

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Community Engagement Centre, 142 Goondoon Street, Gladstone

Date: 17 October 2019

Time: 4.45pm – 6.00pm

MEETING AGENDA

1. Committee Acknowledgments

- 1.1. Attendees
- 1.2. Apologies
- 1.3. Guests
 - 1.3.1. Communications and Public Relations Specialist, Amy Billing

2. Confirmation of Minutes

- 2.1. Minutes of 19th September 2019

3. Committee Correspondence

- 3.1. Incoming - Nil
- 3.2. Outgoing- Nil

4. Declaration of Conflict of Interest

- 4.1. Committee members to disclose

5. General Business

- 5.1. Secretariat to provide 2019 Calendar – attached
- 5.2. Committee to form 2020 Calendar
- 5.3. Program Support Officer to provide minuting support to Secretariat under new structure

6. Standing Business Items

- 6.1. Update on proposed Communications Plan/Strategy by Amy Billing Manager Brand and Communications (Acting).
- 6.2. Erickson, Manager Engagement and Partnerships to provide update on 19/20 Saiki Sister Budget.
- 6.3. Update on Youth Council committee member

6.4. Update on committee membership nomination and timeframes

Nomination closes	Friday, 18 October
Selection panel review	Monday, 21 – Wednesday, 23 October
Panel recommendation report submitted	Friday, 1 November
Panel recommendation considered by Council	Tuesday, 19 November
Committee AGM	Thursday, 21 November

7. Other Business

7.1. TBA

8. Close of Meeting

8.1. Confirmation of next Committee meeting date being 21st November 2019.

2019 Calendar of Project Actions

Actions	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 keynote 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
Translate books from Saiki	Liz Steel	To be completed
Arrange presentation by Mayor and school exchange student on outcome of recent trip to Saiki	Maureen Mason Mayor to attend Nov AGM to discuss/ present	To be completed
Send any items to update the website to Brand and Communications	Committee	To commence
Erickson to follow up regarding short film to send to Saiki	Erickson Noakes	To be completed
Maureen to request collateral for Cycle event. Kate to then share with Community Development networks	Maureen Mason/Kate Dimou	To be completed
Liz to create a generic information pack about where Saiki is and how to get there etc.	Liz Steel	To be completed
Secretariat to action changes and finalise nomination form and upload to website.	Kate Dimou	Completed
Brady will liaise with Youth Council for a member to be nominated in time.	Brady Walmsley	In progress
Erickson to contact GECC to gather budget information for Kate to present at next meeting.	Erickson Noakes/Kate Dimou	Completed
Calendar for 2020 to be decided at the October meeting	Committee	To be completed

Proposed 2020 Committee Meeting Dates

The Gladstone Saiki Sister Advisory Committee meetings are held on the 3rd Thursday of each month except for December and January.

The venue for these meetings is the Community Engagement Centre (CEC) Conference Room at 142 Goondoon Street, Gladstone unless otherwise changed by Committee vote.

Time held: 4:45pm - 6pm

January	February	March	April	May	June
No Meeting Proposed	20th	19th	23rd	21st	25th
July	August	September	October	November	December
16th	20th	17th	15th	19th	No Meeting Proposed