

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II] Direct questions or concerns to the Torrance Sister City Association Liaison Gia Jordahl, Acting Senior Supervisor at (310) 618-3843.

The Torrance Sister City Association meets on the second Monday of each month at 7:00 p.m. in the West Annex Commission Meeting Room. All meetings are open to the public.

**TORRANCE SISTER CITY ASSOCIATION AGENDA
MONDAY, JULY 11, 2022
REGULAR MEETING
7:00 P.M.
WEST ANNEX COMMISSION MEETING ROOM, CITY HALL
3031 TORRANCE BOULEVARD, TORRANCE, CA 90503**

**THE TORRANCE SISTER CITY MAY TAKE ACTION ON ANY ITEM LISTED
ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Sumi Arnheim, Rae Ann Carr, Brian Diederich, Donna Dunlap, Sindy Kang, Amie Komae, Kevin Lobo, Kathi Matsubara, Gail Roulette, Mayoori Shett, Hazel Taniguchi, Stephanie Ewing-Warner, Karen Wheeler, Werner Willoughby, Alyssa Yamauchi

2. FLAG SALUTE:

3. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. on Thursday, July 7, 2022 /s/ Rebecca Poirier

4. ORAL COMMUNICATIONS (Limited to a 15 minute period)

This portion of the meeting is reserved for public comment on items on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minutes per speaker. Your comment to the Association meeting will be recorded as part of the meeting. By speaking in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.

6. ADMINISTRATIVE MATTERS

6A. Treasurer's Report

6B. Staff Liaison Report

6C. President's Report

6D. Committee Reports

6D.1 50TH ANNIVERSARY IN TORRANCE: **Donna Dunlap**

6D.2 HISTORICAL: **Sumi Arnheim, Karen Wheeler**

6D.3 HOSPITALITY: **Ilene Gelbaum**

6D.4 MEMBERSHIP: **Alyssa Yamauchi**

6D.5 NEWSLETTER: **Rae Ann Carr**

6D.6 WEBSITE: **Lori Chong Eurich**

6D.7 ENGLISH TEACHER: **Lori Chong Eurich**

6D.8 PROCEDURES, BYLAWS: **Werner Willoughby**

6D.9 2022 STUDENT EXCHANGE: **Steven Ihde, Donna Dunlap**
6D.10 ARTISTIC EXPRESSION: **Summer Gray**

7. OLD BUSINESS

8. NEW BUSINESS

Thank you Karen Wheeler for proving refreshments

9. ADJOURNMENT

9A. Adjournment of the Torrance Sister City Association Meeting to Monday, September 12, 2022 at 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE SISTER CITY ASSOCIATION**

1. CALL TO ORDER:

The Torrance Sister City Association Meeting convened in regular session at 7:08 p.m. on Monday, June 13, 2022, in the West Annex Commission Meeting Room.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Karen Wheeler *, Donna Dunlap*, Butch Ihde, Hazel Taniguchi*, Marilyn Rubin, Bryce Yamauchi, Alyssa Yamauchi*, Kevin Lobo*, Lori Eurich, Stephanie Ewing-Warner*, Brian Diederich*, Mayoori Shetti*, Shirley Tanaka.

Absent: Rae Ann Carr, Amie Komae, Sumi Arnheim, Gail Roulette, Werner Willoughby, Kathi Matsubara, Sindy Kang

Also Present: Community Services Director John La Rock

2. FLAG SALUTE

The pledge of Allegiance led by Donna Dunlap

3. REPORT ON THE POSTING OF THE AGENDA

Donna Dunlap stated that the agenda for the Torrance Sister City Association was posted on the Public Notice Board on June 9, 2022.

4. APPROVAL OF MINUTES: May 9, 2022

MOTION: Hazel Taniguchi moved to approve the Association meeting minutes of May 9, 2022, as submitted. Stephanie Ewing-Warner seconded the motion; a roll call vote reflected 13-0 approval. (Absent: Rae Ann Carr, Amie Komae, Sumi Arnheim, Gail Roulette, Werner Willoughby, Kathi Matsubara, Sindy Kang)

5. TREASURER'S REPORT

The report was APPROVED as submitted by Mayoori Shetti after motion by Brian Diederich and second by Stephanie Ewing-Warner.

6. STAFF LIAISON REPORT

John La Rock is acting Liaison with the City. He will be replaced in the role of temporary City Liaison by Gia Jordahl. Student Delegates will be presented at the City Council meeting via Zoom on 6/28/2022.

