

**Torrance Sister City Association Meeting Agenda**  
**West Annex Commission Room**  
**May 13, 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: **Andrew Kang, Ruchi Shetti**
  - 7.2 Historical: **Sumi Arnheim, Karen Wheeler**
  - 7.3 Hospitality: **Ilene Gelbaum**
  - 7.4 Membership: **Reiko Higa, Alyssa Yamauchi**
  - 7.5 Newsletter: **Rae Ann Carr**
  - 7.6 Website: **Lori Eurich**
  - 7.7 Bunka-Sai: **Werner Willoughby**
  - 7.8 Sister Elementary Schools: **Kathi Matsubara, Gail Roulette**
  - 7.9 Host Families: **Cheryl Yamauchi**
  - 7.10 Student Orientation: **Jeremy Gerson**
  - 7.11 August Activities: **Steven Ihde**
  - 7.12 English Teacher: **Lori Eurich**
8. **Old Business**
9. **New Business**
10. **Orals and Announcements**
11. **Adjournment:** Next Meeting is Monday, June 10, 2019

**Refreshments**

May: **Mayoori & Ruchi Shetti**  
Sept. **Shirley Tanaka**

June: **Jen Hirashiki**  
Oct.: **Kathi Matsubara**

July: **Cindy Scotto**  
Nov.: **Brian Diederich**

# MINUTES

## Torrance Sister City Association Meeting – in the West Annex April 8, 2019

### 1. Meeting called to order at 7:04 pm by 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		E
Rae Ann Carr		X	
Lori Chong Eurich		X	
Keiko Clark			E
Brian Diederich			E
Summer Gray			E
Sindy Kang		X	
Amie Komae		X	
Kathi Matsubara			E
Cindy Scotto			E
Mayoori Shetti		X	
Shirley Tanaka		X	
<b>Student Board Members</b>			
Andrew Kang		X	
Ruchi Shetti		X	
<b>Others</b>			
Hazel Taniguchi	Immediate Past President	X	
Michael Field	Community Services Liaison	X	

**Others in Attendance:** Donna Dunlap, Regan Galinato, Jeremy Gerson, Mike Griffiths, Butch Ihde, Marilyn Rubin, Karen Wheeler, Bryce Yamauchi, Cheryl Yamauchi.

2. **Flag Salute:** Flag salute was led by Andrew Kang.
3. **Approval of Minutes:** Corrections noted: 8.7 squeeze bottles have been *obtained*; 8.9 grant approval *by* July; 11. *TRFA member* Michelle Polcari. Sindy moved the Minutes be approved as corrected. Rae Ann seconded. Motion carried.
4. **Treasurer's Report:** In the absence of Ron, the March report was reviewed. The request was made that the anniversary balance be shown as a separate item on each month's report to facilitate advance planning.
5. **Staff Liaison:** Michael Field reported that the exchange student group would appear at City Council on May 14, and he will submit the grant by that date. The Bunka-Sai whirligig has been picked up for installation. There may be a better place to put it so it is

more noticeable. Michael thanked those who attended the Cherry Blossom Festival. The students were well received. They sold 200 raffle tickets for a total of \$275. The Torrance Civic Chorale has learned the Japanese national anthem and wants to put together a set for a vocal ensemble to perform at Bunka-Sai next year. Six canopies will be picked up for Bunka-Sai on Thursday.

6. **President's Report:** Werner reported 1) we have paid \$1,611 to Torrance for the Bunka-Sai venues, and 2) that the total ANA fares would be \$1,256.43/person. The deposit of \$800 (\$100/seat) paid to ANA will be applied to the final amount, but will be forfeited if we make any changes or cutbacks. Students will leave LAX July 9 at 12:10 and arrive Narita July 10 at 3:25. On the return trip, they will leave Narita on July 30 at 4:05 p.m. and arrive LAX July 30 at 10:25 a.m. \*\*\* A banner has been placed on the side of the plunge. \*\*\* 56 tables have been ordered from Ace at \$636.80, to be delivered Thursday 4/11 between 8 and 6. \*\*\* A letter from Northrop Grumman has been received stating that TSCA will receive a \$400 donation in recognition of Rae Ann Carr's volunteer service. Thank you Rae Ann! [See also item under Old Business.]
7. **Committee Reports:**
  - 7.1 **Student Club** - No report
  - 7.2 **Historical** – Karen reported the committee met March 29 to cull through boxes. Out of the 6 originally taken, only 1 is being returned to storage! There is a possibility of software available (for a price) to assist organizations with archiving.
  - 7.3 **Hospitality** – A condolence card was sent to Cindy for the passing of her brother-in-law.
  - 7.4 **Membership** – Reiko sent the report that May Cambra has purchased a Life Membership in the name of her daughter. The 2019 Directory is ready to print. In the future, hard copies of the newsletter will only be sent to those who have paid their dues and make a specific request for hard copies on the membership application.
  - 7.5 **Newsletter** – Rae Ann noted that April 26 is the next due date for the May newsletter. The issue should be full of Bunka-Sai pictures. Plans are underway for August activities forms. How to pay for certain events needs improvement and will be addressed.
  - 7.6 **Website** - Lori reported updating is continuing and made easier to read. It is 75% finished.
  - 7.7 **Bunka-Sai - Werner** hawked raffle tickets. – Reminded that the framework of the gift booth needs to be put up first, then the paper. Jeremy to help. – The drinks order will be done the same as last year, with families having responsibility. – The volunteers and performers sheet was circulated showing who needs help. – It is helpful for vendors to receive a list of food prices/menu in order to make food purchases. – A new suggested food item was circulated: a tofu salad with miso sesame dressing. The recommendation was to try out just the small size on Saturday to see how it goes, and to charge \$3.00 each. – **Sindy** announced she has applied for the Disney free-tickets offering. There will be two credit card readers to use at Bunka-Sai. – **Jen** reported only 2 of 10 places she visited would accept publicity flyers. She has many ideas how to use social media to attract people to come to the festival.
  - 7.8 **Sister Elementary Schools** – Gail reported this subject will be tabled until after Bunka-Sai. We will work with Mr. Takikawa, the new liaison.

**7.9 Procedures** – Hazel looks forward to the May 14 grant date. There are 3 areas in the by-laws that are not very clear. These will be addressed after Bunka-Sai.

**7.10 Student Orientation**– Jeremy reported the need to get the orientation box from storage.

**7.11 August Activities** – Steven absent. No report.

**7.12** Item to be removed.

**7.13 English Teacher**– Shirley confirmed the English teachers' pictures will be in the Bunka-Sai program booklet.

## **8. Old Business**

Werner announced that an e-vote of board members resulted in a recommendation to remove Dana Cortez from the position of director. He then read the letter of notification/explanation that was sent to Dana. Lori made a motion to nominate Shirley Tanaka to fill the unexpired vacancy. (The term is up December 2019.) Jen seconded. Motion carried.

## **9. New Business**

Michael recommends reaching out to Tammy Kahn in the district office to check out “peach jar” accounts (a language translation device) to aid communication.

## **10. Orals and Announcements**

Donna says the 45<sup>th</sup> anniversary aprons are available to check out at Bunka-Sai. Hazel announced the current emperor of Japan is abdicating April 30. Ceremony might be available to watch on the NHK channel. Thanks to Rae Ann and Regan for refreshments.

## **11. Adjournment**

Sindy moved to adjourn, Lori seconded, motion carried at 8:45 p.m.

Next meeting is May 13, 2019.

Respectfully submitted,  
Gail Roulette, Secretary