Council Meeting of
February 24, 2009

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 2009

Expenditure: $1,500

RECOMMENDATION

Recommendation of the Community Services Director that the 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 (TSCA) has fostered these relationships.

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. 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 2009 Grant Application (Attachment A), their 2008 Financial Report (Attachment B), and their 2008 Annual Report (Attachment C).

Proposed grant funds will be used to maintain and enhance programs for the TSCA with the cooperation and support of Kashiwa, Japan, sister city representatives.

8H

Officers who served on the Torrance Sister City Association Board from January through December 2008 were:

President:	Hazel Taniguchi
Vice President:	Jordan Thompson
Secretary:	Tracy Sprague
Treasurer:	Eric Fisher

Community Services Department staff have reviewed the Torrance Sister City Association's 2009 Grant Application, 2008 Financial Statement and 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 _____
Richard Brunette
Recreation Services Manager

CONCUR:

_____
John Jones
Community Services Director

_____
LeRoy J. Jackson
City Manager

Attachments: A. City of Torrance Grant Application
B. 2008 Torrance Sister City Association Financial Statement
C. 2008 Torrance Sister City Association Annual Report

RB:SW:gmb:TSCA\2009\2009 Grant & 2008 annual report 02-24-09 ci

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, Inc. Phone Number (310) 618-2930

Street Address 3031 Torrance Blvd. City Torrance Zip 90503

Name of Presenter Hazel Taniguchi

Title of Presenter 2008 TSCA President Phone Number (310) 328-1238

B. GENERAL CATEGORY UNDER WHICH SUPPORT IS REQUESTED:

Child Care _____ Health _____ Human Services ✓

C. PROGRAM/PROJECT TITLE "We work locally, but think globally."

D. DESCRIBE THE PURPOSE FOR WHICH THE REQUESTED FUNDS ARE TO BE USED.
(Please limit to space provided; NO ATTACHMENTS.)

TSCA will work with Kashiwa, Japan to maintain the sister city relationship between Torrance and Kashiwa. We will do this through positive people-to-people contacts, fostering understanding, respect, and peace.

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, 2008 TSCA President, Author of Report

Hazel Taniguchi — 2/10/09

Signature of Authorizing Official — **Date**

SW:gmb:Commissions/TSCA/2009/Non-Profit Agency Grant Application

5:48 PM
12/06/08
Accrual Basis

Torrance Sister Cities Association
2008 Actual vs. Budget Final 2009 Budget
(January 1 through December 8, 2008)

ATTACHMENT B

BUDGET CATEGORIES	Actuals Jan 1 - Dec 8, 08	Budget 2008	Actuals Less: Budget	Proposed 2009 Budget
Income				
Contributed support				
Membership Dues	4,000.00	5,400.00	(1,400.00)	5,500.00
City Grant	1,500.00	1,500.00	0.00	1,500.00
Donations	525.00	500.00	25.00	500.00
Bunka-Sai Gross Income	22,665.71	20,000.00	2,665.71	25,000.00
Interest (thru 11-11-08)	1,361.67	1,600.00	(238.33)	1,300.00
35th Anniversary	11,822.20	0.00	11,822.20	0.00
Total Income	**41,874.58**	**29,000.00**	**12,874.58**	**33,800.00**
Expense				
Student Exchange Programs	**23,252.87**	16,700.00	6,552.87	23,000.00
35th Anniv. Celebrations	17,003.34	3,000.00	14,003.34	0.00
Alumni Reunion	139.79	150.00	(10.21)	150.00
Bank Service Charges	76.35	0.00	76.35	100.00
Backdrop	2,455.11	0.00	2,455.11	0.00
Cherry Trees Plaque	436.25	0.00	436.25	0.00
Conferences	0.00	200.00	(200.00)	0.00
Bunka-Sai Operating Expenses	4,574.08	5,000.00	(425.92)	4,600.00
English Teacher Selection Cmmtee	0.00	10.00	(10.00)	0.00
Equipment, Supplies, Etc	0.00	100.00	(100.00)	100.00
Historical Committee Expenses	20.55	30.00	(9.45)	30.00
Hospitality	0.00	350.00	(350.00)	146.00
Insurance	1,289.40	1,500.00	(210.60)	1,300.00
Kashiwa Day	0.00	100.00	(100.00)	100.00
Miscellaneous Expense	0.00	50.00	(50.00)	0.00
Partnership Awards	243.56	200.00	43.56	250.00
Postage & Reproduction	1,022.82	1,300.00	(277.18)	1,200.00
President's Expense	0.00	100.00	(100.00)	100.00
SCI Membership	880.00	950.00	(70.00)	0.00
Storage	2,724.00	2,900.00	(176.00)	2,724.00
Total Expense	**54,118.12**	**32,640.00**	**21,478.12**	**33,800.00**
Other Income & Expense				
TSCA Aprons (net income)	103.04	100.00	3.04	0.00
TSCA Pins	(700.61)	0.00	(700.61)	0.00
Donations-P McIntyre Memorial	100.00	0.00	100.00	0.00
Filing Fees	(20.00)	0.00	(20.00)	0.00
Student Club				
Student Club Donations	10.00	0.00	10.00	0.00
Student Club Fund Raisers	352.55	500.00	(147.45)	400.00
Student Club Expenses	(616.00)	(300.00)	(316.00)	(400.00)
Total Other Income & Expense	**(771.02)**	**300.00**	**(1,071.02)**	**0.00**
NET ACTIVITY	**(13,014.56)**	**(3,340.00)**	**(9,674.56)**	**0.00**

