

Torrance Sister City Association Meeting Agenda
West Annex Commission Room
November 12, 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: **Chiara Aiello, Olivia Penland**
 - 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 English Teacher: **Lori Eurich**
 - 7.9 Procedures, Bylaws: **Hazel Taniguchi**
 - 7.10 Nominating **Bryce Yamauchi**
 - 7.11 Student Selection: **Jeremy Gerson**
 - 7.12 Alumni Reunion: **Sindy Kang**
 - 7.13 Partnership Award: **Donna Dunlap**
8. **Old Business**
 - 8.1 World War II Camp Memorial: **Werner Willoughby**
 - 8.2 Vera Bradley: **Summer Gray**
9. **New Business**
10. **Orals and Announcements**
11. **Adjournment: Next Meeting is Monday, January 13, 2020**

Refreshments

Nov.: **Brian Diederich**

MINUTES

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

1. Meeting called to order at 7:04 pm by President 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		X	
Lori Chong Eurich		X	
Keiko Clark			E
Brian Diederich			E
Summer Gray		X	
Sindy Kang		X	
Amie Komae			E
Kathi Matsubara		X	
Cindy Scotto		X	
Mayoori Shetti		X	
Shirley Tanaka			E
Student Board Members			
Chiara Aiello		X	
Olivia Penland			E
Others			
Hazel Taniguchi	Immediate Past President	X	
Michael Field	Community Services Liaison	X	

Others in Attendance: Donna Dunlap, Mike Griffiths, Butch Ihde, Steven Ihde, Marilyn Rubin, Mathew Staal, Karen Wheeler, Bryce Yamauchi.

2. **Flag Salute:** Flag salute was led by Chiara.
3. **Approval of Minutes:** Cindy moved the Minutes be approved as submitted. Donna seconded. Motion carried.
4. **Treasurer's Report:** Ron reported the major activity in the September financial report was for August Activities. A large insurance premium has been paid. Current balance on hand is \$74,626.58. **Cindy moved to transfer \$25,000 from the checking account to the Money Market account. Summer seconded. Motion carried.**
5. **Staff Liaison:** Michael reported that the city's Arts Awards program will be Saturday, October 19, at 3:00 p.m. in the Toyota Meeting Hall. He urged us to be thinking about people to nominate for next year's awards. He is working on calendar dates for the

future. Thanks for Werner's help with TSCA dates.

- 6. President's Report:** Werner reported that he completed forms for our liability insurance for the period 9/29/19-9/29/20 and that a payment of \$1,607.52 has been paid to Alliant Insurance Co. This insurance is required by the City of Torrance for use of their facilities. We opted out of the terrorism insurance coverage, which would have been an additional 5% on the premium. *** The short trip adjustment for August Activities amounts to TSCA owing Kashiwa \$62.64 or 6,702 yen. Payment will be delivered either by Steven Ihde or Amie Komae, both of whom are going to Kashiwa in the next couple months. *** Werner suggested we acknowledge former student and English teacher Craig Bauer for his many donations through MGM Resorts Foundation, of which he is a member. He has given \$480 so far this year. Lori volunteered to write a thank you letter to Craig. *** Changes to the "Important Dates 2020" calendar are as follows: (1) delete 1/7/20 and 1/8/20 Adult Leader interviews. Angelica Mayanja, a TUSD school psychologist, has committed to be the 2021 adult leader; (2) add 2/1/20 for Student Selection interviews, if needed (due to scheduled dates being 3-day weekends); (3) 3/21/20 picnic will be at Alta Loma Park; (4) 8/5/20 square dance site may be changed. Other options are being considered. Michael will request a waiver for the cost. *** Student application and flyers are being updated for website and distribution to schools. AP Mark Roulette at Torrance High will distribute materials to AP's at district meeting and promote the program. *** We will be applying for waivers for four of our major activities at city venues (for rental, not staffing), which could save us as much as \$1,741. Deposits and paperwork are due by October 31. Mike will make waiver request during orals at council meeting. *** Thanks to all who participated in and helped with the TRFA's event at the Pine Wind Japanese Garden on September 21. TSCA members acknowledged Aileen Willoughby, who was responsible for most of the program that day. *** Werner recently attended the welcome reception for the new Consul General Akira Muto and his wife Misako.

7. Committee Reports:

7.1 Student Club - Chiara suggests posters, daily bulletin, and handouts for promoting student applications and/or hosting. Working with Mr. Roulette, a specific date for meeting and discussion in the classroom (hopefully not just Japanese language classes) will be set. She will talk with other schools' past delegates to share procedure ideas. The Peach Jar system for publicity was urged; TUSD works with them. Michael will send Jen the link.

7.2 Historical – No report.

7.3 Hospitality – Shirley Tanaka's mother has passed away.

7.4 Membership – Bryce has the hard copy for membership applications.

7.5 Newsletter – Deadline for submissions for the next issue has been extended to October 31. Brandon has asked if his students could submit short stories for the newsletter.

7.6 Website - Lori will submit the 2020 application for the website.

7.7 Sister Elementary Schools – Kathi reported that by this Monday she and Gail will have hand-delivered a letter, along with a TSCA brochure, to the three Torrance sister elementary schools encouraging their participation. Kathi will follow up and hopefully get a positive response. Kashiwa will then be notified.

7.8 Host Families – Bryce reported updating the flyer for next year with new photos is being considered.

7.9 August Activities - Steven reported an evaluation meeting was held two weeks ago. Notes from the students' forms will be considered when planning next year. The CityCable tour was extremely popular this year. Steven will stay on as chair and welcomes new members on the committee. Meetings will begin next March.

7.10 English Teacher - Lori reports two applications received so far. Brandon reports having coached and attained success in the English speech contests. Thirteen students participated. At the Kashiwa Speech contest on October 1, two Ichikashi students placed, out of 12 Kashiwa high schools: one was 1st in the recitation division, and another placed 2nd for the speech division. More to come in November!

7.11 Procedures/By-Laws - Hazel asks anyone interested in chairing this position next year to please email her.

7.12 Nominating Committee - Bryce reported all nominees were elected unanimously. **On a motion by Cindy and second by Hazel, the following were certified as Board members: Donna Dunlap, Jen Hirashiki, Gail Roulette, Mathew Staal, and Karen Wheeler.**

8. Old Business

Summer will send email reminders of the Vera Bradley promotional event Saturday, October 19.

9. New Business

- Donna would like us to think about getting permanent name tags for TSCA events
- Cindy will send publicity to Westways Magazine to promote Bunka-Sai next year

10. Orals and Announcements

- Mitsuwa Marketplace is moving to Del Amo mall.
- Steven attended the Mitsuwa Summer Festival, bigger than ours, but not as much attention to detail or quality.
- Cindy announced a Veterans Appreciation Luncheon on November 8, from 10-2 at Torrance Cultural Arts Center. Sponsored by City of Torrance and Social Services Commission.
- Werner reported having attended a meeting of the World War II Camp Memorial committee, which is promoting a wall at the SE corner of Columbia Park with list of names of all those interred during the war. The committee would like TSCA's endorsement of the project. By general consent, it was felt this was not consistent with TSCA's mission statement and we would not be involved as an organization. Individuals are certainly free to do so, however.

11. Adjournment

Hazel moved to adjourn, Steven seconded, motion carried at 9:00 p.m.

Next meeting is Tuesday, November 12, 2019.

Respectfully submitted,
Gail Roulette, Secretary