

Torrance Sister City Association Meeting Agenda
West Annex Commission Room
April 8, 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. **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/Bylaws: **Hazel Taniguchi**
 - 7.10 Student Orientation: **Jeremy Gerson**
 - 7.11 August Activities: **Steven Ihde**
 - 7.12 2020 Adult Leader Selection: **Wendy Ito**
 - 7.13 English Teacher: **Lori Eurich**
8. **Old Business**
9. **New Business**
10. **Orals and Announcements**
11. **Adjournment:** Next Meeting is Monday, May 13, 2019

Refreshments

April: **Rae Ann Carr**

June: **Jen Hirashiki**

October: **Kathi Matsubara**

May: **Mayoori & Ruchi Shetti**

July: **Cindy Scotto**

November: **Brian Diederich**

September: **Shirley Tanaka**

MINUTES

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

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

In Attendance (35)

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		X	
Lori Chong Eurich		X	
Keiko Clark			X
Dana Cortez			X
Brian Diederich		X	
Summer Gray		X	
Sindy Kang		X	
Amie Komae		X	
Kathi Matsubara			E
Cindy Scotto		X	
Mayoori Shetti		X	
Student Board Members			
Andrew Kang			X
Ruchi Shetti		X	
Others			
Hazel Taniguchi	Immediate Past President	X	
Michael Field	Community Services Liaison	X	

Others in Attendance: Chiara Aiello, Isela Briseno, Kerry Cababa, David Contreras, Donna Dunlap, Edward Fu, Jessica Haugen, Wendy Ito, Lily Newhart, Natalie Newhart, Olivia Penland, Tom Penland, Marilyn Rubin, Amanda Staal, Noelle Staal, Shirley Tanaka, Karen Wheeler, Akemi Wilson, Charles Wilson, Yuko Wilson.

2. Flag Salute: Flag salute was led by Cindy Scotto.

3. Approval of Minutes: Corrections noted: 7.7: Raffle tickets will have a box added with the words: “Check to receive the TSCA E-newsletter.” Credit card readers are still in discussion. Change wording to “extra” gifts from Japan. Donna moved the Minutes

be approved as corrected. Lori seconded. Motion carried.

4. **Treasurer's Report:** Ron reported the February 28, 2019 Treasurer's Report with deposits at \$3,916.75 and disbursements of \$1,026.65. Storage charges have gone up about 10%. Tax information has been sent to Joe Rust.
5. **Staff Liaison:** Michael Field was thanked for taking the responsibility for getting Bunka-Sai publicity on the electronic marquee at Wilson Park.
6. **Presentation of 2019 Delegates:** Jessica presented the 7 delegates, who introduced themselves and told why they were interested in going to Kashiwa. The delegates are: Chiara Aiello, David Contreras, Edward Fu, Lily Newhart, Olivia Penland, Mandy Staal, and Yuko Wilson. Three are from West High, two from South High, one from Torrance High, and one from L.A. County School for the Arts. The students then adjourned to have pictures taken and for Wendy to review responsibilities for them and their parents at Bunka-Sai, et al. Michael suggested May 14 as the date for students to be presented to the City Council. Werner will check the calendar.
7. **President's Report:** A request has been submitted for a quote on property insurance. - We will have our own canopy at the Cherry Blossom Festival March 31 from 11-4:00. Tom Penland, Jen Hirashiki, and Marilyn Rubin volunteered to be there to interact with the public and tell about TSCA. - The question was discussed whether to use ANA for securing tickets and rail passes in Japan, or to use a travel agent who might get us a better price. Brian will check with a travel agent he knows. - The new KIRA liaison Mr. Takikawa starts April 1. He will be reminded of the 2020 Olympics in Japan and how that might affect our visiting dates.
8. **Committee Reports:**
 - 8.1 *Student Club* - Ruchi reported that all students are available on Friday for helping prepare for Bunka-Sai.
 - 8.2 *Historical* - Karen reported more culling of boxes will be done on March 29. A binder will be on display at Bunka-Sai for public viewing.
 - 8.3 *Hospitality* – No report
 - 8.4 *Membership* – Werner reported that all board members but one have paid their membership dues. Reiko hopes to have the directory out at the beginning of April.
 - 8.5 *Newsletter* – Rae Ann noted that each month she will continue to send out a list of items needed or wanted for the newsletter well in advance. For now, she wants a list of last year's delegates and their future plans; alumni updates; and attention to grants. There has been positive feedback on her colorful issues.
 - 8.6 *Website* – Lori reported everything is up to date. There is a Bunka-Sai video on the website. Brandon's report also contains an entertaining video.
 - 8.7 *Bunka-Sai* - Werner reported we will need to borrow 5 or 6 canopies from the city. - Inventory for storage is scheduled for March 24 (time TBD). - We will no longer use styrofoam containers. - At the March 13 meeting members will be stuffing envelopes with two books of raffle tickets. - Reader cards are still being discussed. A sample brochure was passed around. Werner said that JCI uses something called *quick books* for financial report, and part of that system is a “merchant credit card reader.” Transaction fees are involved. - We will have 70-80 city tables for our use, but will still need to rent about 50 more. - Andy's Termite Co. will provide the grill. - Bags of charcoal and a supply of squeeze bottles have been purchased. - The candy guy will be with us on Sunday the 14th from 12-5:00. (Suggestion: he be featured in the next newsletter.) - The

