



Richmond-Shimada Friendship Commission

Minutes

Wednesday, November 3, 2021

---(Via Zoom Call)---

<https://us02web.zoom.us/j/82336607965?pwd=RnczeHpwNXJLZ1hoeFdpQmlnM3Z5dz09>

Meeting ID: 823 3660 7965

Passcode: 020321

1. Call to Order and Roll Call

(Highlighted or checked Names Attended)

- Evan Sirchuk, Chair
- Valerie Snider, Secretary
- Maryann Maslan, Commissioner
- Jamie Brown, Commissioner
- Yas Aoki, Commissioner
- Esther Takeuchi, Commissioner
- Zelda Holland, Commissioner
- Robyn Rickansrud, Commissioner
- Trina Jackson-Lincoln, Staff Liaison

2. Reading and approval of minutes

3. Commissioner Reports

Commissioner Brown reported that she would complete the invitation by the end of the week.

No other reports

4. Input on Agenda

No input provided

5. Important Business

- The joint Richmond-Shimada 60th Anniversary event is Saturday Dec. 11, 2021 from 5:00pm to 7:00pm California time
- Checking in on Tasks
 - Jamie - Updates on sketches from Mayor
 - Can I delegate the job of contacting the California Sister City or ask them if they can accept \$200 in funds from the mayor discretionary fund?

The commission discussed other non-profits that would possibly accept the funds. Trina agreed to contact the organization to inquire. After further discussion, the commission decided to go with the California Japan Sister City Association.

**Contact: Kelley Cortright
Communications Manager, CJSCN**

**<https://www.caljapansistercities.org/>
info@caljapansistercities.org**

- Purpose of funds is to purchase a GoPro 360 Camera
- Either we send them an extra \$100 so they can pay a total of 300 for the camera
- or
- They accept the funds from the mayor, then write us a check.

- 60th Anniversary Event

Evan reported that the mayor's video has been sent to Shimada, Japan for translation. Trina reported that Councilmember Bates will record his message next week.

Evan's Written Statement For review by Commissioner for flow:

<https://docs.google.com/document/d/1hBtjdZqCSAVIAAuuivznwSyLs7G7iudu/edit?usp=sharing&oid=101685366172313043367&rtpof=true&sd=true>

Evan and Maryann decided to not use the data from Robin Lopez because we have enough content at this point and he has missed the submission deadline.

- Evan will present a list of videos that are done, and which are still in progress.
 - Update from Maryann on reaching out to arts organizations with \$100 stipend per artist.
 - \$100 each for 2 org and 1 individual
 - \$50 for flowers to Richmond art center

Potential Orgs to receive stipends

East Bay Center for the Performing Arts – \$125

Los Cenzontles – Day of the Dead Content - \$125

Shots from Richmond (Robin Lopez) – Content not received – no stipend

Richmond Art Center - \$125

■ How do we pay artists?

- via Trina Jackson-Lincoln

Use city allocated funds

■ [Shimada Gift Basket Item Ideas](#)

■ Evan will order shirts and Honey

■ We still have water bottles and soft lunch boxes

- ***Some still available*** ~~or all donated?~~

○ Is an in-person event possible? (Covid Concerns)

○ In Person Event Planning (If Possible by December)

■ Basement Multipurpose space is available for max of 20 attendees

Trina reported that the room has been reserved. She'll follow up with IT as the date gets closer regarding use of the equipment.

The commission decided to go with the multipurpose room. Jamie will check into setting up registration via Eventbrite.

Registration will include a question about dietary restrictions. The RSVP deadline will be Dec 7th.

Include a statement about proof of vaccination or a negative covid test within 72 hours required.

Trina will order the Bento Boxes – Use City allocated funds

■ Evan will look into other options possibly for more people

- Projector
- Screen
- tables
- seating
- Saturday 6pm evening availability
- restaurant option?

■ Evan provided a link to the master list of commissioners, host families, former ambassadors, and others who we will invite to the event. Evan predicts we will have a maximum of 40 people.

The maximum number of in-person attendees is 20; others can attend via zoom

Outreach: City Council, California Japan Sister City Association and social media.

■ Valerie suggested first sending a “save the date” email before the formal invitation. Maryann suggested the 2nd week of October for the “save the date” announcement, so we have an idea about how many people will attend.

■ Jamie suggested we order bento boxes for those who plan to attend (at the expense of the attendee). Someone will have to pick up the boxes and bring them to the venue.

Food: Bento for Attendees - Two Options.

<https://goo.gl/maps/bamTkbKxCQCwsJYH8>

Drink: Tea, Wine, Apple Cider for Toast, Water.

(wine donated by commissioners)

6. Good of the Order/Adjournment

Useful Resources:

[Programs Proposed by the Shimada Side](#)

[Richmond Shimada 60th Event Schedule](#)

Important Dates

Saturday Dec 11th - 60th Event