

Council Meeting of
February 26, 2008

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

Members of the Council:

**SUBJECT: Community Services – Approve Grant Award to the Torrance
Sister City Association for 2008**

Expenditure: \$1,500

RECOMMENDATION

The Community Services Director recommends that City Council award the Torrance Sister City Association a grant in the amount of \$1,500.

Funding

Funding is available in the Sister City Activities budget (Fund 1001, Organization 62-6204-620404, Account 4722).

BACKGROUND

Kashiwa, Japan and the City of Torrance have been sister cities since 1973. During this time, there have been student exchanges each year, exchange visits of city officials, Torrance teachers who have taught in Kashiwa, and various other cultural exchanges and programs. Lasting friendships have formed between residents of the two cities and the Torrance Sister City Association has fostered these relationships. Activities of the Association such as the annual Bunka-Sai Festival share with the community some of the Japanese culture and raise money for the Student Exchange Program. Through the Association's efforts, Torrance has a program that has received numerous awards from Sister Cities International.

ANALYSIS

As required by the City Council, the Association has submitted their 2008 Grant Application, 2007 Annual Report and 2007 Financial Reports. Funds will be used to maintain and enhance programs for TSCA with the cooperation and support of Kashiwa, Japan. Please see Attachments A, B and C.

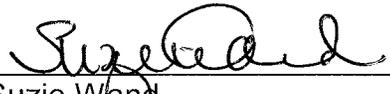
Officers who served from January through December, 2007 were:

President:	Hazel Taniguchi
Vice President:	Jordan Thompson
Secretary:	Tracy Sprague
Treasurer:	Cheryl Yamauchi

Staff in the Community Services Department have reviewed the Torrance Sister City Association's Grant Application including their Annual Report and find the information to be complete and in accordance with the City's requirements.

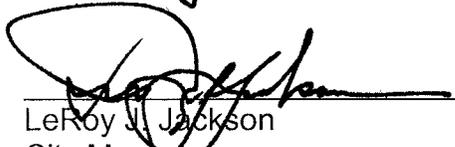
Respectfully submitted,

JOHN JONES
Community Services Director

By 
Suzie Wand
Senior Recreation Supervisor

CONCUR:


John Jones
Community Services Director


LeRoy J. Jackson
City Manager

- Attachments:
- A. Grant Application
 - B. 2007 Torrance Sister City Association Financial Statement
 - C. 2007 Torrance Sister City Association Annual Report

3
 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, Inc. Phone Number (310) 618-2930
 Street Address 3031 Torrance Blvd. City Torrance Zip 90503
 Name of Presenter Hazel Taniguchi
 Title of Presenter President Phone Number (310) 328-1238

B. GENERAL CATEGORY UNDER WHICH SUPPORT IS REQUESTED:

Child Care _____ Health _____ Human Services

C. PROGRAM/PROJECT TITLE Sister Cities - We Act Locally, But Think Globally

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 maintain and enhance the many programs established by TSCA with the cooperation and support of Kashiwa, Japan, Torrance's sister city.

E. TOTAL AMOUNT REQUESTED FROM CITY OF TORRANCE (not to exceed \$5,000) \$ 1,500

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

Hazel Taniguchi, 2007-2008 TSCA President

Hazel N. Taniguchi
 Signature of Authorizing Official

Feb. 5, 2008
 Date



TORRANCE SISTER CITY ASSOCIATION, INC.

3031 Torrance Boulevard

Torrance, CA 90503



ANNUAL REPORT OF THE TORRANCE SISTER CITY ASSOCIATION Year: 2007

ATTACHMENT B

Officers for 2007 were:

- President: Hazel Taniguchi
- Vice President: Jordan Thompson
- Secretary: Tracy Sprague
- Treasurer: Cheryl Yamauchi

The 2007 board members were: Kerry Cababa, May Ikeda Cambra, Nancy Canzone-Broun, Kenneth Chan, Teri Kuwahara, Jill Maroney, Kristi Martel, Samir Mehta, Pam Miike, Aki Tsurukame, Gary Yoshida, and Ray Roulette (see bylaws, under past president---one year).

Liaisons to TSCA were:

- City Council: Gene Barnett
- City Council Alternate: Paul Nowatka
- City Manager's Office: Brian Sunshine
- Community Services Department: Suzie Wand
- Oriental Motor U.S.A.: Keiko Tolbert
- Kashiwa: Yoko Nakano, chairperson of the Torrance Committee

JANUARY 2007

The new officers were sworn in by City Clerk Sue Herbers on January 13th, at the Alumni Reunion.

January 4 The 2007 student applications were due. Thirteen students applied.

January 9 Association Meeting
 Planning began for the 2007/2008 35th anniversary celebrations.
 Bunka-Sai planning also began this month.

