

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Community Services – Approve a Grant to the Torrance Sister City Association and Accept and File the Torrance Sister City Association 2011 Annual Report.

Expenditure: \$1,500

RECOMMENDATION

Recommendation of the Community Services Director that City Council:

- 1) Approve a grant in the amount of \$1,500 to the Torrance Sister City Association for 2012; and
- 2) Accept and file the Torrance Sister City Association's 2011 Annual Report.

Funding

Funding is available in the Sister City Activities budget.

BACKGROUND

The cities of Torrance and Kashiwa, Japan have been Sister Cities since 1973 to promote mutual exchange in various fields and to strengthen the ties of understanding and goodwill. The Torrance Sister City Association (TSCA) has fostered these relationships. Through the Association's efforts, Torrance has a program that has received numerous awards from Sister Cities International. Activities of the Association such as the annual *Bunka-Sai Festival* share Japanese culture with the community and raise money for the Student Cultural Exchange Program.

Officers who served on the Board from January through December 2011 were:

President:	Teri Kuwahara
Vice President:	Kerry Cababa
Secretary:	Erin Moriwaki
Treasurer:	Cheryl Yamauchi

ANALYSIS

The Torrance Sister City Association (TSCA) annually presents a request to the City Council for grant funds, and has submitted their 2012 Grant Application requesting \$1,500 (Attachment A) to maintain and enhance TSCA programs for and in cooperation with Sister City representatives from Kashiwa, Japan. They also submitted their 2011 Annual Financial Statement Report to City Council (Attachment B); and their 2011 Annual Activities Report to City Council (Attachment C).

Community Services Department staff have reviewed the Torrance Sister City Association's 2012 Grant Application, 2011 Financial Statement and Annual Activities Report and find the information to be complete and in accordance with the City's requirements for the grant application and annual Council Report.

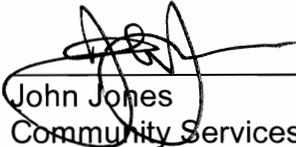
Respectfully submitted,

JOHN JONES
COMMUNITY SERVICES DIRECTOR

By


Richard Brunette
Recreation Services Manager

CONCUR:


John Jones
Community Services Director


LeRoy J. Jackson
City Manager

Attachments: A. City of Torrance Grant Application from the TSCA for 2012
B. 2011 TSCA Financial Statement
C. 2011 TSCA Annual Activities Report

**ATTACHMENT A**

**City of Torrance
Community Services Department
3031 Torrance Boulevard
Torrance, CA 90503**

NON-PROFIT AGENCY GRANT APPLICATION**SUMMARY INFORMATION****A. AGENCY APPLICANT INFORMATION**

Agency Legal Name: Torrance Sister City Association Phone Number : (310) 618-2930

Street Address: 3031 Torrance Blvd. City: Torrance Zip: 90503

Name of Presenter: Teri Kuwahara

Title of Presenter: Immediate Past President Phone Number: (310) 850-3782

B. GENERAL CATEGORY UNDER WHICH SUPPORT IS REQUESTED:

Child Care _____ Health _____ Human Services

C. PROGRAM/PROJECT TITLE: Celebrating a 40 Year Sister City Partnership with Kashiwa, Japan**D. DESCRIBE THE PURPOSE FOR WHICH THE REQUESTED FUNDS ARE TO BE USED.**

(Please limit to space provided; NO ATTACHMENTS.)

The funds will be used to support activities taking place in Torrance for the 40th Anniversary Exchange Program with adult delegates from Kashiwa, Japan, Torrance's sister city. 40th Anniversary programs will take place in October 2012.

E. TOTAL AMOUNT REQUESTED FROM CITY OF TORRANCE (not to exceed \$5,000): \$1,500.00

F. TYPE OR PRINT NAME AND TITLE OF AUTHORIZING OFFICIAL:



Signature of Authorizing Official

March 21, 2012
Date

Torrance Sister City Association
Statement of Assets, Liabilities and Fund Balance
As of December 31, 2011

