

TORRANCE SISTER CITY ASSOCIATION MEETING AGENDA
WEST ANNEX COMMISSION ROOM
Monday, January 14, 2019, 7:00 p.m.

1. Call to Order
2. Flag Salute
3. Approval of the Minutes
4. Treasurer's Report: Ron Reeve
 - 4.1 45th anniversary finances: Cindy Scotto
 - 4.2 Board approval of 2019 budget
5. Staff Liaison: Michael Field
6. President's Remarks
7. Committee Reports
 - 7.1 Student Club: Andrew Kang, Ruchi Shetti
 - 7.2 Alumni Reunion 2019: Sindy Kang
 - 7.3 Bunka-Sai Planning: Werner Willoughby
 - 7.4 2020 Adult Leader Selection: Wendy Ito
 - 7.5 English Teacher: Lori Eurich
 - 7.6 Historical: Sumi Arnheim, Karen Wheeler
 - 7.7 Hospitality: Ilene Gelbaum
 - 7.8 Membership: Reiko Higa
 - 7.9 Newsletter: Rae Ann Carr
 - 7.10 Nominating: Bryce Yamauchi
 - 7.11 Procedures: Hazel Taniguchi
 - 7.12 Sister Elementary Schools: Kathi Matsubara, Gail Roulette
 - 7.13 Student Selection: Jeremy Gerson
 - 7.14 Website: Lori Eurich
8. Old business
 - 8.1 Committee openings: Bunka-Sai vendors, Bunka-Sai volunteer recruitment committee chairperson for 2020 , Bunka-Sai ads?
 - 8.2 Backup person for sound system
9. New Business
10. Orals and Announcements
11. Adjournment: Next Meeting is on Monday, February 11, 2019

Refreshments Schedule

January: Jessica Haugen

February: Ron Reeve

March: Hazel Taniguchi

MINUTES

Torrance Sister City Association Meeting November 13, 2018

1. Meeting called to order at 7:00 PM by Hazel Taniguchi.

In Attendance:

Board Members:	Present	Absent
Hazel Taniguchi, President	x	
Cindy Scotto, Vice President	x	
Ron Reeve, Treasurer	x	
Wendy Ito, Secretary	x	
Lori Chong Eurich	x	
Keiko Clark		x
Dana Cortez		x
Donna Dunlap	x	
Summer Gray		E
Jennifer Eureka Hirashiki	x	
Sindy Kang	x	
Kathi Matsubara	x	
Gail Roulette	x	
Marilyn Rubin	x	
Bryce Yamauchi	x	
Student Board Members:		
Andrew Kang		x
Ruchi Shetti	x	
Others:		
Werner Willoughby (<i>Im. Past President</i>)	x	
Michael Field (<i>Cmnty Svcs Liaison</i>)	x	

Others in Attendance: Kerry Cababa, RaeAnn Carr, Brian Diederich, Jeremy Gerson, Councilman Mike Griffiths, Jessica Haugen, Reiko Higa, Butch Ihde, Sherwin Rubin, Mayoori Shetti, Shirley Tanaka, Cheryl Yamauchi,

2. **Flag Salute:** Flag salute was led by Werner Willoughby

3. **Approval of Minutes:** Gail Roulette moves to approve. Donna Dunlap seconds. Minutes approved with amendments.

4. Treasurer's Report – Ron Reeve: Balance in checking as of 10/30/18: \$55,134.29. Balance in money market as of 10/30/18: \$85,636.23. Filed for future auditing. Ron Reeve to ask Gary Kuwahara to serve as volunteer auditor for TSCA.

5. Staff Liaison - Michael Field: Links to upload/download and share 45th Anniversary photos has been set-up. <http://bit.do/kashiwatrip>
<http://bit.do/kawshiwaview>

6. President's Remarks – Hazel Taniguchi

There are several changes in staff at the Library and in Central Services. TSCA will need new contact persons for each.

