



Richmond-Zhoushan Friendship Commission Meeting
August 11, 2017
1:00 p.m.
Shimada Room

Minutes

- I. Welcome and Introductions
The following were present: Commissioners Sara Zhao, Leonard Berry, Joseph Kong, Jessica Liu, Stanley Li, Matt Lewis and James Lee; Jim Matzorkis, Lucy Zhou and Trina Jackson
- II. Nomination of Officers
- a. Chair – *Sara Zhao was nominated and approved as chair*
 - b. Vice chair – *Matt Lewis was nominated and approved as vice chair*
 - c. Secretary – *James Lee was nominated and approved as secretary*
- III. Select regular meeting schedule – *The commission unanimously voted to hold the regular meetings on the second Monday of the month at 1pm with a request to have a call-in number available for commissioners that aren't able to attend. The commission may also vote to change the meeting date and time, as needed. There was also discussion on alternating the meeting times from 1pm to 6:30pm on alternate months.*
- The next meeting will be held on September 11, 2017 at 1pm.*
- IV. Discuss options for private funding for City Officials traveling to Zhoushan next month. – *Upon discussion, Commissioner Kong agreed to call commissioners and friends to solicit donations to be used for the travel costs of Jim Matorkis and Lucy Zhou. The balance of the Friends of Zhoushan privately raised funds will be applied toward the donation for travel.*
- V. Update on 2017 International Islands Tourism Conference – September 21-23, 2017
- a. Confirmed delegates – *Councilmember Martinez, Commissioners Zhao, Lewis, Berry, Liu, Li, Lee, Jun Wang, Trina Jackson. Jim Matzorkis and Lucy Zhou pending confirmation of privately raised funding*
 - b. Update on requests for meetings with Zhoushan Officials
 1. Education – **Confirmed**
 2. Tourism – **Pending**
 3. Business – **Pending**

Lucy reported that reps from all jurisdictions will visit each booth to network and share information.

- c. Tourism Expo – *Commissioners Lewis and Li will work to design the booth; Martinez will provide remarks; remaining delegates will participate in the conference and the ratification of the new Mutual Agreement.*
Trina Jackson will check with Zhoushan about printing material for packets and inquire about interpreter.

- VI. Review proposed revisions to the Mutual Agreement
 - a. Culture and Arts – Michele Seville
 - b. Education and Language – Eric Peterson
 - c. Medical Services and Public Health – Councilmember Martinez
 - d. Tourism – Matt Lewis
 - e. Business and Economic Development – all

The draft revisions were distributed; the commissioners will review and provide input by Monday, August 14th. Commissioner Berry agreed to review and revise the Business and Economic Development section.

- VII. Prospective Exchange Programs - *Tabled*
 - a. Potential teacher delegates from Zhoushan in 2017
 - b. Potential student exchanges
 - c. Others

- VIII. Other matters of interest
 - 1. *Commissioner Berry agreed to check the status of the Friends of Zhoushan 501c3 status*
 - 2. *The commission would like to receive information about previous student exchanges.*

- IX. Adjourn - The meeting was adjourned at 2:30pm