ATTACHMENT C

TORRANCE SISTER CITY ASSOCIATION, INC.
3031 Torrance Boulevard Torrance, CA 90503

ANNUAL REPORT OF THE TORRANCE SISTER CITY ASSOCIATION
Year: 2008

Officers for 2008 were:
- President: Hazel Taniguchi
- Vice President: Jordan Thompson
- Secretary: Tracy Sprague
- Treasurer: Eric Fisher

The 2008 board members were: Kerry Cababa, May Ikeda Cambra, Nancy Canzone Broun, Kenneth Chan, Teri Kuwahara, Kristi Martel, Samir Mehta, Pam Miike, Joe Rust, Mona Wong, and Cheryl Yamauchi.

Student board members were Ellie Fukunaga and Calvin Lung.

Liaisons to TSCA were:
- City Council: Gene Barnett
- City Council Alternate: Pat Furey
- 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 2008

The new officers were sworn in by City Clerk Sue Herbers on January 12th, at the Alumni Reunion.

January 1 President Hazel Taniguchi was one of the Rose Float riders, the float for 2008 honoring the 35th sister city relationship between Torrance and Kashiwa, Japan. Other TSCA riders were Mayor Frank Scotto, Former Mayor Ken Miller, and Akemi Kosuge from Kashiwa.

January 12 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---Former Mayor Ken Miller, who signed the agreement with Kashiwa in 1973 to become sister cities. The 2007 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---25 total.

January 14 Association Meeting
Planning was finalized for the 2008 35th anniversary celebration here in Torrance.
Bunka-Sai planning also began this month.

January 19 Student applicants and their parents were interviewed.

January 26 Student applicants and their parents were interviewed.

FEBRUARY 2008

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 planning the activities for the Kashwa students.

February 11 — Association meeting

February 21 — Thirty three (33) anniversary delegates arrived from Kashiwa. The 35th anniversary celebration in Torrance started with a Welcome Reception on Thursday the 21st and ended with a banquet on Sunday the 24th.

February 25 — The Kashiwa delegates left Torrance.

MARCH 2008

March — The Student Selection Committee continued its activities.

Other committees continued their work.

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

March 10 — Association Meeting
Bunka-Sai planning continued.
The 35th anniversary celebration was evaluated.

March 24 — The Student Selection Committee met to make its selections for the 2008 student exchange group. The following students were selected:

1. Aaron Burton, West HS junior
2. Danielle Gimian, West HS senior
3. Chasen Hayashi, West HS senior
4. Derek Namimoto, Torrance HS junior
5. Melissa Shintani, North HS senior
6. Kenji Ueki, Torrance HS sophomore
7. Blaine Yamauchi, North HS junior
8. Jaime Yoshida, West HS sophomore

March 31 — The August Activities Committee continued its work.

