



Richmond-Zhoushan Friendship Commission Meeting

MINUTES

May 20, 2019

4:00pm to 5:00pm

Shimada Room, Richmond City Council Chamber

I. Welcome and Roll Call

Commissioners Present: Mathew Lewis, Alexander Golovets, Stanley Li, Eric Peterson, Leonard Berry

City Officials: Councilmembers Demnlus Johnson and Eduardo Martinez, Port Director Jim Matzorkis and Staff Liaison Trina Jackson

II. Review minutes from the April 29th meeting

The minutes were approved as written by a unanimous vote. The item was moved by Alex Golovets and seconded by Leonard Berry

III. Review draft of revised Donor Solicitation Letter and Sponsorship Attachment-

- The letter should be sent with follow up a week after.
- The cost of travel is approximately \$3k per person
- Estimate number of participants – 3 councilmembers, up to 8 commissioners, possibly 2 platinum donors and 3 staff. Need to be mindful of the number of ppl – 10 rooms provided by Zhoushan in 2018.
- Johnson – suggested that the commission set a fundraising goal of \$42k
- Platinum Sponsor could pay an additional \$3k to be on a list to travel – limited space – 2 only
- Lists of businesses to send a solicitation letter
 - Chamber members – request from James Lee
 - COI – request from Katrinka Ruk
 - Point Richmond Business Association
 - 23rd Street Merchants Association
 - Leslie at Hilltop Mall – **CM Johnson will inquire**
 - Pacific East Mall – **CM Bates ?**
 - Cannabis Collectives – **introduce Alex to Veretta via email to get contact info**

- IV. Review website currently under construction- The donation links aren't active. Let James know that the raised funds should go into the Zhoushan bank account
www.zhoushanrichmond.org/
- V. Update on tentative itinerary and accommodations- the tourism conference has been moved to the 4,5 6 of September instead of the later part of the month, which leaves 2.5 months before travel
- VI. Status of tasks assigned at the April 29th meeting
- Send photos and all other information to James Lee by May 13th
 - Website should be finalized by May 20th so letter can be sent out with link
 - Letter should be finalized for review on May 20th
- VII. Other matters of interest-
- Pccedu.org/ambassadorprogram
- Exchange education trip to China in the summer of 2019
If enough funds are raised, the commission could consider sponsoring a student.
- Tony Thurmond directed the commission to contact his Director of English Learning to discuss the commission programming and his global education plan. Dates have been emailed to the Director of English Learning for a conference call. Eric Peterson, Eduardo Martinez, Jim Matzorkis have expressed interest in being on the call.
- VIII. Schedule the next meeting- June 19, 2019 at 4pm
- IX. Adjourn