ASSETS		
Current Assets		
Cash and Cash Equivalents		
Petty cash	\$100.00	
Checking Acct - CA Bank & Trust	8,843.66	
Japan Relief Acct - CA Bank & Trust		
Total Cash and Cash Equivalents	<u> </u>	\$8,943.66
US Postal Service Account		213.84
Investments		
CA Bank & Trust flex CD 4/12/10 0.250%	0.00	
CA Bank & Trust Business Money Plus	<u>55,520.54</u>	
Total Investments		55,520.54
Sales Tax Payable		0.00
Prepaid Deposit - Bunka-Sai 2012		1,454.75
Prepaid Deposit - Bunka-Sai 2013		1,454.75
Total Current Assets		<u>67,587.54</u>
TOTAL ASSETS		<u><u>\$67,587.54</u></u>
LIABILITIES AND FUND BALANCE		
Liabilities		
Sales Tax Payable		\$9.31
Japan Relief Payable		\$0.00
Fund Balance		
Student Club Activity Fund - Restricted		
Beginning Balance-SCA Fund	\$746.25	
Student Club Fundraisers		
Less: Student Club Expenses	<u>92.14</u>	
Total Student Club Activity Fund		654.11
Opening Fund Balance-Unrestricted	60,593.45	
Net Income (Loss)	<u>6,330.67</u>	
Total Fund Balance - Unrestricted		<u>66,924.12</u>
Total Fund Balance		<u>67,578.23</u>
TOTAL LIABILITIES AND FUND BALANCE		<u><u>\$67,587.54</u></u>

Torrance Sister City Association
Statement of Revenue Collected and Expenses Paid
January 1, 2011 through December 31, 2011

	Actuals YTD Jan 1 thru Dec 31, 2011	2011 Budget	Budget vs. Actuals 2011	APPROVED 2012 Budget
Ordinary Income/Expense				
Income				
Contributed support				
Membership Dues				
Membership Dues	\$2,715.00	\$ 4,200.00	\$ (1,485.00)	\$ 4,200.00
City Grant	1,500.00	1,500.00	-	1,500.00
Donations	521.75	750.00	(228.25)	500.00
Total Contributed support	\$4,736.75			
Cookbook Sales	115.69	500.00	(384.31)	
Bunka-Sai				
Barbeque Booth	5,226.90			
Yakisoba Booth	2,373.20			
Advanced Ticket Drawing	1,309.00			
Ticket Drawing - Main	2,009.00			
Gift Booth	1,825.70			
Dango Booth	2,060.40			
Hourly Drawing	1,388.75			
Program Ads	2,600.00			
Dessert Booth	387.00			
Student Club	552.05			
Concessions	2,770.30			
Donations				
Cotton Candy	246.00			
Origami	113.27			
Silent Auction	485.00			
Bunka-Sai Income	23,346.57	19,250.00	4,096.57	22,000.00
40th Anniversary				14,300.00
Interest				
Interest Checking	1.34			
Interest CD's and MMA	172.59			
Total Interest	173.93	200.00	(26.07)	150.00
Proceeds from Restaurant Fundraiser	75.94		75.94	
Proceeds from Rummage Sale	1,057.00	800.00	257.00	1,000.00
Proceeds from TSCA Pin Sale	6.00		6.00	
Total Income	29,511.88	27,200.00	2,311.88	43,650.00
Expense				
Bunka- Sai Expenses				
Civic Center Rental	1,405.74			
Booth Supplies	2,061.56			
Drawing Prize	250.00			
Signs	179.63			
Honoraria	475.00			
Advertising	321.75			
Total Bunka-Sai Expenses	4,693.68	5,200.00	(506.32)	5,200.00
40th Anniversary				17,300.00
Exchange Program				
August Activities	8,214.63			
Orientation Expense	93.88	250.00	(156.12)	400.00
Receptions	663.75			
San Diego Trip	2,252.50			
Sayonara Banquet Expenses	2,772.40			
Total Exchange Program	13,997.16	27,250.00	(13,346.72)	23,000.00
Other Expenses				
Alumni Reunion	1,879.91	500.00	1,379.91	750.00
Bank Service Charges	22.00	40.00	(18.00)	40.00
English Teacher Selection				50.00
Filing Fees	50.00	65.00	(15.00)	65.00
Historical Committee Expenses	77.98	400.00	(322.02)	100.00
Hospitality and Miscellaneous	149.14	350.00	(200.86)	350.00
Insurance	1,273.97	1,300.00	(26.03)	1,300.00
Interest	2.12		2.12	
Misc - (prior yr activity \$ returne	(75.89)		(75.89)	
Storage	2,613.05	2,900.00	(286.95)	2,900.00
Supplies	8.77	135.00	(126.23)	135.00
Partnership Award	124.93	150.00	(25.07)	150.00
President's Expense		200.00	(200.00)	100.00
Publicity	75.00	200.00	(125.00)	200.00
Postage & Reproduction	1,206.05	1,000.00	206.05	1,200.00
Total Other Expenses	7,407.03			
Total Expense	26,097.87	39,940.00	(13,842.13)	53,240.00
Other Income & Expense				
August Event Income	2,100.90	1,050.00	1,050.90	1,800.00
Sayonara Banquet Income	1,250.00	1,175.00	75.00	1,175.00
All American City	(434.24)		(434.24)	-
	2,916.66			
Student Club Fundraisers				400.00
Student Club Expenses				(400.00)
Total Other Income & Expense	2,916.66	2,225.00	691.66	2,975.00
Net Income (Loss)	\$ 6,330.67	\$ (10,515.00)	\$ 16,845.67	\$ (6,615.00)

