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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
WEDNESDAY, FEBRUARY 8, 2023
REGULAR MEETING
7:00 P.M.
McMaster Park Community Room
3624 ARTESIA BOULEVARD, TORRANCE, CA 90504

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

1. CALL MEETING TO ORDER

ROLL CALL: Sumi Arnheim, Amie Komae Campbell, Brian Diederich, Donna Dunlap, Eleanor Jones, Kevin Lobo, Kathi Matsubara, Gail Roulette, Felipe Segovia, Mayoori Shetti, Hazel Taniguchi, Stephanie Ewing-Warner, Karen Wheeler, Werner Willoughby, Alyssa Yamauchi

2. APPROVAL OF MINUTES: AMIE CAMPBELL

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, February 2, 2023 /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: **Summer Gray, Shoko Matsuda**

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

8G. ENGLISH TEACHER: **Lori Chong Eurich**
8H. PROCEDURES, BYLAWS: **Werner Willoughby**
8I. ALUMNI REUNION: **Shirley Tanaka**
8J. BUNKA-SAI: **Werner Willoughby**

9. OLD BUSINESS

10. NEW BUSINESS

DISPLAY CASE IN THE KATY GEISSERT LIBRARY ENTRANCE IN APRIL

11. ADJOURNMENT

12. Adjournment of the Torrance Sister City Association Meeting to Monday, March 13, 2023 at 7:00 p.m. in the **Katy Geissert Library Meeting Room**

January 9th, 2023

MINUTES OF A REGULAR MEETING OF THE TORRANCE SISTER CITY ASSOCIATION

1. CALL TO ORDER

The Torrance Sister City Association Meeting convened in regular sessional 7:02PM on Monday January 9th, 2022 in the Katy Geissert Library Meeting Room.

- Donna announced city members in attendance: John LaRock, Monica Harte Cultural Services Division Manager), Gia Jordahl
- Donna announced board members in attendance: Kevin Lobo, Amie Campbell, Felipe Segovia, Eleanor Hom Jones ('81 student delegate)
- Donna announced new adult leader for 2023: Maureen Ortega

ROLL CALL/MOTION FOR EXCUSED ABSENCE: 28 people

Present: Werner Willoughby, Aileen Willoughby, Sumi Arnheim, Karen Wheeler, Gail Roulette, Vera Little, Bryce Yamauchi, Marilyn Rubin, Kathi Matsubara, Brian Diederich, Felipe Segovia, Eleanor Hom-Jones, Stephanie Ewing-Warner, John LaRock, Monica Harte, Gia Jordahl, Amie Campbell, Lori Eurich, Maureen Ortega, Cara Ihde, Yuki Tsujii, Steven Ihde, Hazel Taniguchi, Butch Ihde, Kevin Lobo, Donna Dunlap, Mike Griffiths, Isela Briseno

Absent: Mayoori Shetti and Alyssa Yamauchi

2. FLAG SALUTE 19:07

The Pledge of Allegiance was led by Butch Ihde

ORAL COMMUNICATION: Donna Dunlap

**Name badges announced. wear them at events (first time will be Saturday at Alumni Reunion, wear yellow t-shirts) 11AM, 9:30 set up.*

**Student selection committee will get to work after Alumni reunion (Lori, chair Jeremy Gerson '17 adult leader, Maureen, Marilyn, Werner, Deanna, Cara, Kaitlyn 2022 student)*

**Announce card received - Christmas cards, thank you cards : TSCA, Campbells thank you, 101 year old Vic Kilburn going to invite him to 50th anniversary banquet.*

3. REPORT ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance BL. on Thursday, January 5th, 2023 /s/ Rebecca Poirier.

4. APPROVAL OF MINUTES: November 14th, 2022.

_____ moved to approve, and Stephanie Warner seconded, the Association meeting minutes of November 14th, 2022. A roll call vote reflected the motion was unanimously APPROVED. Absences noted in roll call.

Thank you spoken to Karen.

5. TREASURER'S REPORT: 19:20 By Kevin Lobo

- check that was stolen, was sorted out with no loss of funds
- new board members bank update happening soon
- Q: did we figure out how breach occurred and what are future steps? —> A. it's not unique, similar situation happens, people steal mail, steps bank recommend is to move into bill pay process (offered by bank) no physical checks but more direct bank to bank.

- 981 and 982, Is Nancy check by hourly charge? —> she does domain name and updates.

- Expense for 50th marked : t-shirts, etc haven't made money yet but will

Budget - any questions?

- exchange program, including adult program and summer? (Bryce) \$40K. Kevin will get back to Bryce

Treasurers report was APPROVED as submitted by Kevin Lobo.

