

Richmond-Shimada Friendship Commission
Wednesday, January 7th 2026
MINUTES

1. Call to Order and Attendance: **6:15 PM**
(Highlighted yellow or checked in attendance)
 - Commissioner Jamie Brown, Chair
 - Commissioner Valerie Snider, Vice Chair-Treasurer
 - Commissioner Mindy Pines
 - Commissioner Liana Ngo, Secretary
 - Commissioner Connie He
 - Commissioner Arianna Rodriguez - via Zoom
 - Commissioner Esther Takeuchi
 - Evan Sirchuk, volunteer to the Commission
 - Ana Speros - of the Hercules Sister City Association - via Zoom
 - Cesar Zepeda, Vice-Mayor/City Councilmember
 - LaTonnia Johnson, City Council Staff Liaison
 - Trina Jackson-Lincoln, City Council Staff - via Zoom
 - Marcelo C., student - via Zoom
 - Aidan Cruz, 2025 Student Ambassador - via Zoom
 - Steven Goldman, volunteer to the Commission - via Zoom

2. Reading and approval of Dec 3rd minutes: **Mindy motioned and Valerie seconded - All approved.**

3. Agenda Review (to amend or remove but not to add)

4. Treasurer's Report: **No change as of Dec 31st.**
 - a. **Commission Bank Account - \$13,287.21**
 - b. **City Allocated Funds Account - \$280**

5. Other Commissioner Reports
 - a. **Hercules Tree Lighting on Dec 7th - Liana and Ana attended along with volunteers from the Hercules Tsushima Sister City Association. It was a good event and many flyers were distributed, but it doesn't seem like any students/adults applied to the application.**

6. Old Business (to be actioned or archived)
 - a. Inviting Adult Delegation from Shimada - 2026 65th Anniversary
 - i. Report from Jamie on meeting with CM Zepeda, Mayor's Office Chief of Staff Tony Tamayo and Trina: **CM Zepeda would like to plan a wider**

community event while the delegation is here, so that the broader community can learn about the program and the sister city relationship with Shimada. The Mayor's Office will be the one to reach out to businesses that the delegation will be visiting/dining at.

- ii. The Mayor's Office has confirmed Richmond will cover the cost of transportation to and from SFO, and during the delegation's stay in Richmond: **An outside company will be hired for the delegation's time in Richmond.**
- iii. Tony Tamayo requested to meet with the subcommittee monthly to continue event planning, possibly involving the Chamber of Commerce and Main Street Initiative: **Trina will coordinate with Tony to find out the best time for him to meet the subcommittee.**

~~b. Instagram update~~

- ~~i. Report from Instagram managers (Liana and Connie)~~

7. New Business

- a. 2026 Richmond Friendship Ambassador applications
 - i. Discussion: **The student interview group will consist of Jamie, Valerie, Mindy, Connie, Liana, Steven, Arianna, and LaTonia (if available). LaTonia will book the interview rooms once the dates have been decided.**
 - ii. Select potential dates for interviews; confirm location:
 - 1. **Interview Dates: Wednesday, Jan 21st, to Friday, Jan 23rd, from 5:00 PM - 8:00 PM. There will be four 30 minute time slots with a 15 minute gap in between each interview.**
Requested Location: Richmond Room
 - 2. **Jamie will send everyone the interview questions and set up Calendly for the students to pick their interview times.**
 - 3. **Liana will send Steven the student applications to review before the interviews.**
 - iii. Subcommittee to review, interview and select Adult Ambassador/Chaperone:
 - 1. **The adult interview group will consist of Ana, Mindy, Liana, and Valerie.**

- d. March 20th-29th - Shimada Friendship Ambassadors' visit
9. Good of the Order: **7:51 PM**

Minutes recorded by Liana Ngo