

Torrance Sister City Association Meeting Agenda
West Annex Commission Room
February 11, 2019 @ 7:00 pm

1. **Call to Order**
2. **Flag Salute**
3. **Approval of the Minutes**
4. **Treasurer's Report: Ron Reeve**
5. **Staff Liaison: Michael Field**
6. **President's Report: Werner Willoughby**
- 7 **Committee Reports:**
 - 7.1 Student Club: Andrew Kang, Ruchi Shetti
 - 7.2 Historical: Sumi Arnheim, Karen Wheeler
 - 7.3 Hospitality: Ilene Gelbaum
 - 7.4 Membership: Reiko Higa
 - 7.5 Newsletter: Rae Ann Carr
 - 7.6 Website: Lori Eurich
 - 7.7 Bunka-Sai: Werner Willoughby
 - 7.8 Sister Elementary Schools: Kathi Matsubara, Gail Roulette
 - 7.9 Procedures: Hazel Taniguchi
 - 7.10 Student Selection: Jeremy Gerson
 - 7.11 Student Orientation: Jeremy Gerson
 - 7.12 August Activities: Steven Ihde
 - 7.13 2020 Adult Leader Selection: Wendy Ito
 - 7.14 English Teacher: Lori Eurich
8. **Old Business**
9. **New Business**
10. **Orals and Announcements**
11. **Adjournment:** Next Meeting is Monday, March 11, 2019

Refreshments

February: Ron Reeve March: Hazel Taniguchi

MINUTES

Torrance Sister City Association Meeting – in the West Annex January 14, 2019

1. Meeting called to order at 7:04 by Werner Willoughby

In Attendance: (27)

Board Members	Present	Absent
Werner Willoughby, President	x	
Jennifer Hirashiki, Vice President	x	
Gail Roulette, Secretary	x	
Ron Reeve, Treasurer		E
Rae Ann Carr	x	
Lori Chong Eurich	x	
Keiko Clark		E
Dana Cortez		x
Brian Diederich	x	
Summer Gray	x	
Sindy Kang	x	
Amie Komae		x
Kathi Matsubara	x	
Cindy Scotto	x	
Mayoori Shetti	x	
Student Board Members		
Andrew Kang		x
Ruchi Shetti	x	
Others		
Hazel Taniguchi, Im. Past Pres.	x	
Michael Field, Com. Svcs Liaison	x	

Others in Attendance: Sumi Arnheim, Donna Dunlap, Mike Griffiths, Jessica Haugen, Reiko Higa, Steven Ihde, Christopher Lum, Marilyn Rubin, Shirley Tanaka, Yuki Tsujii, Karen Wheeler, Bryce Yamauchi, Cheryl Yamauchi.

2. Flag Salute: Flag salute was led by Ruchi Shetti

3. Approval of Minutes: Lori Eurich moved to approve. Sindy Kang seconded. Minutes were approved as submitted. Werner reminded board members to let him know they will be absent.

4. Treasurer's Report: In the absence of Ron Reeve, Werner distributed the Treasurer's reports. He noted items on the December 31, 2018 report and addressed questions and comments on the Budget page. There were a number of changes suggested, leading Cindy Scotto to move tabling the approval until the February meeting when the treasurer can be present. Lori Chong Eurich seconded. Motion carried.

Cindy explained the 45th Anniversary Fund report, noting the balance as of 11/1/18 of \$14,368.59. This balance should be on the treasurer's report every month. (It was pointed out that the \$74.27 in

gifts were for host family gifts, not the anniversary.)

5. Staff Liaison: Michael Field showed a form he has put together with dates and times of activities for ease in coordinating events with the city.