6. STAFF LIAISON REPORT (*skipped, see below**)

7. PRESIDENT REPORT 19:34

7A. 50TH ANNIVERSARY: KIRA TRIP: Translators will be there,

- Group #1 of Kashiwa guests hosted by mayor on Friday night.
- Thursday night meet host families, welcome reception 6PM
- Every anniversary Torrance delegate going to Kashiwa in October will host Kashiwa at their house, in conjunction with mayor dinner
- 21 people we are hosting, in need of 10 homes.
- Mayor dinner will be bus pick up. Host dinner will be Friday pick up from hotel
- Welcome reception is invitation only

7B. if you want to go to Kashiwa in October, let Donna know interest

7C. CORA AWARD

- Donna received email from President of Japanese Chamber of Commerce of Southern California (JCCSC). Application to apply for organization. Donna asked Hazel and Werner, for names of awards TSCA has received (from Sister Cities International - dropped out bc wasn't worth fees). Form asked what our relationship was Nikkei Community – Bunka-Sai, student exchange, teachers in Kashiwa, adult exchange, etc. Last month -> notified that we were awarded the CORA AWARD (Community Organization Recognition Award)
- Hazel, Butch, and Donna were invited to Kei-wa-kai (tea ceremony org) new years event tea ceremony, lady acknowledge CORA award. Award dinner on January 29th (Sunday) in Alhambra. If you are interested in going please let Donna know.

7D. BUNKASAI RAFFLE TICKETS

last year figured out they cant be mailed. last year they were sold at cherry blossom festival. We decided to fill out first name and then fill out the other 11. sold out at bunkasai.

7E. Cherry Blossom 26th of March - 11-14PM Columbia park
Want to get E-Z—up with TSCA, will look into it.

7F. 50th ANNIVERSARY PHOTOS - Collecting photos (Stephanie) and making mosaic on vinyl on stand. We don't know how big photos will be, but darkened pics mosaic says TSCA. more advertising, via the city is helping with this.

7G. wear t shirts to alumni reunion. ken miller. on Saturday.

Thanks to Cara's idea: have students write down emails address at Bunkasai and send email to students to promote student program. 90 students volunteer at Bunkasai, sent email to 54 students to market program to apply and links to apps, and inviting them to Saturdays banquet.

7H. Website - 2 people sent inquiries ('77 student delegate Mark Richardson: he monitors the "contact" page) said bogus invoice was sent to website. It comes in often - anti virus for \$500 to buy. May need to look into protecting? That is why we switched to gmail.

6. STAFF LIAISON REPORT*—> *overstepped 19:54*

6A. working on 50th, city cable (Christine Lee - working on having staff at all events). meeting next week with Transit (they have questions...one bus to mayors dinner etc.)
Nguyen (sp) has been taking care of printing requests
Wednesday - more info on sign posts etc

Places Monica will need to be in attendance, will be discussed.

Delegates arrive Feb 16th, Thursday. Mayor Ota will arrive on Saturday (doest want covid). No longer going to consulate (Friday).

Shoko Kito - consulate coming to events. lives in Torrance

—> 120 tickest TSCA bought for concert. 80 more. 500 seats total. It is a hard sell bc its a Presidents day weekend. Sent to publications, Japan groups, etc.

Liaison will double check : civil coral 30-40 strong are having first meeting tonight. will make sure they know to push ticket sales. Gia will run over there and remind to sell tickets tonight. She passed out flyers in December.

Lori sent flyer out to Japanese newspapers. Rafu also is marketing it, good publicity.

8. COMMITTEE REPORTS 20:09

8A. 50th Anniversary in Torrance: Donna Dunlap, Aileen Willoughby

Aileen asked people to come to all events. 47 delegates are coming. Jan Feb newsletter will have itinerary *yellow will be activities open to everyone and anyone. Mayor dinner, Welcome/Sayonara are invite only. Sayonara 2/19th - \$40 banquet, RSVP will go out soon. 110 people at banquet will break even.

8B. HISTORICAL: Sumi Arnheim, Karen Wheeler
Nothing to report.

8C. HOSPITALITY: Ilene Gelbaum
Donna announced nothing new from Ilene Gelbaum. She sent card to family of David Kranz. Who passed away very suddenly. Steven was adult leader to daughter Emiko, wife Linda. Ilene sent card. *was in president report

8D. MEMBERSHIP: Alyssa Yamauchi
No report. last report was 132 members. 2 new memberships today.

8E. NEWSLETTER: Summery Gray, Shoko Matsuda
Shoko Matsuda was music student of Mikko's, new newsletter editor. She is from Japan. Currently training to do newsletter. Owns her own export import company for produce. Newsletter will be published soon. deadline was yesterday 1/8. but mid-January is goal.

8F. WEBSITE: Lori Chong Eurich
Updates have been made. if you see something incorrect or missing let Lori know.