APRIL 2008

April 14 — Association Meeting
Bunka-Sai planning continued.
Host family recruitment began.
The August Activities Committee continued its work.

April 25 -27 — 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 29 — Student orientation #1 was held. This first one included the parents of the selected students. Orientation leaders were Pam Miike and Eileen Yorizane.

MAY 2008

May 6 Student orientation #2 was held

May 12 Association Meeting
Host family recruitment continued.
Plans for the August activites continued.
Bunka-Sai was evaluated.

May 13 Student orientaion #3 was held.

May 19 The Historical Committee met to continue its work of preserving the history of TSCA.

May 20 Student orientation #4 was held

May 26 Recruitment of new adult board members began.
Appointed to the Nominating Committee were Amy Coury, Stephanie Ewing-Warner, and Lori Chong Eurich.

May 27 Student orientation #5 was held.

JUNE 2008

June 3 Student orientation #6 was held.

June 9 Association Meeting
Plans for the August activities continued.

June 10 Student orientation #7 was held.
The Torrance exchange students were presented to the City Council.

June 18 Student orientation #8 (final session) was held, with the parents again in attendance.

June 30 The host families met for orientation.

JULY 2008

July 8 The 2008 Torrance students and their adult leader left for Kashiwa.

July 14 Association Meeting
Plans for the August activities were finalized.

July 23 August activity leaders met for orientation.

July 29 The Torrance students and their adult leader returned from Kashiwa.

AUGUST 2008

No association meeting this month.

August 1 The 2008 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 4 The Kashiwa and Torrance exchange students were invited to Mayor Scotto's home for an ice cream party.

August 5 The Kashiwa students were presented to the City Council.

August 11 The Kashiwa students left for San Diego.

August 20 A Sayonara (Farewell) Banquet was held for the Kashiwa group.

SEPTEMBER 2008

September 4 The 2009 Student Selection Committee met to plan its work.

September 8 Association Meeting
The 2008 students and adult leader gave their final reports on their research topic and were presented with certificates of completion.
Blaine Yamauchi and Jaime Yoshida were appointed to serve as student board members for a year.

September 17 Ballots for electing adult board members were mailed to all paid members.

September 19 A bronze plaque was ordered as part of the signage at the grove of sister city cherry trees, located at the Cultural Arts Center. The signage will be placed at the cherry tree grove sometime in early 2009.

OCTOBER 2008

October 6 The Historical Committee met to continue its work of preserving TSCA history.

October 13 Association Meeting
Ballots were tabulated for the election of five (5) new board members. Elected to serve from 2009 - 2011 were Ann Hayashi, Vera Little, Gail Roulette, Patsy Shintani, and Gary Yoshida.
The membership drive for 2009 began.

October The Student Selection Committee continued its work. Flyers and application packets were delivered to the four Torrance high schools, to Bishop Montgomery High School, to El Camnino Junior college, and to CAMS. Committee members went to each high school to discuss the program, receiving help from past exchange students still attending the high schools.

October 31 Letters of intent for the 2010 adult leader position were due.

NOVEMBER 2008

November 10 Association Meeting
Membership drive continued.
Applications for 2010 adult leader were due this month.
2009 officers were elected as follows:
President: Gary Yoshida
Vice President: Gail Roulette
Secretary: Vera Little
Treasurer: Joe Rust

November 16	The English Teacher Selection Committee met to select one teacher for the 2008-2009 year. Geoffrey Tsudama was selected to serve at Kashiwa Municipal HS for a minimum of one year, a maximum of three years.
November 18	The Adult Leader Selection Committee met to interview the applicants for the 2010 position. Patsy Shintani was selected.

DECEMBER 2008

No association meeting this month.
Membership drive continued.
Bunka-Sai planning began.

December 8	The outgoing and incoming officers met at the West Annex to discuss and plan the 2009 TSCA budget. This proposal was presented to the board at the January 2009 association meeting for adoption.
December	The outgoing officers finalized their work. Transition meetings were held for incoming officers.

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, other city staff, community agencies, and association members has made the achievement of TSCA's goals possible.

Thank you very much!

Hazel Taniguchi

Hazel Taniguchi
2008 President of TSCA