

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

1. **Call to Order**
2. **Flag Salute**
3. **Approval of the Minutes: Gail Roulette**
4. **Treasurer's Report: Ron Reeve**
5. **Staff Liaison: Michael Field**
6. **Presentation of 2019 Delegates: Jessica Haugen**
7. **President's Report: Werner Willoughby**
8. **Committee Reports:**
  - 8.1 Student Club: **Andrew Kang, Ruchi Shetti**
  - 8.2 Historical: **Sumi Arnheim, Karen Wheeler**
  - 8.3 Hospitality: **Ilene Gelbaum**
  - 8.4 Membership: **Reiko Higa**
  - 8.5 Newsletter: **Rae Ann Carr**
  - 8.6 Website: **Lori Eurich**
  - 8.7 Bunka-Sai: **Werner Willoughby**
  - 8.8 Sister Elementary Schools: **Kathi Matsubara, Gail Roulette**
  - 8.9 Procedures/Bylaws: **Hazel Taniguchi**
  - 8.10 Student Selection: **Jeremy Gerson**
  - 8.11 Student Orientation: **Jeremy Gerson**
  - 8.12 August Activities: **Steven Ihde**
  - 8.13 2020 Adult Leader Selection: **Wendy Ito**
  - 8.14 English Teacher: **Lori Eurich**
9. **Old Business**
10. **New Business**
11. **Orals and Announcements**
12. **Adjournment:** Next Meeting is Monday, April 8, 2019

**Refreshments**

March: <b>Hazel Taniguchi,</b>	April: <b>Rae Ann Carr</b>	May: <b>Mayoori &amp; Ruchi Shetti</b>
June: <b>Jen Hirashiki</b>	July: <b>Cindy Scotto</b>	September: <b>Shirley Tanaka</b>
October: <b>Kathi Matsubara</b>	November: <b>Brian Diederich</b>	

# MINUTES

## Torrance Sister City Association Meeting – in the West Annex February 11, 2019

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

In Attendance (24)

Board Members	Title	Present	Absent
Werner Willoughby	President	X	
Jennifer Hirashiki	Vice President	X	
Gail Roulette	Secretary	X	
Ronald Reeve	Treasurer	X	
Rae Ann Carr			E
Lori Chong Eurich		X	
Keiko Clark			X
Dana Cortez			X
Brian Diederich		X	
Summer Gray		X	
Sindy Kang		X	
Amie Komae		X	
Kathi Matsubara		X	
Cindy Scotto			E
Mayoori Shetti		X	
<b>Student Board Members</b>			
Andrew Kang			X
Ruchi Shetti		X	
<b>Others</b>			
Hazel Taniguchi	Immediate Past President	X	
Michael Field	Community Services Liaison		E

**Others in Attendance:** Donna Dunlap, Jeremy Gerson, Mike Griffiths, Butch Ihde, Wendy Ito, Harry Ohta, Marianne Ohta, Shirley Tanaka, Karen Wheeler, Bryce Yamauchi, Cheryl Yamauchi.

**2. Flag Salute:** Flag salute was led by Amie Komae.

**3. Approval of Minutes:** Corrections noted: 6. Mr. Takikawa; 9. March 5; 7.3 Dates shown are for Monterey Park event. Torrance's Cherry Blossom Festival will be March 31 in Columbia Park. Sindy moved the Minutes be approved as corrected. Jen seconded. Motion carried.

