

Richmond Shimada Friendship Commission Meeting

Minutes

May 4, 2016

7:00pm

440 Civic Center Plaza, Richmond

- I. Call to order – The meeting was called to order at 7:15pm.
- II. Roll call – Commissioners Pinto, Alford, Holland, Aoki were present.
- III. Approval of minutes from last meeting – No minutes were submitted for review.
- IV. Commissioner Reports:

Commissioners Holland and Alford submitted receipts for reimbursement of expenses incurred during the March visit from Shimada Youth Ambassadors. Zelda Holland - \$194 and Marilyn Alford - \$435

Commissioner Aoki presented a donation in the amount of \$100 from Ms. Janna Covertson.

The commissioners provided input on the March visits to Lavonya Dejean Middle, Kennedy and Hercules High, as well as Leadership. Lavonya seemed unprepared for the visit, so instruction will be provided to the visit facilitator, should the commission decide to schedule a future visit. The other schools provided nice activities and tours for the ambassadors.

In the future, the commission should allot more time on the schedule between locations to prevent tardiness.

Chaperones must also be proactive in monitoring the time and corralling the ambassadors when needed.

- V. Open issues:
 - a) Urgent: Approval of new adult ambassador
Lana Husser was approved as the 2016 Chaperone for the visit to Shimada by Richmond Ambassadors
 - b) Finalize the summer dates – Richmond Ambassadors to Shimada, Japan
The commission approved the dates of June 22 through July 20, 2016
 - c) Orientation update
May 10th is the next orientation at Commissioner Aoki's home
- VI. Other matters of interest

Commissioner Alford reported that the airfare for travel to Shimada in June 2016 was approximately \$1,700 per person. The commission agrees to contribute \$200 per

ambassador for a total contribution of \$800.

City allocated funds will be used to reimburse commissioners for expenses incurred from the March visit from Shimada Ambassadors and the \$200 contribution per Richmond Ambassador traveling to Shimada in June 2016.

The remaining city allocated funds will be applied toward gifts for future Shimada ambassadors – 100 lunch coolers and 200 water bottles.

VII. Adjournment