Annual Report of the Torrance Sister City Association - 20112011 Officers:

President: Teri Kuwahara
 Vice President: Kerry Cababa
 Secretary: Erin Moriwaki
 Treasurer: Cheryl Yamauchi

2011 Board Members:

Kenneth Chan
 Vera Little
 Jill Maroney
 Mark Richardson
 Gail Roulette
 Joe Rust
 Shirley Tanaka
 Werner Willoughby
 Mona Wong
 Cheryl Yamauchi
 Tiffany Yoshida

2011 Student Board Members:

Lisa Cho
 Jeffrey Johnson

Liaisons to TSCA:

Torrance City Council: Gene Barnett
 Community Services Dept: Susie Wand
 Kashiwa Torrance Committee: Makiyo Doi

January 2011

January 10

- o Association Meeting

January 15

- o Annual Alumni Reunion Luncheon was held at the Ken Miller Recreation Center.
- o Student applicants for the Student Cultural Exchange Program and their families were introduced.
- o Outgoing officers and board members were presented with a Certificate of Appreciation.
- o City Clerk Sue Herbers administered the oath of office to new 2011 officers.
- o A roll call of TSCA Alumni were introduced:
 - Former exchange students
 - Former Adult Leaders
 - Former delegates in the Anniversary Trips for Adults
 - Former Assistant Language Teachers in Japan
- o A former teacher, host family, president, adult anniversary delegate and exchange student spoke of their experiences in Kashiwa as a TSCA participant.
- o Kawai Sumi-e Club was selected as the recipient of the 2011 Partnership Award

January 22 and 29

- o Student Selection Interviews were held in the West Annex Commission Room

Bunka Sai Committee began planning led by Joanne Yoshida and Kay Ujimori

Membership renewals ongoing led by Ron Kimmell

Student Selection Committee ongoing led by Ray Roulette

English Teacher Selection Committee led by Lori Chong-Eurich

Student Activities Committee began planning summer activities led by Werner Willoughby

Jill Maroney was selected by the Board of Directors to fill the board vacancy

left by the unexpected passing of her mother, Ann Smisek.

Kerry Cababa was selected by the Board of Directors to fill the vacancy of Vice President

left by the unexpected passing of Ann Smisek.

Steven Ihde was selected as the 2012 Adult Leader

February 2011

February 14

- Association Meeting

February 20

- Kashiwa Day Commemorated the 38th Anniversary of the Torrance-Kashiwa Sister City Partnership

Bunka Sai Committee planning ongoing led by Joanne Yoshida and Kay Ujimori

Raffle Prize solicitations coordinated by Gail Roulette

Membership renewals ongoing led by Ron Kimmell

Student Selection Committee ongoing led by Ray Roulette

English Teacher Selection Committee ongoing led by Lori Chong-Eurich

Student Activities Committee ongoing led by Werner Willoughby

March 2011

March 11

- Student Selection Committee Chairman Ray Roulette notifies 8 students selected to represent Torrance in Kashiwa during the summer of 2011.
- The Tohoku region in Japan is devastated by a 9.0 magnitude earthquake followed by a tsunami. The impact on Kashiwa was as a relief center to assist the victims of the disaster.

