



**Richmond-Zhoushan Friendship Commission Meeting Notes**  
**July 27, 2017**  
**1:00 p.m.**  
**Shimada Room**

- I. Welcome and Introductions
  - a. *Commissioners Lewis, Zhao and Lee were present*
  - b. *Visitors Michele Seville and Jenny Balisle from the Arts & Culture Commission were present*
  - c. *Staff Liaison Trina Jackson was present*
  
- II. Status of Zhoushan Commission Appointments
  - a. *Appointed on July 25, 2017: Matt Lewis, Eric Peterson, Stanley Li, Jessica Yang Liu, Joseph Kong, Sara Min Zhao, James Lee and Leonard Berry*
  
- III. Nomination of Officers – ***Item continued to next agenda***
  - a. Chair
  - b. Vice chair
  - c. Secretary  
*Suggested that the chair speak Mandarin; not required.*
  
- IV. Select regular meeting schedule – ***Item continued to the next agenda***  
*Suggestion was made to alternate between day and evening meetings.*
  
- V. Update on 2017 International Islands Tourism Conference – September 21-23, 2017
  - a. Confirmed delegates
    - a. *Matt Lewis, Stanley Li, James Lee, Leonard Berry, Councilmember Martinez, Staff Liaison Jackson and Sara Zhao.*
    - b. *Joseph Kong and a RCOC Board Member have expressed interest.*

- c. *Delegates are responsible for arranging and paying for their travel to Zhoushan. Zhoushan Municipality will cover the land cost in Zhoushan for up to 8 delegates from 9/20-24/2017.*
- b. Correspondence from Zhoushan Foreign Affairs Division
  - a. *Sister City Delegations are limited to 6-8 delegates. Staff Liaison will check with Zhoushan to see if more delegates can attend at their own expense.*
- c. Requests for meetings with Zhoushan Officials
  - a. *Commissioners Zhao, Lee and Lewis would like to meet with Zhoushan officials to discuss education, business development and Tourism.*
- d. Tourism Expo
  - a. *The Commission can have an exhibit area of 36 square meters courtesy of Zhoushan. The Commission must create and send the design to Zhoushan. Expo organizers will prepare the exhibit area.*
  - b. *Commissioner Lee indicated that the Richmond Chamber of Commerce (RCOC) will prepare Business Investment Packets. Staff Liaison Jackson will contact Zhoushan to inquire about 1) the suggested number of packets and literature, and 2) if the Commission can send a digital copy of the Business Development Packet to Zhoushan to print at the cost of RCOC.*
  - c. *Staff Liaison will check with the City Manager's Office about a supply of Richmond tote bags.*
  - d. *It was suggested that someone who speaks Mandarin staff the booth and/or use "We Chat" to communicate.*

VI. Review proposed revisions to the Mutual Agreement

- a. Culture and Arts – Michele Seville (Submitted)
- b. Education and Language – Eric Peterson (Submitted)
- c. Medical Services and Public Health – Councilmember Martinez (Pending)
- d. Tourism – Matt Lewis (Submitted)
- e. Business and Economic Development – all (Pending)

*Staff Liaison will compile suggested revisions and work with the commissioners and Michele Seville to update the Mutual Agreement.*

VII. Prospective Exchange Programs – *Continued to next agenda*

- a. Potential teacher delegates from Zhoushan in 2017
- b. Potential student exchanges
- c. Others

VIII. Other matters of interest

- a. *None*

IX. Adjourn

- a. *The meeting was adjourned at 2:10pm. The next meeting is tentatively scheduled for Friday, August 11, 2017 at 1pm in the Shimada Room.*