8G. ENGLISH TEACHER: Lori Chong Eurich
Chris sent Lori long update. They bought KFC and Mr. Donut for ECC. Chris contacted Stuart Jones for letter exchange, one already exists with Tanaka sensei. Chris takes lessons with Nakano san. Chris attends monthly KIRA meetings and is in KEIONBU. Deanna is in last year July 31st. If you know anyone interested in teaching get the word out. She is engaged. studying for JLPT 3.

8H. PROCEDURES, BYLAWS: Werner Willoughby
Have been trying for many years to get clarification on relationship between TSCA and Brown act. Ball is in cities court, waiting to hear back from response from city what rules we have to follow/don't have to follow on that. Work in progress.

8I. ARTISTIC EXPRESSION: Summer Gray
Lori spoke on Summer's behalf - Summer will gather everything and create powerpoint. She moved to Falbrook so she is working on these projects.

8J. NOMINATING COMMITTEE: Bryce Yamauchi
Finally close out 2022 board members. 31 ballots back. Everyone got 30 votes back. Amie, Brian and Mayoori returning board members, Eleanor and Filippe are new.

8K. ALUMNI REUNION: Shirley Tanaka

Donna spoke on behalf of Shirley. She is working on alumni reunion. Wear yellow shirt!
This year there were only 4 applications turned in by December 19 deadline. So deadline was extended to January 14th and students were told to hand carry their applications that day with a potluck dish. Will be a complete surprise of how many will attend.

8L. BUNKA-SAI: Werner Willoughby

- Tuesday January 24th**, West Annex *old location" 7-9pm FIRST MEETING
 - DATES: 15th- 16th APRIL 2023. 14th Friday set up.
 - #2 Wed Feb 22nd , #3 March 16th Thursday, Last meeting April 6th in Library.
 - reviewing valuation of last Bunkasai: last year was bigger crowd, 6 weeks planning.
 - opening for FOOD vendors: :SPAM Musubi, Desserts, etc
 - what constitutes a food booth? Werners is figuring it out. permits for each booth are\$\$\$.
- Werner trying to get ONE permit that allows for all vendors.
- looking for someone to pick up on desserts
 - shave ice is a GO for right now
 - curry is a GO thanks to Tom Penland
 - trying to print raffle tickets by MARCH 2nd 2023 - before cherry blossom on March 26th.
- Was surprised last year how many tickets sold at Cherry Blossom. Then, Sold out of 8K tickets last year, possibly increase tickets for this year?
- program : gear up for AD sales, 51 vendors that Werner will contact this week (21 vendors in 2022)
 - flyers : aim to print FEB 10th.
 - 30th of March to get contract in for vendors. \$100 for vendors for 2 days. \$75 for non profit. request donation of 10% of gross sales to go back to Student Exchange program.
 - Rafu : Mikko mentioned along with other big figures in JA community. Also, took out an Ad "Happy New Year" 50th anniversary of friendship. —> we pay nothing and Rafu helps greatly for free!!!
 - Werner encouraged Board members to attend Bunka-Sai meetings.

9. OLD BUSINESS 20:45

-Q: Has there been any progress on Mayor Chen's progress? —> John spoke on his behalf. Major hosted South Korean visitors. Primary interest is to develop their own arts museum and they toured Torrance. Successful event and will most likely lead to sister city. Council Member Mike? —spoke mayor was enthusiastic to show Torrance to Korean city members. Not clear where he has to go...but he did say "friendship city".

10. NEW BUSINESS and ANNOUNCEMENTS 20:47

Lori needs picture of the board members.

Lori got Japanese new years card; year of rabbit.

Assembly bill 506 —> needs to be on our radar. states that any org that deal with youth, volunteers have to have background check. Volunteer is definite by number of hours worked through org. Stephanie spoke from experience that we sold discuss it. Doesn't cross over one occupation to the next - have to get fingerprinted for it all.

Liability insurance takes a year or more, if you don't have program installed with org you won't even get quote from UW. Important point to note is: AB 506 is specially written to business who

provide services to minors. We aren't a youth service organization, but there are youth under 18 so we fall into this category. —> looking for compliance, not a way out.

Thank you to Sumi A for bringing refreshments.

11. ADJOURNMENT

A motion was made and APPROVED for Adjournment of the Torrance Sister City Association Meeting to Monday February 13th, 2023 at 7:00PM in the Katy Geissert Library Meeting Room. The meeting was adjourned at 20:54 PM.
Karen wheeler will bring refreshments.

NOTE: February meeting was changed after the January meeting since February 13th is a City holiday.

NEW MEETING DATE: WEDNESDAY, February 8, 2023

**NEW LOCATION: Mc Master Park Community Room
3624 Artesia Blvd
Torrance, CA 90504**