

Richmond-Shimada Friendship Commission

Wednesday, November 1, 2023

Minutes

---(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

Outcome and Discussion: Chair Jamie Brown made a motion to approve the minutes. Commissioner Evan Sirchuk seconded the motion. The minutes were approved unanimously.

3. Agenda Review

No changes were requested

4. Commissioner Reports

a. Outcome and Discussion: Ariana reported that a Kennedy teacher, Kumiko Yanagihara, is interested in hosting students. A commission visitor named Belinda is also interested in hosting students.

b. There were no other commissioner reports

5. Treasurer's Report

Per the October statement, the balance is \$14,632.95

City allocated fund balance is \$938

Outcome and Discussion: Mary Ann will follow up with JETAAC about the refund for the appreciation picnic held on 9/30/23.

6. Old Business (to be actioned or archived)

a. Commission Membership Update

i. New member interest

Draft Flyer to distribute around Richmond and East Bay

Outcome and Discussion: A new flyer was edited by Arianna. Mary presents to commission a new application format for student/chaperone/host packet. A subcommittee was then formed by Evan and Valerie to make further adjustments to the application packet.

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 **Outcome and Discussion:** Commissioner Maryann Maslan reported that the Rotary staff will fast track application due to technical issues with website.

d. USF bill to Commissioner Evan Sirchuk for student ambassador care

Outcome and Discussion: Evan reported that the medical bill was resolved and paid by Takeo (Marine Insurance).

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

Outcome and Discussion: Staff member Mary Marable distributed the revised application for the commissions review. The commission provided input on recommended changes that will be discussed at the next meeting. There was concern about the delay of posting the application and opening the application period.

f. Draft Risk Management Policy

i. Draft Policy to be complete by February 2024

ii. [Student Exchange Risk Management Policy \(Draft\)](#)

Outcome and Discussion: The draft policy can be viewed by clicking the link on Item f.ii. The commission will review draft and provide input. The draft item will need to be sent to the City Attorney's office for review.

7. New Business

Outcome and Discussion: Continued.

- 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

The meeting was adjourned at 7:28 pm