

Minutes of THE GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE
THURSDAY 15th August 2019 COMMENCING
AT 4:45 PM AT Engagement Centre

- **APOLOGIES:** Howard Marsh, Councillor Glenn Churchill

- **GUESTS:** Helena, President, Multicultural Association, Amy Billing, GRC

- **ATTENDEES:** Wendy Marsh (President), Councillor Desley O'Grady, Chris Moore, Lizbeth Steel, Maureen Mason, Jo Duke, Lee Griffiths, Bev Fellows,

- **PREVIOUS MEETING MINUTES**
 - Minutes agreed as an accurate representation of meeting.
 - **Correspondence**

- **GENERAL BUSINESS**
 - **Welcome**
 - The meeting was opened

 - **Multicultural Festival** – Helena from Gladstone Multicultural Association
 - New date, new time, new logo
 - New committee – Vice President Cassan, Treasurer Karen Windress, Secretary Shakira Raymond.
 - Festival, Sat 31st August 2019, 10am-8pm, Tondoon Botanic Gardens
 - Advertised through TV & Radio
 - \$10 000 sponsorship received through Multicultural Affairs Queensland (MAQ)
 - Currently finalising festival
 - 25 food vendors, and 35 market stall holders at present
 - Twilight markets, stallholders to bring fairy lights
 - Main lighting provided
 - Tables provided mainly for food court
 - Conversations with Councillors will be there
 - Friday morning there from dawn to start set up, Marquees set up at this point

- Stallholders setting up Friday afternoon or early Saturday morning – no vehicle access from 8:30am Saturday morning for safety reasons
- Security attending overnight Friday and Saturday
- Are there sides available for marquee?
- 4 tables requested and ½ dozen chairs.
- Saiki Sister Committee thanks Multicultural Association for their work.

Action:

- Helena/ Multicultural Association to follow up on marquee sides and contact Saiki Sisters Committee and to provide 4 tables and ½ dozen chairs for the event.
- **Communications Plan** – Amy Billing, GRC
 - Looking to gain an understanding of what Saiki Sisters needs and requirements are from the Brand and Communications team in relation to a Comms Strategy.
 - Guidance needed for outreach and to connect with different age groups. Main goal is to let community know who we are and what we do.
 - Outreach currently through Council & GRAM, outreach well to primary schools – looking to extend to other community groups.
 - Possibility for raising awareness through existing Council media opportunities and programs to reach a broad audience initially.
 - Need to be mindful of timing and events for strategic planning and strategy development. Strategies could be built off various multicultural existing events.
 - GRAM website could be used for outreach, Saiki Sisters also has a website which could be used for advice and profiling.
 - Wanting to build on Linking with groups in the region through the Saiki Sisters Website.
 - Possibility of expression of interest to groups to start building relationships.
 - What do you want to concentrate on – raising the profile of the work that you do – or would you like it to be a bit more targeted in that your linking other groups in the region to Saiki Sisters.
 - Who, What, When and Why – what's in it for me and a call to action.
 - We can do a wrap up for the website, have the Mayor do a call to action and add a photo gallery to website and develop content.

Action:

- Amy happy to update webpage. Chanel content through Amy/ Brand & Comms for addition to Saiki Website – send to : communications@gladstone.qld.gov.au. Please add a blurb for Amy to overview for approval.
- Amy to do something up in the next week to raise awareness of Saiki Sisters being at Multicultural Festival – attaching it to Conversations with Council.
- Image release consent forms to be provided by Amy for group to use at Multicultural Festival.
- Amy to check Daren's schedule for potential filming opportunities.

• **OTHER BUSINESS**

- Committee discussed concerns for setting up & pack down of the stall at the Multicultural Festival.
- JD advised some struggle receiving images, but they have now been received through drop box. Images now printed, mounted and ready for exhibition. Certificates ready also, showing now, all committee members encouraged to attend. Celebrate Australia exhibition just sent over.
- Committee discussed the terms of reference. LG explained too late for a response, in draft form awaiting pass by council resolution – going to council on 20.8.19 for adoption. Timeframe: 24.8.19 expression of interest can be put forward closing on 23.9.19. Between 23.9.19 and 27.9.19 a panel will review expressions of interest. On 5.10.19 recommended people for committee goes into report to council. AGM to be held on 21.11.19.
- The committee thanked LG for his efficiency, vision and contribution to the committee.

Action:

- JD to put material into containers for LG to take with him when setting up Councillor Connect.
- LG to put containers into Saiki marquee.
- Timetable for 3 hours sets to be made.
- Councillor O'Grady happy to pack up and transport gear in her car for return Monday morning.
- LG to advise committee when meeting with schools will be held, considering 19.9.19.

Action	Person responsible	Progress to date
Design presentation to be communicated to Rotary Interact Clubs to encourage youth involvement)	Howard Marsh	
Explore options for having a performance on the stage at next year's multi-cultural festival	Committee	Agreed, committee to research acts
Create promotional calendar and distribute	Howard Marsh	In progress
Discuss potential Artist from Saiki being commissioned to uptake a sculptor for the Japanese's Tea garden with the General Manager Community Development and Events and write report to Council.	Barry Meiring	In progress
Discuss potential Bonsai presenter to be key note person attending a future Bonsai exhibition at the botanic gardens with General Manager Community Development and Events and write report to Council.	Barry Meiring	In progress
Send a Saiki Sister Calendar to all Youth Council Members	Lee Griffiths	To be completed
Translate books from Saiki	Liz Steel	To be completed
Purchase gifts for Mayor's Saiki visit	Maureen Mason	To be completed
Arrange next meeting to take place at the Art Gallery with presentations from Schools and the Mayor	Lee Griffiths	To be completed.
Press release about Involvement in Multicultural Festival	Amy Billing	Completed
Provide media release forms for use at multicultural festival	Amy Billing	Completed
Check filming availability for Darren to film	Amy Billing	Completed
Send any items to update the website to Brand and Communications	Committee	To commence
Pull together multicultural festival arts equipment for Lee to collect	Jo Duke	Completed

NEXT MEETING: 19th September 2019