7. Committee Reports

- *7.1 Alumni Reunion 2019 – **Sindy Kang:*** Sindy needs to inventory the storage unit for supplies. Event is set for January 12.
- *7.2 Student Club – **Andrew Kang & Ruchi Shetti:*** Per Ruchi, most 2018 delegates are available to help at Bunka-Sai 2019 for sound system, etc.
- *7.3 2020 Adult Leader Selection – **Wendy Ito:*** Deadline for applications is February 8. Waiting for TUSD/Tammy Kahn to distribute flier to all teachers.
- *7.4 English Teacher Selection - **Lori Eurich:*** Lori was able to visit with both teachers in Kashiwa during 45th Anniversary trip. Brandon Matsumoto found training and book from Jen Hirashiki invaluable.
- *7.5 Historical – **Sumi Arnheim/Karen Wheeler:*** Gail Roulette reports that the committee is meeting to weed through boxes of old materials from storage... TSCA should maintain seven years of tax records... Ron Reeve to assist with review of old financial records.
- *7.6 Hospitality – **Reiko Higa:*** Get well cards were sent to Hazel Taniguchi for recent fall and to Butch Ihde for recent surgery. Megan Lum is taking over Hospitality Dec 1.
- *7.7 Membership – **Reiko Higa:*** 2019 membership flier will go out soon, and again in January. Received 15 memberships via Paypal. Membership needs new chair in the spring (after directory is complete).
- *7.8 Newsletter – **Rae Ann Carr:*** Redesigned the newsletter to create “branding” and give TSCA visual recognition. She is working on updating the 2019 calendar for the newsletter. The due date for newsletter submission is the 15th of each month. RaeAnn is available to design fliers.

- *7.9 Nominating* – **Bryce Yamauchi**: Bryce expressed growing challenge and difficulty in recruiting executive board members. Ron Reeve will continue as Treasurer. TSCA still needs willing nominees for President, Vice President and Secretary.
- *7.10 Sister City Elementary Schools* - **Kathi Matsubara/Gail Roulette**: Exploring reviving sister school in Kashiwa for opportunities such as pen pals. Not much feedback presently from KIRA
- *7.11 Student Selection 2019*– **Jeremy Gerson**: Cheryl Yamauchi suggests asking student delegate families to consider hosting for two sessions vs just one and planting seeds during the interview process. Per Jeremy, determined there will be no conflict of interest serving as chair of student selection and orientation committees based upon school board position.
- *7.12 Website* – **Lori Eurich**: Website is updated.
- *7.13 45th Anniversary* – **Donna Dunlap, Lori Eurich, Cindy Scotto, Hazel Taniguchi, Werner Willoughby**: Councilman Mike Griffiths expressed gratitude and shared he had a wonderful time on first trip to Japan with 45th Anniversary group. Sherwin and Marilyn Rubin spent time with Kiyomi Shibata in Kashiwa and traveled to Hokkaido. Kiyomi is a travel agent. The Yamauchi family regret not going on an anniversary trip sooner. Mayoori Shetti had an incredible experience and appreciated meeting her daughter's host families. Butch Ihde and Donna Dunlap note that the trip feels like visiting family. Kerry Cababa enjoyed Kevin Willoughby's performance at Welcome banquet. Lori Eurich noted this was her first time to Kashiwa with an anniversary group... Eve Rappoport wrote article for the newsletter as first time attendee.

8. Old Business:

- Bunka-Sai Performances Chair has been taken by Aileen Willoughby
- 2021 Adult Leader Selection Committee Chair (vacant)
- 2019 understudy for Bunka-Sai Volunteers/Chair in 2020 (vacant)
- Back-Up Sound System person – 2018 delegates willing to help.
- BunkaSai Ads chairperson (vacant)

9. New Business:

- 9.1 2019 Calendar of Events is complete. Thank you Hazel Taniguchi and committee chairs.
- 9.2 2019 Budget Planning meeting set for 12/10/18 with all outgoing and incoming officers.

10. Orals and Announcements:

- Hazel Taniguchi's tea ceremony club, Keiwakai, will use TSCA tea ceremony equipment at an event hosted by the counsel General of Japan, at the Gardena Buddhist Temple on January 5, 2019.
- Kashiwa Municipal HS students are at North High his week with two chaperones. Amy Komae is meeting with them.
- Hazel Taniguchi thanks the executive officers and outgoing board members, and welcomes new members who officially start Jan 1.

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11. Adjournment: Meeting adjourned 8:40pm.

Next meeting is Monday, January 14, 2019