kimono group from Ventura will be performing from 12-1 on Saturday and needs two girls about 5'4" to model. - A request for a banner with the new date has been submitted. - Students can help on Friday at 2:00 because it is the end of spring break week. - There will be an Akita dogs information booth, but no dogs will be on site. It is generally agreed that only service dogs should be allowed. - The reminder was given that signs made for the event are the responsibility of the students. **Others reporting:** **Wendy** says the volunteer schedule is getting full, student participation especially. More adults are needed in many areas. Michael suggests contacting the city's volunteer representative Brianne for suggestions. **Shirley** encourages personal ads for the program booklet. **Jen** has sent publicity to 4 pages of appropriate e-addresses; the flyer is getting translated; flyers are being distributed. **Lori** is concerned about low attendance at the early performance. Suggestions made for incentive: (1) give free snacks for first 100 people in the door; (2) give a fast track for the BBQ line; (3) offer a 2-for-1 raffle ticket; (4) aggressively "sell" the artist; (5) use current electronic systems to promote the activity (see Michael for suggestions).

8.8 *Sister Elementary Schools* - Gail reported there has been no response from Mike Arai about Kashiwa's interest in a program. We will now wait until Mr. Takikawa takes over and try again.

8.9 *Procedures and Bylaws* - Hazel announced that the annual report for 2018 has been turned in and is scheduled for discussion and grant approval in July.

8.10 *Student Selection* - No report. (No yard sale scheduled.)

8.11 *Student Orientation* - No report.

8.12 *August Activities* - Lori reported that Oriental Motor, then Torrance Bakery are scheduled for August 7. They are looking for someone with facilities for a pool party.

8.13 *2020 Adult Leader Selection* - Wendy thanked her committee and announced that Cara Ihde has been selected. Another applicant, Angelica Mayanja, has been offered the position for 2021. She has until September 30 to make a decision.

8.14 *English Teacher* - Lori reported that the sensei who had set up the class activity exchange with Torrance High is being transferred to a middle school. (Of interest: There is a UCLA alumni office in Chiba prefecture with about 1,000 members!)

8. 9. **Old Business**

Cheryl is still looking for hosts: dates are August 5-13 and 15-22.

10. **New Business**

Werner cited Article IV Section 3 parts A&B of the By-Laws, which states that a board member may be removed from office after 3 consecutive unexcused absences. One member is in such a position. Werner has sent a letter and an email to that member, but has had no response as yet. If the person is removed, the board must find someone to fill the unexpired term. A decision on this will be made in April.

11. **Orals and Announcements**

Cindy reported that the Social Services Commission has a toiletry drive going on through the 19th to benefit 4 different organizations.

Michael told of a website that offers free Disneyland tickets to volunteer organizations. It is a detailed, lengthy process, and he suggests contacting the city's employee Michelle Polcari for detailed information.

12. **Adjournment**

Lori moved to adjourn, Cindy seconded, motion carried at 9:20 p.m.

Next meeting is April 8, 2019.

Respectfully submitted,
Gail Roulette, Secretary