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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, NOVEMBER 14, 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, November 10, 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. FRIENDSHIP CITIES: City Council members

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

8C. HISTORICAL: Sumi Arnheim, Karen Wheeler

8D. HOSPITALITY: Ilene Gelbaum

8E. MEMBERSHIP: Alyssa Yamauchi

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

9. OLD BUSINESS

10. NEW BUSINESS

DISPLAY CASE IN THE KATY GEISSERT LIBRARY ENTRANCE IN FEBRUARY

11. ADJOURNMENT

12. Adjournment of the Torrance Sister City Association Meeting to Monday, January 9, 2023 at 7:00 p.m. in the **Katy Geissert Library Meeting Room**

October 10, 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 7:07 p.m. on Monday October 10, 2022, in the Katy Geissert Library Meeting Room.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Karen Wheeler, Hazel Taniguchi, Butch Ihde, Cara Ihde, Marilyn Rubin, Gail Roulette, Aileen Willoughby, Werner Willoughby, Bryce Yamauchi, Lori Eurich, Amie Komae, Stephanie Ewing-Warner, Donna Dunlap, Kathi Matsubara, Brian Diederich, Mayoori Shetti.

Absent: excused- Rae Ann Carr, Sumi Arnheim, Alessa Yamauchi.
unexcused- Sindy Kang, Kevin Lobo.

Also Present: John LaRock and Gia Jordahl of Community Services.

2. FLAG SALUTE

The Pledge of Allegiance was 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 October 5, 2022.

4. APPROVAL OF MINUTES: September 12, 2022

MOTION: Hazel Taniguchi moved to approve, and Butch Ihde seconded, the Association meeting minutes of September 12, 2022. A roll call vote reflected the motion as unanimously APPROVED. (Absences as noted in the Roll Call).

5. TREASURER'S REPORT

TSCA is awaiting receipt of the grant from the City which was approved in June. The largest expenditure in this reporting period was for insurance. The report was APPROVED as submitted by Mayoori Shetti.

6. STAFF LIAISON REPORT

John LaRock appeared with Gia Jordahl. There will be a meeting between the City and the TSCA 50th Anniversary Committee on October 12, 2022.

7. PRESIDENT'S REPORT

A. Bunka Sai 2022. We netted about \$19,000 and the expense of sending the delegates to Japan was about \$15,000, so we had a net benefit of about \$4,000.

B. 50th Anniversary. About 47 people from Kashiwa are currently indicating that they are coming. The expense of this trip for KIRA members is increasing due to Japanese economic conditions.

C. Open Committee Positions: Newsletter Editor, Adult Leader Selection Committee, Student Selection Committee. Regarding the Newsletter, Summer Gray has volunteered to do the December and January Newsletters and help train the new Editor. The Adult Leader Selection Committee Chair is needed right away, but then the job is completed in the next couple of months, because the new Adult Leader is selected prior to the Reunion meeting in January 2023.

D. Friendship Festival Concert Flyer. Please distribute the flyer and publicize the concert.

E. 50th Anniversary T shirts. The shirts will be available for purchase on the website. Wearing them to the picnic on February 18 entitles the wearer to lunch and a ride on the Steamer train in the park.

F. Sailing. On February 19, 2023, Kashiwa visitors have the options of taking a tour company tour, shopping, visiting friends or sailing on a two masted ship in San Pedro Harbor. TSCA members can join the three hour excursion. Please notify Donna Dunlap if you would like to participate.

G. Adult Leader for 2023. The leader we had selected cannot go. We now have an updated flyer to circulate to potentially interested applicants. We may have a couple that have indicated interest.

L. Liability Insurance. In order to get a quote for a policy protecting TSCA in the event of a sexual molestation complaint, TSCA must implement a Sexual Prevention Program. This should be done before summer of 2023 to protect TSCA when Kashiwa delegates are here. The insurance rider may not actually be required by the City. A related issue is having Life Scan checks for leaders/homestay hosts. If needed, they are \$100 each.

M. TSCA October 2023 trip to Kashiwa. Let Donna know now if you are interested in going.

N. Publicity. Donna Dunlap submitted an article to the California Japan Sister City Networking Newsletter (CJSCNN) about our 2022 Student Exchange. It will be in their October Newsletter.

8. COMMITTEE REPORTS

8.1 50TH ANNIVERSARY IN TORRANCE: Aileen Willoughby reported. Please circulate the concert flyer. If you have publicity ideas, let Aileen or Wendy Ito know. The Concert program will be supported by ad sales, similar to Bunka Sai. Lori recommended putting the Flyer in the CJSCNN.

8.2 HISTORICAL: **Sumi Arnheim/Karen Wheeler**

Carlen had no report.

8.3 HOSPITALITY: **Ilene Gelbaum**

No report.

8.4 MEMBERSHIP: **Alyssa Yamauchi**

Bryce Yamauchi reported on Alyssa's behalf that membership remains unchanged. The 2023 membership application forms will be in the mail by the end of October.

8.5 NEWSLETTER: Rae Ann Carr

The November/December issue deadline is 10/26/2022. Summer Nakano-Gray will do the newsletter for the next two issues, while a new editor is found.

8.6 WEBSITE: Lori Eurich

Teacher information has been updated. 50th Anniversary T-shirt purchase information will be added.

8.7 ENGLISH TEACHER: Lori Eurich

It is time to begin selecting a successor to Deanna, to teach in Kashiwa in Fall 2023. There is a flyer in the current Newsletter.

8.8 PROCEDURES AND BYLAWS: Werner Willoughby

No report.

8.9 2022 STUDENT EXCHANGE: Steven Ihde

Cara Ihde reported that one 2022 Delegate will be available to attend the Reunion in January. She and the delegates will prepare a slide show.

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: Secretary and Treasurer. Bryce has a lead on a Treasurer, but not yet on a Secretary. On the General TSCA Board, there is an opening.

8.12 REUNION COMMITTEE: Shirley Tanaka

In her absence, Donna Dunlap reported that Shirley Tanaka has agreed to chair the reunion committee. She needs committee members to assist her. Parks and Rec will assist with some games. The Partnership Award needs to be decided. The South Bay Judo Club was suggested.

8.13 2023 STUDENT DELEGATE SELECTION COMMITTEE:

A chairperson and members are needed.

8.14 2023 ADULT LEADER SELECTION COMMITTEE:

A chairperson is needed. Marilyn Rubin and Lori Eurich have volunteered to be on the committee.

9. OLD BUSINESS:

None.

10. NEW BUSINESS and ANNOUNCEMENTS:

Welcome to New City Council Member Bridgett Lewis, who stopped by our meeting.

Thank you to Hazel Taniguchi for Refreshments.

11. ADJOURNMENT:

A Motion was made for 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. The Motion was made by Gail Roulette and seconded by Butch Ihde. It was APPROVED. Refreshments will be offered by: Aileen and Werner Willoughby