

5. Treasurer's Report

6. New Business

- a. Approval of New Commission Roles
- b. JETAANC Summer in the Parks Program
  - i. [JETAANC Summer in the Parks is Back!](#)
  - ii. Go/No Go

7. Old Business (to be actioned or archived)

- a. Post-Student Exchange Items for Follow-up

- i. Survey of Host Families
    - ii. Host Family Handbook Updates
    - iii. Health Incident Protocol
  - b. Adult Delegation from Shimada in October 2023
    - i. Send formal request to City Council
  - c. Online Exchange
    - i. Past Notes: [Structure - New Virtual Student Exchange](#)
  - d. 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.
  - e. Commission Membership Update
    - i. Non-active members
    - ii. New member interest
    - iii. Follow up on website form that was not working
- 8. Calendar Look-ahead
  - a. July Commission Meeting: Move to July 12th (2nd Wednesday)
  - b. August Commission Meeting: Summer Recess? Summer Retreat?
- 9. Good of the Order/Adjournment