



**MILLBRAE SISTER CITIES COMMISSION
MEETING MINUTES
March 27, 2023
6:30 PM**

**Millbrae Recreation Center, Conference Room B
477 Lincoln Circle, Millbrae, CA 94030**

CALL TO ORDER MILLBRAE YOUTH ADVISORY COMMITTEE

ROLL CALL

The meeting was called to order by the Chair, Robert Gottschalk at 6:32pm. Present: Chair Robert Gottschalk, Commissioners Akiko Soda, Eunice Danli, John Muniz, Kathleen Kimura, Mary Borg Smith, Vice Mayor Maurice Goodman, Recreation Coordinator Roland Tianco; Absent: Vice Chair Aline Lee, Chi Ying Wong Po, John Chang, Peter Yeh, Sammy Yim.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. **AGENDA OVERVIEW**

2. **APPROVAL OF MINUTES**

- Motion to approve November 28, 2022, meeting minutes by Commissioner Muniz; Seconded by Commissioner Kimura; VOTE 6-0-0; Approved.

3. **PUBLIC COMMUNICATION**

- None.

4. **TREASURER REPORT**

5. **EXISTING BUSINESS**

- Olive Tree Plaque – Potential ACTION ITEM
 - No Action taken. Commissioner Muniz had a price quote for the plaque, but the Commission awaits another price quote to compare.
- TaiChung Update – Member Yim
 - Item skipped; Commissioner Yim was absent.
- Correspondence to La Serena – Chair Gottschalk
 - Chair Gottschalk spoke with a representative from La Serena, Chile, back in December and informed them of the Commission’s interest in growing the relationship. No further correspondence has since happened.
- Sister Cities Commission website – Staff Liaison
 - Recreation Coordinator Roland Tianco and Commissioner Muniz attended a virtual training for the Sister Cities Commission website and how to access and update it. Both have access to the site and can make updates as needed.

6. **NEW BUSINESS**

- New Work Plan and accomplishments from last year – Discussion
 - The 2022 CY Work Plan was discussed and reviewed. Recreation Coordinator Roland Tianco will email all Commissioners a copy of last year’s work plan to review. The Commissioners will brainstorm new tasks for the upcoming FY 2023-2024 Work Plan and share them at the next meeting.
- Ramallah Trip
 - This trip is scheduled for June 2023. Mayor Schneider and Maggie Musa will be attending to represent Millbrae.

7. **STAFF ANNOUNCEMENTS**

City of Millbrae Mission Statement: “Enhancing the quality of life in our shared community, providing great services, encouraging community engagement, fostering economic growth, and embracing cultural diversity in a safe environment.”

- a) Millbrae Summer Programming opened for registration March 1
- b) Rotary Club of Millbrae hosting their Spring Festival Saturday, April 8, 11am-1:30pm at Central Park
- c) Millbrae Goes to the Movies Friday, April 14 at 6:30pm (Space Jam)
- d) AARP Tax Aide has been happening since February, ending in April – Appointments FULL

8. **COMMITTEE MEMBER REPORTS**

- There will be a Pan Am Flight 7 Memorial event on April 4, 2023, at the Millbrae Historical Museum.
- The California Japan Sister Cities Network Meeting took place in March and was attended by Mayor Schneider and Vice Mayor Goodman.
- May is Asian Pacific Islander Heritage Month.
- The Annual Japanese Culture Festival will take place October 1, 2023. The Festival Committee has already begun reaching out to vendors and planning.
- Vice Chair Lee wishes to step down as Vice Chair. Action item to vote on a new Vice Chair will be added to next meeting's agenda.

9. **CITY COUNCIL UPDATE**

- Council hopes to complete goal setting for the city soon. Changing all Committees into Commissions is a goal.

10. **ADJOURN SISTER CITIES COMMISSION**

- a) Next scheduled meeting – April 24, 2023
 - Meeting adjourned by Chair Gottschalk at 7:03pm.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT ROLAND TIANCO AT (650) 259-2371. NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

LANGUAGE INTERPRETERS: LANGUAGE SERVICE IS AVAILABLE AT ALL REGULAR AND SPECIAL COUNCIL MEETINGS IF MADE AT LEAST 48 HOURS IN ADVANCE OF THE MEETING TO HELP ENSURE AVAILABILITY. FOR MORE INFORMATION OR TO REQUEST SERVICE, PLEASE CALL ROLAND TIANCO AT (650) 259-2371.

所有常規及特別市議會會議（COUNCIL MEETINGS）都可以提供中文的語言翻譯服務。需要翻譯服務的人士，必須在會議前最少48小時提出申請。如想了解更多資訊或申請有關服務，請致電 (650) 259-2371 聯絡陳姑娘。

INTÉRPRETES DE IDIOMAS: El servicio de idiomas está disponible en chino en todas las reuniones regulares y especiales del Consejo si se realiza al menos 48 horas antes de la reunión para ayudar a garantizar la disponibilidad. Para obtener más información o para solicitar servicio, llame a Roland Tianco al 650-259-2371. (Reuniones del Consejo)

MATERIALS RELATED TO AN AGENDA ITEM THAT ARE SUBMITTED TO THE SISTER CITIES COMMISSION AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION IN THE RECREATION OFFICE AT 477 LINCOLN CIRCLE, MILLBRAE, CA 94030, MONDAY-FRIDAY FROM 8:30 A.M. TO 5:00 P.M.