January 13 The annual Alumni Reunion was held at the Katy Geissert Civic Center Library Meeting Room. Besides alumni (those who went to Kashiwa), candidates for the Student Cultural Exchange Program and their families were introduced, and the Partnership Award recipient was honored---Mrs. Shiko Fujizawa, who has been doing the flower arrangements at Bunka-Sai since Bunka-Sai was started. The 2006 Torrance students did a slide presentation to pictorially report on their three-week trip to Kashiwa.

The Student Selection Committee met after the Alumni Reunion to read the student applications.

January 20 The student applicants and their parents were interviewed.

FEBRUARY 2007

February The Student Selection committee planned and carried out the activities with the student applicants, to get to know them better: home visits, dinners at Mitsuwa Marketplace, a picnic, a rummage sale, a pizza party.

The August Activities Committee began its planning.

Planning for the 35th anniversary continued.

February 12 Association meeting at the Toyota Automobile Museum

February 20 Kashiwa Day---no specific activity was planned.

MARCH 2007

March

The 35th anniversary planning continued.

The Student Selection Committee continued its activities.

Other committees continued their work.

March 1 was the deadline for renewing memberships in time for the directory.

March 12

Association Meeting

Bunka-Sai planning continued.

Anniversary planning continued.

March 23

Several TSCA members were invited to the North High Sister School Program dinner.

March 26

The Student Selection Committee met to make its selections for the 2007 student exchange group. The following students were selected:

1. Ellie Fukunaga, North HS sophomore
2. Emily LaRue, West HS junior
3. Calvin Lung, West HS sophomore
4. Adrian Maroney, West HS junior
5. Kyle Mattson, West HS junior
6. Danielle Rust, South HS junior
7. Kevin Willoughby, Torrance HS sophomore
8. Stephanie Wong, Torrance HS junior

APRIL 2007

April 14

Association Meeting

Bunka-Sai planning continued.

Host family recruitment began.

Anniversary planning continued.

April 16

The English Teacher Committee met to plan its work.

April 20 -22

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

April 24

Student orientation #1 was held. This first one included the parents of the selected students. Orientation leaders were Jill Maroney and Pam Miike.

April 28

The English Teacher Selection Committee met to interview the applicants. Yoko Kobayashi, a counselor at West HS, was selected to go to Kashiwa Municipal HS to help teach English for a minimum of one year, a maximum of three years.

MAY 2007

May 1

A TSCA display was arranged at the Katy Geissert Library.

- May 7 The August Activities Committee continued its work.
- May 8 Student orientaion #3 was held.
- May 14 Association Meeting
Host family recruitment continued.
Plans for the August activites continued.
Bunka-Sai was evaluated.
Anniversary planning continued.
- May 15 Student orientation #4 was held.
- May 22 Student orientation #5 was held.
- May 29 Student orientation #6 was held.
- May 31 The Torrance 35th anniversary delegates met to prepare for their trip to Kashiwa in October.

JUNE 2007

- June 5 Student orientation #7 was held.
- June 5 The exchange students were presented to the City Council.
- June 11 Association Meeting
Plans for the August activities continued.
Anniversary planning continued.
- June 12 Student orientation #8 (final session) was held, with the parents again in attendance.
- June 27 The host families met for orientation.

JULY 2007

- July 9 The Student Club held a fundraiser at Souplantation.
- July 9 Association Meeting
Plans for the August activities were finalized.
Anniversary planning continued.
- July 10 The 2007 Torrance students and their adult leader left for Kashiwa.
- July 30 The Torrance students and their adult leader returned from Kashiwa.

AUGUST 2007

- No association meeting this month.
- August 4 The 2007 Kashiwa student exchange group arrived in Torrance to spend three weeks here. Daily and some night activities were planned by TSCA. The students were hosted by two (2) families each, and each host family had a free weekend with their guest. A wide array of places of interest and experiences was provided for the Kashiwa group, including a Welcome Reception, a side trip to San Diego, and a Sayonara (Farewell) Banquet.
- August 6 The Kashiwa and Torrance exchange students were invited to Mayor Scotto's home for an ice cream party.

- August 7 The Kashiwa students were presented to the City Council.
- August 13 The Kashiwa students left for San Diego.
- August 22 A Sayonara (Farewell) Banquet was held for the Kashiwa group.
- August 23 The Kashiwa group departed for home.
- August 27 The Torrance 35th anniversary delegates met again.
- August 29 The August Activities Committee met to evaluate this year's activities.