6. President's Remarks: TSCA has received a check for \$89.87 from the postal service for our bulk mailing account, which is now closed out. Mr. Takakawa is the new chair of the Torrance Committee in Kashiwa. Torrance is going to install a permanent canopy over Torino Plaza, saving us \$600. Werner shared a holiday card to the association from the fire chief and his staff

Changes to the 2019 Calendar of Events were noted. Hazel distributed an updated calendar, identified with a star, which incorporates the changes and most additions. Of special note are student exchange dates: Kashiwa to Torrance arrive 8/5, leave 8/22. Torrance to Kashiwa leave 7/9, return 7/30.

7. Committee Reports:

7.1 Student Club - Ruchi expressed concern over the small number of applicants. It appears that teachers did not get flyers or announcements from the city. School starting earlier next fall may have had an effect. Former students are encouraged to help promote the program. Use of Snapchat or Instagram was encouraged.

7.2 Alumni Reunion - Sindy Kang and her committee received applause for their successful efforts. She requests more time for use of the room next year.

7.3 Bunka-Sai Planning - Werner announced dates of 4/27-28 for the Cherry Blossom Festival. He sent vendors information on 12/26 and has received seven replies already. He expressed concern over fewer applicants, which means fewer host families and fewer adult workers. Cover for the program booklet will be in magazine format as last year. Werner asked for and received permission to get the candy artist for one day. First meeting of the Bunka-Sai Committee will be 1/30 at 7:00 in this room. Shirley Tanaka pointed out that forms for ads and donations are on the back table.

7.4 2020 Adult Leader Selection – Deadline for applying is 2/8. Three people possibly interested.

7.5 English Teacher - Lori Chong Eurich read a letter from Alison Abraham. Third year students are preparing for their university entrance exams; a radical change in dress policy is being discussed, in which trousers may be an option for the girls' uniform; during the Rugby World Cup in Japan this year, the New Zealand All Blacks will be staying in Kashiwa.

7.6 Historical - Sumi Arnheim gave a reminder that their committee appreciates any pertinent articles. She also stated that non-profits should keep their Minutes forever.

7.7 Hospitality - Werner will advise Ilene Gelbaum to send a condolence card to Ron Reeve on the death of his brother.

7.8 Membership - Reiko Higa reported TSCA currently lists 94 members. Target number is 160, so more are anticipated.

7.9 Newsletter - Rae Ann Carr stated she is on track with the February issue, but would like more content from members. The suggestion was made to include where one can volunteer for TSCA. Rae Ann will include any Instagram information in next issue.

7.10 Nominating – Bryce Yamauchi expressed appreciation his job is completed.

7.11 Procedures - Hazel Taniguchi explained procedure books for newcomers and said outgoing chairpersons should give over information to the new chairperson. She and

Werner will be analyzing specific duties of the president, perhaps making revisions.

The goal is to make the office more appealing to serve.

7.12 *Sister Elementary Schools* – Kathi Matsubara reported we have not had a response from our possible contact at Arlington School, but will keep trying.

7.13 *Student Selection* – Jeremy Gerson absent

7.14 *Website* – Lori Eurich recommends an overhaul of the TSCA website to make it mobile compatible. As a result, Lori moved to allocate \$1,000 to South Bay Online to optimize our website. Seconded by Summer Gray. Motion Carried.

8. Old Business

No changes announced.

9. New Business

- Jen Hirashiki announced that during the meeting she has set up an Instagram account in the name of “torrancesistercity”.
- Donna Dunlap stated the Torrance Rose Float Association charges an extra \$10 to membership dues to cover the cost of mailing the newsletter each month.
- Cheryl Yamauchi reported that two new people have applied to be host families.
- Steven Ihde stated that the first August Activities Committee will meet on March 6, from 7:00 to 9:00 in the Art Museum Conference Room.

10. Orals and Announcements

Hazel announced that she and Lori Eurich attended a birthday celebration for the Emperor of Japan at the home of the Counsel General – a perk of being president.

11. Adjournment

There being no further business, the meeting adjourned at 9:30 p.m.

Next meeting is February 11, 2019.

Respectfully submitted,
Gail Roulette, Secretary