March 14

- Association Meeting
- Cultural Exchange Students for 2011 are introduced to the membership:
Allison Abraham - Bishop Montgomery High School
Michelle Cordill - West High School
Wyatt Comon - Bishop Montgomery High School
Kristen Inouye - West High School
Zachary Johnson - Torrance High School
Jonah Sakado - South High School
Thomas Saraydarian - South High School
Rachel Todd - West High School
Dana Vinke, Adult Leader

March 17

- TSCA members participated in the Torrance Chamber of Commerce Business Expo at the Torrance Marriott Hotel

March 22

- Student Orientation sessions began at the West Annex Commission Room led by Kay Ujimori

Bunka Sai Committee planning ongoing led by Joanne Yoshida

English Teacher Selection Committee ongoing led by Lori Chong-Eurich

Student Activities Committee ongoing led by Werner Willoughby

KIRA Torrance Committee elects new officers and Akiko Nobusawa as president.

TSCA launches a new website: led by Mark Richardson and Tim Goodrich

April 2011

April 11

- Association Meeting
- TSCA decides to hold weekly restaurant fundraisers to raise money to assist Kashiwa with the earthquake disaster relief efforts. Organized by Jill Maroney.
- Student Orientation sessions are suspended as there will be no summer visit to Japan by Torrance Students

April 25

- A Special meeting of the TSCA Board formally votes to not send Torrance student to Japan in agreement with Kashiwa's concerns due to the aftermath of the earthquake/tsunami/nuclear power plant problems in Japan. However, Torrance will still welcome Kashiwa exchange students in August.

○

April 30 - May 1

- Bunka Sai is held at the Ken Miller Recreation Center, Torino Plaza and the Toyota Meeting Hall. This Japanese Cultural Festival is the fundraiser for the Student Cultural Exchange Program.

Restaurant Fundraisers to assist Kashiwa with Japan relief efforts ongoing led by Jill Maroney

English Teacher Selection Committee selection begins led by Lori Chong-Eurich

Student Activities Committee ongoing led by Werner Willoughby

May 2011

May 1

- Final day of Bunka Sai (see April)

May 24

- 2011 Cultural Exchange Students are introduced to the Torrance City Council as part of their recognition as being selected despite the suspension of the Torrance summer program to Kashiwa for 2011.

Student Activities Committee led by Werner Willoughby announces the summer activities schedule for Kashiwa students coming to Torrance in August.

Kashiwa announced their 2011 Kashiwa Student Exchange Group:

Shiori Ozawa

Nanami Yamauchi

Miyuki Harazono

Mina Marushima

Gaku Saheki

Shunko Yamada

Hirofumi Takikawa

Ken Yoshida

Mrs. Kiyomi Shibata, Adult Leader

The English Teacher Selection Committee led by Lori Chong-Eurich names Kevin Butt as the new Assistant Language Teacher at Kashiwa Municipal High School.

Torrance students are invited to accompany the City of Torrance delegation to Kansas City, Missouri, for the All American City competition. Adult Leader Dana Vinke will accompany the students. President Teri Kuwahara is unable to attend so the All American City Committee invites former president Hazel Taniguchi.

Restaurant fundraisers for Japan relief ongoing led by Jill Maroney.

Host family applications and search continues led by Vera Little

June 2011

June 13

- Association Meeting

June 15

- Seven of the eight Torrance students and Adult Leader Dana Vinke depart for Kansas City and the All American City competition with the City of Torrance delegation

Student Activities registration begins led by Werner Willoughby

Host family applications and search continues led by Vera Little

Restaurant fundraisers for Japan relief continues led by Jill Maroney

July 2011

July 11

- Association meeting

July 19

- Tour Leaders Orientation for all adults slated to lead daily tours as part of the Student Activities in August for Kashiwa students

Student Activities registration continues for all TSCA members led by Werner Willoughby.

