

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Community Engagement Centre, 142 Goondoon Street, Gladstone

Date: 19th Sept 2019

Time: 4.45pm – 6.00pm

MEETING MINUTES

1. Committee Acknowledgments

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|--|---|
| 1.1. Attendees | Erickson Noakes, Brady Walmsley, Wendy Marsh, Bev Fellows, Cr Desley O'Grady, Chris Moore, Maureen Mason, Liz Steel, Kate Dimou |
| 1.2. Apologies | Howard Marsh, Cr Glenn Churchill, Amy Billing |
| 1.3. Guests 1.3.1 Interim Secretariat, Erickson Noakes, Manager Engagement and Partnerships 1.3.2 Introduction, Brady Walmsley, Community Development Specialist | <ul style="list-style-type: none"> New Secretariat Kate Dimou joins the committee from Council's Community Development Team. Council has resolved the Saiki Sister Committee formally as an advisory to Council. Regulations require the meeting minutes and agenda to now be published on Council's Website. Best practice to be followed in relation to decision making, proposing actions, moving motions, seconding them and putting them to a vote. Governance requirements to be followed to ensure there is transparency and probity within the processes. Meeting minutes will be made available online commencing with last meeting's minutes. Secretariat's role is to ensure they are distributed to the committee to peruse and provide feedback before being published on the website. Community Development Strategy being created which will undergo engagement and consultation with the community around their needs, planning our program of activities and events around the feedback. Information can be fed directly from the Saiki Sister Committee to the Secretariat to pass along to the Community Development Team. |

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- Community Development Team view Saiki Sister City Advisory Committee as a key stakeholder in a lot of the community development programs, and a mutually beneficial relationship to have.

2. Confirmation of Minutes

2.1 Minutes of 15th August 2019

Move the minutes from previous meeting: Wendy Marsh

Second the minutes: Chris Moore

Minutes adopted

Other business arising from minutes:

- Lack of image release consent form for the recent Multicultural Festival
- Any reports, comments, photographs etc. to go through the Secretariat, who will liase with Digital Communications Advisor and Communications and Public Relations Specialist before publishing.
- Youth Council have been asked to nominate a member to join the Saiki Sister Committee. Brady to share calendar of events with Youth Council to decide appropriate nominee.
- Communications and Public Relations Specialist (Amy) to check Darren's schedule for potential filming opportunities- committee has received no feedback yet. Erickson to follow up regarding short film to send to Saiki
- Translation of 3 books, Liz endeavors to complete them in the school holidays. Could previous books donated by Saiki be offered to local primary schools?

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3. Committee Correspondence

3.1 Incoming – Nil

3.2 Outgoing

3.2.1 Maureen Mason - Email to Hidetomo and Aiko regarding *Boyne Tannum HookUp*, possible development of fishing exchange program.

- Maureen handed out brochures in Japan regarding the Boyne Tannum Hook Up, no response as yet. Maureen has email Hidetomo and Aiko, Cc'd Jennifer in, explaining how it could work. Ideally, they could be offered homestay by fishermen in the area.
- Cycle Club- Maureen has received no update on this event. Erickson advised the Community Development Team can share collateral with networks to promote the event. Maureen to request collateral to share.
- Liz to put together a generic information pack about where Saiki is and how to get there etc.

4. Declaration of Conflict of Interest

4.1 Committee members to disclose

- None disclosed

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5. General Business

5.1 Note outcome of review of Saiki Sister City Advisory Committee and Council adoption of the Terms of Reference replacing the existing Committee Constitution.

- Erickson summarised that Council considered and adopted the new Terms of Reference, on August 20, provisioned under local government regulations (the framework that allows Council to have an advisory committee). Terms of Reference follows a governance structure.
- Committee raised the issue that it was mentioned at a previous meeting, there is an increased interest in economics and there is no mention of this in the objectives.

Erickson's understanding is that economic component that was proposed has been omitted from the Terms of Reference because Council would prefer the committee to focus on cultural development and relationship with Saiki Sister Committee, as Council has a commitment and resource for economic development internally.

Liz could be a conduit between this committee and Council's Economic Development Specialist Garry Scanlan.

- A representative from Gladstone Regional Council's Art Gallery and Museum required now Jo Duke has left. Erickson updated that the recruitment process is all but complete, General Manager Kylie Lee is going through the final stages of making an appointment and that person would assume Jo's position. They will hopefully be on board by the next meeting.

