

**Torrance Sister City Association Meeting Agenda
West Annex Commission Room
September 9, 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. **Students and Adult Leader reports**
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: **Alyssa Yamauchi**
 - 8.5 Newsletter: **Rae Ann Carr**
 - 8.6 Website: **Lori Eurich**
 - 8.7 Sister Elementary Schools: **Kathi Matsubara, Gail Roulette**
 - 8.8 Host Families: **Cheryl Yamauchi**
 - 8.9 August Activities: **Steven Ihde**
 - 8.10 English Teacher: **Lori Eurich**
 - 8.11 Procedures, Bylaws: **Hazel Taniguchi**
 - 8.12 Nominating Committee: **Bryce Yamauchi**
9. **Old Business**
10. **New Business**
11. **Orals and Announcements**
11. **Adjournment: Next Meeting is Monday, October 14, 2019**

Refreshments

Sept. **Shirley Tanaka**

Oct.: **Kathi Matsubara**

Nov.: **Brian Diederich**

MINUTES

Torrance Sister City Association Meeting – in the West Annex July 08, 2019

1. Meeting called to order at 7:00 pm by Vice President Jennifer Hirashiki

In Attendance (23)

Board Members	Title	Present	Absent
Werner Willoughby	President		E
Jennifer Hirashiki	Vice President	X	
Gail Roulette	Secretary	X	
Ronald Reeve	Treasurer	X	
Rae Ann Carr		X	
Lori Chong Eurich		X	
Keiko Clark			E
Brian Diederich			E
Summer Gray			E
Sindy Kang		X	
Amie Komae		X	
Kathi Matsubara			E
Cindy Scotto		X	
Mayoori Shetti		X	
Shirley Tanaka		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: Donna Dunlap, Regan Galinato, Jessica Haugen, Steven Ihde, Marilyn Rubin, Yuki Tsujii, Karen Wheeler, Alyssa Yamauchi, Bryce Yamauchi, Cheryl Yamauchi.

2. **Flag Salute:** Flag salute was led by Sindy.
3. **Approval of Minutes:** Corrections noted: 5. Should have read: *Fire Dept. tour is set for August 6; Police Dept. tour being finalized.* Cindy moved the Minutes be approved as corrected. Sindy seconded. Motion carried.
4. **Treasurer's Report:** Ron reported financial situation is staying steady. No issues.
5. **Staff Liaison:** Michael reported that he is busy finalizing various memos to everybody and finishing up other details.
6. **President's Report:** Jen reported for Werner: He sent letters (1) to Mr. Nakayama in response to his letter of resignation and the presidency of Akemi Kosuge beginning June

1, 2019; and (2) to Akemi Kosuge, congratulations on her presidency of KIRA. *** Werner has signed and completed the forms to renew our property insurance. The premium has been increased 16.22% over last year. **Lori moved to approve the payment of \$737.40 to Alliant Insurance Services, Inc. to renew our property insurance. Cindy seconded. Motion carried.** *** Werner delivered a reimbursement check to Ilene Gelbaum, and a check for \$740.00 to Lisa Morales' office to pay for the use of the Ken Miller Recreation Center for the Square Dance/Chili Cook-Off on August 7, 2019. He received a notice from Lisa Morales' office of an increase in the fees for the use of the Cultural Arts Complex for Bunka-Sai. In 2019 the cost was \$1,611.00; the cost for 2020 will be \$1661.00. These charges are exclusively for the **labor** involved in the setup, cleanup and staff on site during the event. *** THANKS to Yuki for translating the speeches, and to Ron for being so responsive to our financial needs. *** Jen showed the water bottle students will take as a gift for their host families in Kashiwa.

7. Committee Reports:

7.1 Student Club - Ruchi reported that students are excited about their trip and are asking advice on some issues. Most students will be coming to the beach party on August 16, from 11:30 to 3:00. Food and volleyball are on the agenda.

7.2 Historical – Karen reported that JCI was not interested in the Girls Day doll display. Plan C or D will be put into place.

7.3 Hospitality – Mark Gelbaum sent thanks for the fine get well card. The Honda family declined a floral presentation at the program for former Mayor Honda. Instead, Werner sent a sympathy/condolence card from TSCA to the family and KIRA, c/o Torrance Committee President Hisataka Takikawa.

7.4 Membership – Alyssa reported one new membership. We now have 133 members, down 14 from last year. However, 29 of the members are new this year.

7.5 Newsletter – Deadline for submissions for the next issue is Friday, August 23. Rae Ann was again complimented on her fine work.

7.6 Website - Lori clarified the different processes of buying tickets for August activities, including through pay pal.

7.7 Sister Elementary Schools – No report.

7.8 Host Families – Cheryl reported all slots have been filled! Thanks to 3 families who are hosting both sessions. Cheryl suggested we give a tangible gift to those who are hosting but who do not have a student in the program. Many suggestions were made (e.g. a casserole dish, flowers, coupon for future August activities), but no action was taken.

7.9 Student Orientation – no report

7.10 August Activities - Steven thanked his committee and reported that August plans are 99.5% complete. Securing a van for the San Diego trip is the only unfinished business. A change in the activities schedule is August 9, when a tour of Torrance City Cable will replace a tour of the Police Department. Steven stressed the importance of members supporting certain events, and encouraged us to come at 1:30 on Monday, August 5, to welcome the delegates when they arrive outside the West Annex. He also urged our attendance at the Welcome Reception at 5:30 that evening, and the Sayonara banquet on Wednesday, August 21. Please let him know if you plan to join in any of the other activities that are open for participation.

7.11 English Teacher – Lori had a message from Brandon that he and Alison are helping the delegates with their introduction and conversation. They also have visited a junior high school to talk about Ichikashi's international program. Students showed much interest!

7.12 Procedures/By-Laws – Hazel summarized a history of the sister city program and her involvement in it. She then distributed a 5-page outline of TSCA President's responsibilities (a collaboration by her and Werner) and called attention to several items she felt were particularly important. How to solve the problem of getting a president is an issue and may be helped by one of the following: (a) Expand the vice president's duties/delegating president's duties to others; (b) Assign specific duties to all board members; (c) Make the vice president position a president-elect position; and 4) Have all board members take turns as an officer for at least one year during their term. In essence: Everyone needs to share the responsibilities. This issue was tabled until September, when Hazel hopes the board will provide some answers.

7.13 Nominating Committee - Bryce reminded that there will be some board and officer positions to fill next year.

8. Old Business

None

9. New Business

Donna thanked those who have signed up to make chili for the cook-off. Hazel announced the Adult Leader application has been revised.

10. Orals and Announcements

Hazel announced that Jeremy Gray is the recipient of a JACL South Bay Chapter scholarship for \$1,000. *** Michael advised of a TRFA event in September involving the Pine Wind Gardens. *** The next city summer concert will be Saturday, July 20, at Wilson Park.

11. Adjournment

Sindy moved to adjourn, Lori seconded, motion carried at 8:40 p.m.

Next meeting is September 9, 2019.

Respectfully submitted,
Gail Roulette, Secretary