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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, OCTOBER 10, 2022
REGULAR MEETING
7:00 P.M.
KATY GEISSERT LIBRARY MEETING ROOM
3301 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. APPROVAL OF MINUTES: KAREN WHEELER

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, October 6, 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.

5. TREASURER'S REPORT

6. STAFF LIAISON REPORT

7. PRESIDENT'S REPORT

8. COMMITTEE REPORTS

8A. 50TH ANNIVERSARY IN TORRANCE: **Donna Dunlap, Aileen Willoughby**

8B. HISTORICAL: **Sumi Arnheim, Karen Wheeler**

8C. HOSPITALITY: **Ilene Gelbaum**

8D. MEMBERSHIP: **Alyssa Yamauchi**

8E. NEWSLETTER: **Rae Ann Carr**

8F. WEBSITE: **Lori Chong Eurich**

8G. ENGLISH TEACHER: **Lori Chong Eurich**
8H. PROCEDURES, BYLAWS: **Werner Willoughby**
8I. ARTISTIC EXPRESSION: **Summer Gray**
8J. NOMINATING COMMITTEE: **Bryce Yamauchi**
8K. ALUMNI REUNION: **Shirley Tanaka**

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT

12. Adjournment of the Torrance Sister City Association Meeting to Monday, November 14, 2022 at 7:00 p.m. in the **Katy Geissert Library Meeting Room**

September 12, 2022

**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 7:05 p.m. on Monday September 12, 2022, in the West Annex Commission Meeting Room.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Karen Wheeler, Hazel Taniguchi, Butch Ihde, Cara Ihde, Marilyn Rubin, Gail Roulette, Werner Willoughby, Bryce Yamauchi, Rae Ann Carr, Mike Griffiths, Lori Eurich, Stephanie Ewing-Warner, Donna Dunlap, Kathi Matsubara, Brian Diederich.

Absent: excused- Mayoori Shetti, Sumi Arnheim, Alyssa Yamauchi.
 unexcused- Sindy Kang, Amie Komae, Kevin Lobo.

Also Present: John LaRock, on behalf of acting Liaison Gia Jordahl of Community Services.

2. FLAG SALUTE

The Pledge of Allegiance was led by Cara Ihde.

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 September 8, 2022.

4. APPROVAL OF MINUTES: JULY 11, 2022

MOTION: Stephanie Ewing-Warner moved to approve the Association meeting minutes of July 11, 2022, as corrected for the spelling of the name of Aileen Willoughby. Butch Ihde seconded the motion; a roll call vote reflected 10-0 approval. (Absences as noted in the Roll Call).

5. TREASURER'S REPORT

The report was APPROVED as submitted by Mayoori Shetti (presented by Donna Dunlap in her absence).

6. STAFF LIAISON REPORT

John LaRock appeared instead of Gia Jordahl. With regard to the 50th anniversary of TSCA, the option of a single mayor's dinner in a restaurant, rather than a divided one in homes, is preferred. The idea of making a commemorative street sign with distances between Torrance and Kashiwa is proposed. The installation location is not decided yet. A corresponding one can be a gift for KIRA to install in Kashiwa.

7. PRESIDENT'S REPORT

The cost of storage has increased. Werner Willoughby reports that it is up to \$672/mo. For now, there is no less costly option of which the board is aware.

TSCA is lending our tea set to a tea ceremony group that annually uses it for an event. It is not frequently used. We also have a less valuable, practice tea set, which could be donated to a tea ceremony school, so that it gets used and appreciated, and so we could free up some storage space.

TSCA Name Badges have come in handy. A Motion was made try Stephanie Ewing-Warner and seconded by Gail Roulette to spend up to \$100.00 to get 10 board member name badges. The Motion PASSED.

The Japan Business Association and the Torrance Chamber of Commerce are inviting TSCA to set up a table at their 22nd Annual Grand Mixer networking event on Wednesday, November 9, 2022. It would require four people— two to staff an information table and two to circulate in the room.