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5.2 Feedback sought on draft Nomination for Membership - Gladstone Saiki Sister City Advisory Committee Form (Attached)

- Add to nomination form: Are you willing to be a homestay host?
- Suggestion- 'What skills and values would you contribute to the committee?', as a softer approach
- Suggestion- 'Please complete the sections of this nomination form that you feel comfortable with'
- Council will vet all applications, not the committee
- Secretariat to action changes and finalise form.

5.3 Revised timeframe for call of public membership nomination, selection and Council adoption of selection.

- 5.3.1 Nomination Period (Released Wednesday 25/09 and close Friday 18/10)
- 5.3.2 Selection Panel Review (Monday 21/10 to Wednesday 23/10)
- 5.3.3 Panel Recommendation Report Submitted (Friday 1/11)
- 5.3.4 Panel Recommendation considered by Council (Tuesday 19/11)
- 5.3.5 Committee AGM (21/11).

- Committee happy with timeframes outlined.
- Council will verbally notify committee of new members on November 19 after resolution of Council. AGM can then be hosted. Erickson acknowledged the short turn around between resolution and AGM. If the committee wishes to move AGM it would be considered.
- Erickson has requested content for social channels and media from Brands and Communications Team.
- Brady will liaise with Youth Council for a member to be nominated in time.

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5.4 Review and endorse content for Public Notice of Annual General Meeting (attached)

- Endorsed by committee. Final document will be branded with GRC and Saiki City Logo.

5.5 Feedback/debrief on Sister City Stall at Gladstone Region Multicultural Festival Day 2019

- Mixed positive and negative feedback. The layout/ position of stall felt out of the way.
- Comment made regarding there wasn't much multiculturalism at the festival.
- A big thank you to everyone who assisted at the Multicultural Festival and a huge thanks to the organisers.

5.6 Review of proposed 2020 Committee Meeting Dates (Attached)

- Advised committee is required to publish meeting dates for next year. Meeting will be held every third Thursday of the month except December and January at the Community Engagement Centre unless otherwise voted by the community to be elsewhere, timing is 4.45pm – 6pm. This will be published on Council Website if committee moves and second the information.
- Moved by Bev Fellows
- Seconded by Maureen Mason

6 Standing Business Items

6.1 Update on proposed Communications Plan/Strategy by Amy Billing Manager Brand and Communications (Acting).

- Amy sends her apologies for today- postpone update until next meeting

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6.2 Update on replacement for Committee Secretary by Erickson Noakes, Manager Engagement and Partnerships

- Kate Dimou has been appointed replacement Committee Secretary

6.3 Update on 19/20 Saiki Sister Budget.

- During budget development the committee requested a budget through Lee, that has been considered. Erickson doesn't believe the full amount was received, however there is a budget allocation for Saiki Sister Committee that is being overseen by the GECC.
- Wendy- would like to see the budget to be aware of allocations as they asked for specific things. Erickson will contact Ingrid at GECC to gather budget information for Kate to present at next meeting.

In the past the budget has generally covered

- Gifts/ compulsory gifts
- Significant gift for Mayor
- Get to know Gladstone visits
- Meals for students
- T-shirts for school children exchanges

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6.4 Update on 2019 Calendar of Project Actions (Attached)

- 6.4.1 Schools Exchange Program
- 6.4.2 Japanese Garden Activities
- 6.4.3 Sister City Calendar

- Chris has student PowerPoint ready to present at AGM on 21st November, this will be used to commence the meeting.
- Maureen asked that with the Secretariat doing the minutes and formal communication, is there any restriction in her emailing contacts that she has an established relationship with? Erickson advised this is fine and the only time this needs to be reported is if there is a resulting action item that needs consideration from the committee.
- Sister City Calendar for this year was given to Lee. At the next AGM the calendar for 2020 will be decided.

7 Other Business

7.1 TBA

8 Close of Meeting

8.3 Confirmation of next Committee meeting date being 17th October 2019.

- Confirmed

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 |
| 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 |
| Send a Saiki Sister Calendar to all Youth Council Members | Kate Dimou | To be completed |
| Translate books from Saiki | Liz Steel | To be completed |
| Arrange presentation by Mayor and school exchange student on outcome of recent trip to Saiki | Mayor to attend Nov AGM to discuss/ present | To be completed |
| Brady to share calendar of events with Youth Council to decide appropriate nominee. | Brady/Kate <u>Dimou</u> | To be completed |
| 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 | To be completed |
| Erickson to contact GECC to gather budget information for Kate to present at next meeting. | Erickson Noakes/Kate Dimou | To be completed |
| calendar for 2020 to be decided at the October meeting | | |

Confirmed 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 | 15 th | 19th | No Meeting Proposed |