



MILLBRAE SISTER CITIES COMMISSION
MEETING MINUTES
April 24, 2023
6:30 PM

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

CALL TO ORDER MILLBRAE SISTER CITIES COMMISSION

ROLL CALL

The meeting was called to order by the Chair, Robert Gottschalk at 6:30pm. Present: Chair Robert Gottschalk; Vice Chair Kathleen Kimura; Commissioners John Chang, Eunice Danli, Aline Lee, John Muniz, Akiko Soda, Mary Borg Smith, Chi Ying Wong Po, Peter Yeh, Sammy Yim; Liaisons Ed Musa, Louis Vella; Recreation Coordinator Roland Tianco.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

1. **AGENDA OVERVIEW**

2. **APPROVAL OF MINUTES**

- a) Regular Meeting Minutes of March 27, 2023 – ACTION
- Motion to approve March 27, 2023, meeting minutes by Commissioner Kimura; Seconded by Commissioner Muniz; VOTE 8-0-0; Approved (3 Commissioners arrived after vote took place).

3. **PUBLIC COMMUNICATION**

4. **TREASURER REPORT**

- Current Commission Budget \$8,846.19.

5. **EXISTING BUSINESS**

- a) Olive Tree Plaque Update – Commissioner Muniz
- Liaison Vella shared a photo of a plaque style. He will report vendor and price when he gets an update in a couple weeks.
- b) TaiChung Update – Commissioner Yim
- Commissioner Yim would like a local representative to work with on Taichung relationship. There is a cultural office located in San Francisco, CA which can lead to finding a local representative.
- Vice Chair Kimura asked about a Dongguan update. Commissioners mentioned no recent connection, but Commissioner Yim is still interested in a relationship/connection. Wilson Ho was brought up as a point of contact for this connection, but conversations have stopped since COVID.
- c) Ramallah Trip – Trip postponed due to postponement of the Ramallah City 2 City International Conference. Ramallah Mayor Kassis will inform Millbrae Mayor Schneider once a new date is set.
- Liaison Musa shared that it's a difficult time to visit Ramallah due to current protesting.
- d) New Work Plan ideas and discussion
- Ideas shared by Commissioners: Keep the first two tasks ongoing; Focus on making progress with other cities; Attend more conferences; have projects ready to work on or completed to present other cities; keep relationships strong in order to continue with cities; more communication with cities; Possibly hold an evening celebration w/ sister and friendship cities.
- Commissioners went through the entire plan, kept, altered, and added new tasks. The 2023-24 FY Work Plan draft was read out loud once completed.

6. **NEW BUSINESS**

- a) Work Plan for 2023-24 Fiscal Year – ACTION

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."

- Motion to approve the 2023-24 FY Work Plan by Commissioner Kimura; Seconded by Commissioner Yim; VOTE 11-0-0; Approved.
- b) Commission Vice Chair – ACTION
 - Motion to approve Kathleen Kimura as the new Vice Chair by Commissioner Muniz; Seconded by Commissioner Danli; VOTE 11-0-0; Approved.

7. STAFF ANNOUNCEMENTS

- a) An estimated 500 participants took part in the Rotary Club of Millbrae’s Spring Festival and egg hunt on Saturday, April 8, 2023. About 4,000 eggs were available for participants.
- b) AARP Tax Aide is now complete in the City of Millbrae as of April 12, 2023. The final number of people served is to be determined.
- c) Arbor Day Tree Planting and Earth Day Clean Up on Saturday, April 29, 2023, at 10:00 a.m. This will take place at the Spur Trail (at Taylor Blvd. and Minorica Way).
- d) The Millbrae Art Show takes place May 19-20, 2023, in the Millbrae Recreation Center Great Hall. Times are 6:00 p.m. to 9:00 p.m. (Friday) and 11:00 a.m. to 2:00 p.m. (Saturday).

8. COMMITTEE MEMBER REPORTS

- AAPI (Asian American & Pacific Islander month celebration in May was shared to the Commission, free with RSVP required.
- Japanese Culture Festival is ongoing their planning. Plan to have a Sister Cities booth again.
- 25th Anniversary of Officer David J. Chetcuti on April 25, 2023 in the David J. Chetcuti Community Room. Invite Only.
- The Pan Am Flight 7 event took place April 4, 2023. The new donated memorial is located in front of the museum.

9. CITY COUNCIL UPDATE

10. ADJOURN SISTER CITIES COMMISSION

- a) Next scheduled meeting – May 22, 2023
 - Meeting adjourned by Chair Gottschalk at 7:41pm.

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.