

Richmond-Shimada Friendship Commission

Wednesday,

May 12th, 2021

---(Via Zoom Call)---

6:00 p.m. Shimada Room

440 Civic Center Plaza, Richmond, Ca.

1. Call to Order and Roll Call

(Highlighted or checked Names Attended)

- Evan Sirchuk
- Robyn Rickansrud
- Valerie Snider
- Trina Jackson
- Maryann Maslann
- Jamie Brown
- Yas Aoki
- Ester Takeuchi
- Zelda Holland

2. Reading and approval of minutes – **The commissioners received the minutes for review.**

3. Commissioner Reports

No commissioner reports

Staff liaison reported that tea bundles will be sent to City Council, Commissioners, host families and youth ambassadors while supplies last.

4. Input on Agenda

5. Important Business

- We received green tea from Shimada, we should send a “thank you.”
- May 14, 2021, 4:30-6:30 a CA/Japan sister city workshop. ***Trina will forward the email if anyone wants to join the workshop. Evan provides a summary of previous meetings and encourages the commissioners to attend. Jamie is interested in attending.***
- Host Family Handbook Scanned – ***Tabled item until the next meeting due to Maryann’s absence.***
 - [Richmond-Shimada Host Family Handbook](#)
 - Reviewing Content and updating.

- Proposal from Shimada for the 60th Anniversary (2021) - Evan will check with Shimada on potential date. Trina will review the photo albums for potential photos that we can ask the mayor to sketch, if he's agreeable.

The proposed budget is \$500. It is suggested to add more for shipping. The commission will purchase items to send. Items include honey, Shimada lunch bags, t-shirts if we still have some available. Potentially three large gift bags and 12 smaller bags for staff. Evan will check with them about the Retro Richmond shirt

- Date: Fall to Winter, 2021
- Gather content from local highlights and art orgs.
- Allocate Budget – **\$500 was decided for the 60th anniversary.**
- Finalize gift list
 - [Shimada Gift Basket Item Ideas](#)
- We still have water bottles and soft lunch boxes
- <https://www.cucinaandamore.com/pages/who-we-are>
 - has a local fine food warehouse, possible connections to Japan?
- Penpal opportunities with Shimada Residents
 - We still have four Japanese penpals ready for letters!

Commissioners were reminded of the opportunity.

- Review of materials for developing child protection policy
 - Articles to read, help me consolidate this information into a solid policy/training for student chaperones
 - Also for host families?

Evan visited the Kid Power website and collected four documents that are relevant to the Shimada program. Commissioners are asked to review the documents and decide what we can merge to create a training module including a quiz with scenarios.

The purpose of this effort is to put a formal system in place to inform potential chaperones of safety precautions and to set requirements.

The commission should develop requirements and a Code of Conduct to be signed by chaperones for a specific visit.

Commissioners are invited to help Evan to develop the documents and requirements.

It is suggested that a minimum age to be a chaperone be set.

Development of basic needs translation cards with Japanese on one side and English on the other side ie. I'm feeling sick on one side and the same message in Japanese.

- Translation cards for important messages by Japanese student visitors.
 - Indicate critical information such as sickness, abuse, hunger, etc.
- Review process for removing problematic volunteer, bar from meeting and events.
- May 2022 Evan Sirchuk will step down as President.
 - Will continue as commissioner, but needs a break from full responsibility of being president.
 - Consider possible replacement volunteers.
 - Training & Documentation

Evan announced that he is putting a sunset on his position as the chair due to other responsibilities. He has offered to train an incoming chair. Commissioners are asked to consider the position. Valerie commended Evan on his great work and commitment to the Shimada Commission.

6. Good of the Order/Adjournment - The meeting was adjourned at 7:35pm.

Useful Resources:

[Programs Proposed by the Shimada Side](#)

Trina To Do:

- Review the photo album for pics to sketch
- The Rich Clothing Company www.therichclotingco.com
- Review previous documentation and requirements for host families
 - Recommendations from Risk Management and RPD