

Torrance Sister City Association Meeting Agenda
West Annex Commission Room
June 10, 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: **Alyssa Yamauchi**
 - 7.5 Newsletter: **Rae Ann Carr**
 - 7.6 Website: **Lori Eurich**
 - 7.7 Sister Elementary Schools: **Kathi Matsubara, Gail Roulette**
 - 7.8 Host Families: **Cheryl Yamauchi**
 - 7.9 Student Orientation: **Jeremy Gerson**
 - 7.10 August Activities: **Steven Ihde**
 - 7.11 English Teacher: **Lori Eurich**
8. **Old Business**
9. **New Business**
10. **Orals and Announcements**
11. **Adjournment:** Next Meeting is Monday, July 8, 2019

Refreshments

June: **Jen Hirashiki**

Oct.: **Kathi Matsubara**

July: **Cindy Scotto**

Nov.: **Brian Diederich**

Sept. **Shirley Tanaka**

MINUTES

Torrance Sister City Association Meeting – in the West Annex May 13, 2019

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

In Attendance (22)

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	
Brian Diederich		X	
Summer Gray		X	
Sindy Kang		X	
Amie Komae			E
Kathi Matsubara		X	
Cindy Scotto		X	
Mayoori Shetti		X	
Shirley Tanaka		X	
Student Board Members			
Andrew Kang			E
Ruchi Shetti			E
Others			
Hazel Taniguchi	Immediate Past President	X	
Michael Field	Community Services Liaison	X	

Others in Attendance: Mike Griffiths, Reiko Higa, Steven Ihde, Karen Wheeler, Alyssa Yamauchi, Bryce Yamauchi, Cheryl Yamauchi.

2. **Flag Salute:** Flag salute was led by Cindy Scotto.
3. **Approval of Minutes:** Reiko moved the Minutes be approved as submitted. Mayoori seconded. Motion carried.
4. **Treasurer's Report:** Ron presented a preliminary Bunka-Sai financial report. He said a little more income will be coming in and answered questions about procedures. It was suggested that issuing receipts for cash received from booths (as done in the past) would be advisable. The subject was tabled until next year's Bunka-Sai.
5. **Staff Liaison:** Michael Field reported that the exchange student group would be presented at City Council tomorrow night, May 14. The grant approval is also on that agenda. He is working with the Transit Department on requests for the summer events.

6. President's Report: Werner read a letter received from Northrop Grumman stating that TSCA has been awarded a \$400 donation in recognition of Cheryl Yamauchi's volunteer service. Thank you Cheryl! *** All student and adult leader information has been sent to ANA, including special meal accommodations for three students. Our current price is \$1,170.83pp for air fare plus \$260pp for rail pass, making our grand total \$11,446.64. Subtract our \$800 down payment, and our balance due is \$10,646.64. [Note: the cost of fares will increase in June and July due to fuel surcharges/taxes, and rail pass price changes each month.] **Brian moved to pay ANA the balance due of \$10,646.64. Lori seconded. Motion carried.** ANA's cancellation policy is \$375pp. Suggestions were made to change the student application to spell out cancellation procedures, perhaps including a "first deposit is non-refundable" clause.*** Werner passed around the picture of the Kashiwa delegation.*** Thanks to the city for their financial support, including the Bunka-Sai program booklet where the cost of our 1100 copies is \$4,970.85. *** Schedule reminder: TSCA delegation will leave LAX July 9 at 12:10 and arrive Narita July 10 at 3:25. On the return trip, they will leave Narita on July 30 at 4:05 p.m. and arrive LAX July 30 at 10:25 a.m.

7. Committee Reports:

7.1 Student Club - No report

7.2 Historical – Karen reported a binder was on display at Bunka-Sai.

7.3 Hospitality – No report

7.4 Membership – Reiko introduced Alyssa Yamauchi as the new Membership chairperson. The issue of charging to receive the TSCA newsletter by U.S. Postal service was reconsidered. The consensus was to leave it as is, with the organization to absorb the cost.

7.5 Newsletter – Deadline for submissions for the June issue is Friday, May 24.

7.6 Website - Lori reported the new website is finished. New pictures to be added.

7.7 Bunka-Sai - Werner reported on comments from the evaluation meeting: 1) Parking was a big problem because of so many city venues being used. 2) Special BBQ grills and warmer were very helpful. (May be purchased later.) 3) The position of Volunteer Coordinator will be needed next year. 4) A company has donated food items for about 20 years; suggest consider for Partnership Award. 5) Curry containers got soggy. 6) Roaches in Toyota Meeting Hall. 7) Dongo booth people request larger fryers. 8) Credit card system worked well. 9) People requested individual page with schedule of performances.

Karen says gift booth needs a garage sale. She proposed a few dates and could hold it at her house, but nothing was decided. A picture of the Girls Day doll display will be sent to Gardena JCI as a possible buyer contact. **Cindy** says 6 people have yet to receive their winnings from the large raffle despite several attempts to contact. **Shirley** has some items left at the event to be claimed (i.e., a package of large picks and a glass casserole). **Summer** proposes giving monetary prizes for anime winners next year, as many are repeat entries.

7.8 Sister Elementary Schools – Kathi reported we are still waiting to hear from Kashiwa for an interest in a sister elementary school pen pal project. Now that the school year has ended, and classes are not in session, we will resume this subject later in the year.

7.9 Host Families – Cheryl has flyers, is still looking for families. There will be a host family meeting on June 25. Hosting periods are August 5-13 and 15-22.

7.10 Student Orientation– Werner reported the next orientation would be given by the Katy Geissert Library's Michael George.

7.11 August Activities – Steven expressed appreciation for his committee, which has met twice. He distributed the calendar of activities and said many events are already confirmed. August 12 is open for want of a pool. San Diego trip is confirmed. Disney California Adventure needs leader(s). He urges Torrance members to go along on activities, whether as a leader or participant. Problems with people not making payments by deadlines may be helped by making payment available through pay pal on the website. Sayonara Banquet, Hollywood Bowl, and Dodgers game are suggested.

7.12 English Teacher – No report

8. Old Business

None

9. New Business

Summer has been in contact with Vera Bradley, who offers a fundraiser idea “Shopping Day” at Del Amo mall, where the organization gets 20% of proceeds from member sales that day. Summer offered to be in charge and will pursue the idea.

Steven reported that Yuki held a Skype session recently with 12 students (no current delegates) and 6 adults from the Torrance Committee. They talked in detail about Bunka-Sai.

10. Orals and Announcements

In April Lori attended an event the Japanese National Honor Society held at Peninsula High School.

11. Adjournment

Cindy moved to adjourn, Mayoori seconded, motion carried at 9:00 p.m.

Next meeting is June 10, 2019.

Respectfully submitted,
Gail Roulette, Secretary