7. PRESIDENT'S REPORT:

Networking. At the Consulate General's event on 5/13/2022, Donna met sister city representatives from Huntington Beach and Long Beach. Also, Consul General Muto expressed willingness to assist with our student delegates' visa approval.

Student visas. Forms must be submitted by June 20, 2022. Not every student was ready for form submission. One lacked a driver's license. Another had no vaccinations. Another had no passport.

Itinerary and dates for 2022 Torrance delegates. The delegation leaves Sunday 7/10 and arrives in Narita on 7/11. They stay at a hotel in Narita that night. The next day, 7/12, they informally may visit a temple in Narita, and then the travel agent will bring them to Tokyo, for the next 4 nights. Kashiwa representatives will guide the students to the sights. Then, the students take the bullet train to Kyoto with a tour guide. They will tour Osaka and Hiroshima while there in Kyoto. Lastly, they have 4 nights in Kashiwa with many customary activities from past years. July 25th, they return to LAX.

50th Anniversary Committee. The meeting with the City was cancelled, as was the joint meeting with Kashiwa. For the 50th Anniversary Performance, at the Armstrong Theater 2/18/2023, the artists are lined up. The Torrance Seasons will advertise the event. A block of seats is reserved for the Kashiwa delegates. If you want to sit in the center block, bring a check for \$30 per ticket to Donna to the meeting. Otherwise, tickets will go on sale for \$25.00 each on the side of the auditorium. The next meeting is 6/24/2022.

City Report. Submitted as required, through the efforts of Cindy Rosell from the City, and Werner Willoughby and Mayoori Shetti.

Insurance. 1) Property insurance is due 7/20/2022. 2). Travel Insurance is recommended for the student delegates and leader, per Kevin Lobo because it is likely their own health insurance would not be accepted in Japan, in the event of a health emergency.

Meeting Rooms requested for 2023:

- 1/14/2023 Reunion in Ken Miller Hall
- 8/7/2023 Welcome Potluck in Nakano Theater
- 8/10/2023 Chili Cook-off in Ken Miller Hall
- 8/23/2023 Sayonara Banquet in Toyota Meeting Hall

8. COMMITTEE REPORTS

Bunka Sai: Werner Willoughby was not present. No report.

Historical Committee: Karen Wheeler. No report.

Hospitality: Ilene Gelbaum was not present. However, she conveyed the message that she was thankful for the opportunity to sell handmade cards at Bunka Sai.

Membership: Alyssa Yamauchi reported that our membership is 136.

Newsletter: Rae Ann Carr was not present. Donna gave her report. There was a delay on the newsletter. She will combine newsletters: June/July/August, September/October, November/December. She needs information on graduations and intended colleges from the student delegates.

Website: Lori Chong Eurich. No report.

English Teachers: Lori Chong Eurich reported that Brandon's teaching stint ends 7/31/2022. Chris Pigao, his replacement, has COVID. His visa is pending in the Los Angeles office of the Japanese Consul.

Procedures, Bylaws: Werner Willoughby was not present. No report.

50th Anniversary in Torrance: See President's Report, above. Jennifer Ando's art were note cards for the 45th KIRA delegates. Her art and that of past Anime Contest winners are intended to be exhibited in the TCAC Lobby.

Artistic Expression: Summer Nagano-Gray was not present. No report.

Student Exchange: Cara Ihde was not present. No report.

9. OLD BUSINESS

Shirley Tanaka said one raffle prize was unclaimed, so it is being given away to Board members. Thanks to Marilyn Rubin and others who bought items.

10. NEW BUSINESS

None.

11. ORALS

There will be an anime convention in LA 7/1-7/4/2022.

Thanks to Kevin Lobo for snacks for the meeting.

12. ADJOURNMENT

12A. Adjournment of the Torrance Sister City Association meeting to Monday, July 11, 2022

MOTION: At 8:23 pm. Board Member Brian Diederich moved to adjourn the meeting to Monday, July 11, 2022 at 7:00 pm in the West Annex Commission meeting room. The motion was seconded by Board member Mayoori Shetti and a roll call reflected 13-0 approval. (Absent: Rae Ann Carr, Amie Komae, Sumi Arnheim, Gail Roulette, Werner Willoughby, Kathi Matsubara, Sindy Kang)

Karen Wheeler will bring snacks.

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