**4. Treasurer's Report:** Ron reported that January finances are holding steady. Nothing out of the ordinary. He thanked members for their sentiments on the loss of his brother. The proposed budget for 2019 has been updated. The following new changes were made. Expenses: Brian moved that Postage be increased to \$450 and that Publicity/Website be increased to \$2500. Lori seconded. Motion carried. Lori moved to increase the Exchange Program to \$34,000. Sindy seconded. Motion carried. By mutual consent, the

Income figure for Bunka-Sai was increased to \$34,000 to coincide. Totals will be adjusted accordingly. Lori then moved to approve the 2019 budget as amended. Mayoori seconded. Motion carried

5. **Staff Liaison:** Michael Field was absent. No report.
6. **President's Remarks:** Werner passed around a replacement sheet to sign up for refreshments. It has been suggested to put certain application forms on line, e.g. August Activities form; Emergency Contact form; Activity Evaluations; and to make payment options available. Werner suggested a committee of techno experts put this together, as different types of forms may require different processes. The orientation picnic will be at Alta Loma Park March 9 from 10:00-2:00. The spring "Seasons" brochure gives us good press, and the recent "Cultural News" has an article about the Shamisen music group. NOTE FOR THE FUTURE: The Summer Olympics in Japan in 2020 may overlap with our exchange program.
7. **Committee Reports:**
  - 7.1 *Student Club* - Ruchi requested and received confirmation that a particular student application had been received. It was confirmed that students must live in Torrance to be eligible to apply for the exchange program.
  - 7.2 *Historical* – Karen thanked Summer and Rae Ann for providing them with excellent newsletters, which they are printing and saving.
  - 7.3 *Hospitality* – No report
  - 7.4 *Membership* – Werner read Reiko's report. There are 16 additional memberships: 2 at \$75 Supporting; 7 Family; 7 Individuals. Deadline for inclusion in the directory is February 28.
  - 7.5 *Newsletter* – No report
  - 7.6 *Website* - Lori reported updating is ongoing.
  - 7.7 *Bunka-Sai* - Werner noted that ads and donations forms are at the back of the room, and that copies of last year's program are available to take. - The problem of few in the audience for the early program participants was addressed. Creative ideas for the solution will be explored at the next Bunka-Sai meeting. - The IRS form to be exempt from County Health Dept. fees has been submitted. - The ad flyer is being printed on half sheets as well as whole. Raffle tickets will be printed on yellow paper, with green backing. A new line has been added: "check box if you want to receive our e-mail." - Seventeen vendors are committed and have paid. - Wendy requests names of contacts with students at North and Torrance high schools for volunteer purposes. Everyone is urged to work the entire weekend if possible, or at least a couple of shifts. - Credit card readers are being purchased for use at food and other TSCA booths. - Anime flyers are in the back. - Donna requests unwanted gifts from Kashiwa for the gift booth. Mike will check with council members. - Next Bunka-Sai meeting is February 20. Envelopes will be stuffed March 13.
  - 7.8 *Sister Elementary Schools* – Kathi/Gail reported a project with Arlington may not be the best. Will be contacting Arnold or Adams schools for a project.
  - 7.9 *Procedures* – Hazel reiterated duties of Board members: Serve on a committee; approve expenses; vote loudly; get an understudy if you're a chair. Three unexcused absences may result in removal from office. Call Werner if you are going to be absent.

**7.10** *Student Selection* – Jeremy reported the current number of applicants is 7. One applicant withdrew, and one had an incomplete application. South, Torrance, and West high schools are represented, as well as one from L.A. County School for the Arts.

**7.11** *Student Orientation* – Jeremy reported the pizza party went well. There is no date set yet for the yard sale.

**7.12** *August Activities* – March 5 is the first meeting.

**7.13** *2020 Adult Leader Selection* – Wendy reported 3 candidates have applied. Interviews will be later this month.

**7.14** *English Teacher* – Lori is aware of an exchange project between Kashiwa and Torrance high schools in which the students draw cartoons and write captions.

**8. Old Business**

None

**9. New Business**

Cheryl announced hosting dates are August 5-13 and 15-22. She is working on flyer.

**10. Orals and Announcements**

Wendy announced that Keiko Clark is the lead in the opera “Madama Butterfly” - a bilingual production at the Aratani Theatre in Little Tokyo in April.

**11. Adjournment**

Lori moved to adjourn, Ron seconded, motion carried at 9:17 p.m.

Next meeting is March 11, 2019.

Respectfully submitted,  
Gail Roulette, Secretary