SEPTEMBER 2007

- September 10 Association Meeting
The 2007 students and adult leader gave their final reports on their research topic and were presented with certificates of completion.
Ellie fukunaga and Calvin Lung were appointed to serve as student board members for a year.
Recruitment of new adult board members began.
Appointed to the Nominating Committee were Amy Coury, Butch Ihde, and Stephanie Ewing-Warner.
2004 committee sign-ups began.
- September 17 The Historical Committee met to continue its work of preserving TSCA's history.
- September 17 The 35th anniversary delegates met to practice the song the group will sing in Kashiwa---a girl Scout song called "Friends."
- September 21 Ballots for electing adult board members were mailed to all paid members.
- September 24 The Student Selection Committee met to plan the selection of the 2008 students.

OCTOBER 2007

- October 1 The Student Selection Committee met to continue its work. Flyers and application packets were delivered to the four Torrance high schools, to Bishop Montgomery High School, and to CAMS. Lori Martel, chairperson, went to each high school to discuss the program, receiving help from past exchange students still attending the high schools.
- October 8 Association Meeting
Ballots were tabulated for the election of five (5) new or continuing board members. Elected to serve from 2008 - 2010 were Jordan Thompson, Tracy sprague, Eric Fisher, Joe Rust, and Mona Wong.

The membership drive for 2008 began.

2008 committee sign-ups continued.

It was announced that the Torrance Rose Float Association dedicated the 2008 float to the Sister City Program, causing great excitement within TSCA and KIRA in Kashiwa.

→ adopted Jan. 14, 2008

2007 Actuals vs. Budget with 2008 Proposed Budget
Actuals thru 11/07

12/11/2007

5:19 PM

ACCOUNT	BUDGET CATEGORIES	ACTUALS 2007 thru 11/30/07	BUDGET	ACTUALS LESS: BUDGET	2008 Proposed worksheet
INCOME					
201	Membership	\$4,560.00	\$5,400.00	(\$840.00)	\$5,400.00
202	Bunka-Sai Gross Income	21,355.18	18,500.00	2,855.18	20,000.00
202.1	TSCA Activities	19,386.38			
202.2	Non-food Concessions	1,416.85			
202.3	Food Concessions	372.70			
202.4	Donations	\$179.25			
203	Sale of Items (Inv., Rummage Sale & Oth)	261.00	100.00	161.00	100.00
204	Student Club Fund Raisers	595.61	500.00	95.61	500.00
205	Interest	2,349.53	1,600.00	749.53	1,600.00
205.1	CD's (thru 12/07) →	2,336.06			
205.2	Checking Account	13.47			
206	City Grant (deposited 12/27/07) →	1,500.00	1,500.00	-	1,500.00
207	Donations (incl. \$1015 P.McIntyre & Northrop grant)	1,745.00		(755.00)	500.00
208	Special Events	\$7,250.00	2,500.00	7,250.00	
209	Rummage Sale	\$493.25		\$493.25	\$300.00
	Total	\$40,109.57	\$30,100.00	\$10,009.57	\$29,900.00
EXPENSES					
101	Bunka-Sai Operating Expenses	\$3,816.22	\$4,500.00	(\$683.78)	\$5,000.00
102	Postage & Reproduction	889.35	1,300.00	(410.65)	1,300.00
103	English Teacher Selection Committee		10.00	(10.00)	10.00
104	President's Expenses		100.00	(100.00)	100.00
105	Student Exchange Programs	16,577.75	16,000.00	577.75	17,000.00
105.1	Exchange Program -Torrance Students	7,357.17			
105.2	Exchange Program -Kashiwa Students	9,220.58			
106	Hospitality (cards, flowers, etc.)	285.05	200.00	85.05	350.00
107	Equipment, Supplies, Etc.		100.00	(100.00)	100.00
108	Conferences		200.00	(200.00)	200.00
109	Storage	2,733.00	2,700.00	33.00	2,900.00
110	Gifts & Donations		200.00	(200.00)	
112	Publicity			\$0.00	
114	Kashiwa Day		100.00	(100.00)	100.00
118	SCI Membership	877.00	900.00	(23.00)	950.00
119	Inventory for Resale (T-shirts, Pins, etc.)		-	-	-
120	Torrance Chamber of Commerce Miscellaneous (bank svc fees, mtg supplies, etc)		\$0.00		\$0.00
121		122.00	50.00	72.00	50.00
122	35th Anniversary Celebrations 2007 / 2008	5,183.96	3,000.00	2,183.96	3,000.00
123	Alumni Reunion	85.14	150.00	(64.86)	150.00
124	Historical Committee	28.76	30.00	(1.24)	30.00
125	Insurance	1,385.65	1,300.00	85.65	1,500.00
126	Student Club Expenses	420.00	300.00	120.00	300.00
127	Partnership Awards	232.74	200.00	32.74	200.00
	Total	\$32,636.62	\$31,340.00	\$1,296.62	\$33,240.00
NET ACTIVITY (Includes prelim interest on CD's)		\$7,472.95	(\$1,240.00)	\$8,712.95	(\$3,340.00)