The 2023 Student Delegate Exchange program has a leader lined up, Angelica Mayorcas, but she may have the issue of needing to leave her young child at home.

8. COMMITTEE REPORTS

8.1 50TH ANNIVERSARY IN TORRANCE: Donna Dunlap

Werner Willoughby spoke on behalf of Aileen Willoughby, regarding the Friendship Festival Concert. Tickets are available, with a check payable to TSCA. They will also be sold through the box office.

Stephanie, Hazel and Lori are working on the Memory Book Project, which will include scanning photos, identifying people, selecting photos. Issues to be solved include budget, length of book, number of copies and number of color pictures.

Donna Dunlap is working on the Mosaic Poster Project, with the aid of Allen in City Central Services, to present a photo collage of TSCA participants in a physical and online format. TSCA will need to buy a display stand.

8.2 HISTORICAL: Sumi Arnheim/Karen Wheeler

Karen had no report.

8.3 HOSPITALITY: Ilene Gelbaum

Donna reported for Ilene. Two cards were sent in connection with the passing of Mikko Henson. One card was sent to Joan Shiosaki for her mother Rose's passing. Cards needed: one for Amy Komae, on her marriage; one for Mayoori Shetti on the passing of her in-law.

8.4 MEMBERSHIP: Alyssa Yamauchi

Donna reported for Alyssa. There has been one new member since July.

8.5 NEWSLETTER: Rae Ann Carr

The November/December issue has been started. The next newsletter will contain the Student Delegate Application, and ads for the Reunion and the Friendship Festival.

The newsletter uses MS365 software which costs \$100 per year. Also, whoever takes over as newsletter editor would benefit from the purchase CANVA software to create the newsletter.

Rae Ann is finishing her service as editor. Could Summer Nakano-Gray do the newsletter in the interim, while a new editor is found? Also, can the job be broken into an executive editor, and a layout artist?

8.6 WEBSITE: Lori Eurich

No report, except to mention that the student delegate application will be posted on the website..

8.7 ENGLISH TEACHER: Lori Eurich

New Teacher Chris Pigao is in Kashiwa. Deanna's final year starts in October. 8.8

PROCEDURES AND BYLAWS: Werner Willoughby

No report.

8.9 2022 STUDENT EXCHANGE: Cara Ihde

Cara thanked everyone for making the Delegate's trip successful. Akemi Kosuge of KIRA said the trip was a "miracle". In Kashiwa, the students went to two high schools, a taiko drum lesson and Brandon's farewell party. Other cities included Narita, Tokyo (with KIRA escorts), Kyoto, Osaka, and Hiroshima.

8.10 ARTISTIC EXPRESSION: Summer Gray

Reported by Lori Eurich. The submission deadline has been extended through the end of 2022.

8.11 NOMINATING COMMITTEE: Bryce Yamauchi

There will be two Executive Board seats to fill: Treasurer and Secretary.

9. OLD BUSINESS:

None.

10. NEW BUSINESS and ANNOUNCEMENTS:

Karen Wheeler announced that Lori Eurich had been nominated by TSCA for the Katy Geissert Award, one of the annual City Arts Awards which recognizes individuals and organizations that contribute to the visual and performing arts in Torrance. The City had solicited the nomination because of the Anime Contest's success. However, the Katy Geissert Award, for which Lori is eligible, is for contributions across the spectrum of the arts, so we were able to mention all the various contributions Lori has made over the years, including stage management, Japanese story reading, and more. The award would be presented on October 22, 2022.

Board Member Amy Komae has married Kyle Campbell.

Thank you to Stephanie Ewing-Warner for Refreshments.

11. ADJOURNMENT:

A Motion was made for Adjournment of the Torrance Sister City Association Meeting to Monday October 10, 2022 at 7:00 p.m. The Motion was made by Gail Roulette and seconded by Butch Ihde. It PASSED. Refreshments will be offered by: Unassigned.