

Richmond-Shimada Friendship Commission
Wednesday, November 1st, 2023
---(In-Person + Zoom Call for Non-Commissioners)---

Zoom Link (For Non-Commissioners):

<https://ci-richmond-ca-us.zoom.us/j/81541002778?pwd=dmdUWmJzN3JTc05DQThGNmFPdVBpZz09>

Meeting ID: 815 4100 2778

Passcode: 020222

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
- Mary Marable, City of Richmond
- Esther Takeuchi, Commissioner
- Zelda Holland, Commissioner
- Ana Speros - of the Hercules sister city association
- Debra Aboytes, Volunteer
- Cesar Zepeda - City Council Member

2. Reading and approval of October's minutes

3. Agenda Review

4. Commissioner Reports

a.

5. Treasurer's Report

6. Old Business (to be actioned or archived)

a. Commission Membership Update

i. New member interest

1. Draft Flyer to distribute around Richmond and East Bay

b. City Council report: End-of-year written report - placeholder

- i. Include Ana's latest submission to the CJSCN newsletter; Student visit in March; Volunteer Appreciation picnic in August; 2022 Obi Matsuri trip; Expected adult delegation.

- c. Richmond Rotary Application for Financial Support - Maryann's update
 - d. USF bill to Commissioner Evan Sirchuk for student ambassador care - update
 - e. 2024 Delegates Student recruitment
 - i. Review updated student flyer/application instructions (Evan/Mary)
 - ii. WCCUSD review/approval of student flyer/application instructions
 - iii. Develop contact list for schools
 - f. Draft Risk Management Policy
 - i. Draft Policy to be complete by February 2024
 - ii. [Student Exchange Risk Management Policy \(Draft\)](#)
7. New Business
- a. Draft letter to Shimada regarding recent City Council declaration
 - b.
8. Calendar Look-ahead
- a. November Commission Meeting: 11/1 - Prep for 2024 Richmond Student Exchange
 - b. December Commission Meeting: 12/6 - Prep for 2024 Richmond Student Exchange
 - c. January 2024 Commission Meeting: January 10th
 - i. Prep for 2024 Shimada Student Ambassador Visit in March;
 - ii. Richmond Ambassador Applications due January 15th
 - d. February 2024 Commission Meeting: February 7th - Prep for 2024 Shimada Student Ambassador Visit in March
9. Good of the Order/Adjournment