August 2011

No Association Meeting this month

- August 3 Kashiwa students arrive at LAX and are greeted by Torrance students
- August 4 Kashiwa students meet Mayor Scotto
Presentation by Librarian Michael George at the Main Library on the history of Torrance
Visit to the Torrance Historical Society Museum and walking tour of Torrance
Torrance Bakery box lunches at Wilson Park
Bus tour of Torrance includes tour of Torrance High School, Tanouye Memorial, Rocketship
Park, West High School
Welcome Reception potluck dinner at the Nakano Theater
- August 5 Student Cooking Day: Grocery shopping, food preparation at homes, Picnic and Sports Day at
El Retiro Park.
- August 6-7 Weekend with Host Family #1
- August 8 Beach Party at Torrance Beach sponsored by the Student Club
Dodger Game
- August 9 Getty Museum, Lunch at Art Institute Cordon Bleu and tour of Santa Monica Pier
- August 10 Universal Studios Hollywood
- August 11 Hollywood Tour: Chinese Theater, Kodak Theater, The Grove shopping, Farmer's Market and
Beverly Hills
- August 12,13,14 San Diego trip via AMTRAK with Torrance Students
San Diego Zoo, Old Town, Shelter Island, Point Loma, Beach Day and Mission Bay kayaking
Fireworks at Mission Bay, Seaport Village lunch and shopping.
- August 15 Disneyland
- August 16 Torrance Tour: Farmer's Market, Fire Department, Costco, Robinson Helicopter and
Torrance Police Department
- August 17 Cake decorating at Torrance Bakery and Tour/Lunch at Oriental Motor.
Tour of Farmer Brothers Coffee
Chili Cook-off and Square Dance at the Toyota Automobile Museum
- August 18 Little Tokyo Tour: Japanese American National Museum, Go For Broke Monument. Japanese
Cultural and Community Center
LA Live and Staples Center
- August 19 ITS International Transportation Services Tour in Long Beach
King's Hawaiian Bakery Tour
Hollywood Bowl - Fantasia
- August 20-21 Weekend with Host Family #2
- August 22 Speech practice and continental breakfast
Shopping at Del Amo Mall
Sayonara Banquet at the Toyota Meeting Hall
- August 23 Kashiwa students return to Japan

Assistant Language Teacher Kevin Butt departs for Kashiwa Municipal High School.

September 2011

September 12

- Association Meeting
Torrance Students give their report to the TSCA members

Ballots are mailed to TSCA membership to elect five board members.

\$7,318.90 was wired to Kashiwa for their Japan relief fund. All funds were raised through donations and restaurant fundraisers.

October 2011

October 10

- Association Meeting
Ballots are counted and the following board members were elected:
Werner Willoughby
Erin Moriwaki
Tammy Johnson
Lori Chong-Eurich
Tim Goodrich
Student Board members selected by the Board of Directors:
Jonah Sakado
Rachel Todd

40th Anniversary Planning Committee begins led by Hazel Taniguchi

Facebook Group for Early Torrance-Kashiwa Alumni is formed led by Mark Richardson

November 2011

November 6

- Torrance students and several TSCA members participated in the City of Torrance "Lights, Camera Action" at Wilson Park to celebrate the city's centennial

November 14

- Association Meeting
The Nominating Committee presented a slate of officers for 2012, approved by the board:
President Werner Willoughby
Vice President Steven Ihde
Secretary Erin Moriwaki
Treasurer Cheryl Yamauchi

40th Anniversary Planning Committee ongoing led by Hazel Taniguchi

December 2011

No Association meeting this month

December 12

- Budget Committee (outgoing and incoming officers) met to set the 2012 TSCA budget

2011 students will go to Japan with 2011 Adult Leader Dana Vinke in the summer of 2012 due to the cancellation of the Kashiwa program in 2011. There will be no Student Selection or Adult Leader Selection in 2012. Previously selected 2012 Adult Leader Steven Ihde will accompany the delegation in 2013.

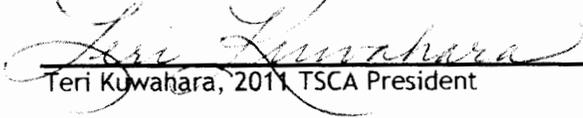
40th Anniversary Planning Committee ongoing led by Hazel Taniguchi.

2012 Alumni Reunion is January 14

2012 Bunka Sai is April 21 and 22

The Torrance Sister City Association greatly appreciates the \$1,500 grant and the numerous in-kind services it receives from the City of Torrance each year. The support of Mayor Scotto, the City Council, the Community Services Department, Central Services printing, other city staff, community agencies, and association members has made the achievements of TSCA possible.

Respectfully submitted:


Teri Kuwahara, 2011 TSCA President
