

# GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Community Engagement Centre, 142 Goondoon Street, Gladstone

**Date:** 17<sup>th</sup> Oct 2019

**Time:** 4.45pm – 6.00pm

## MEETING MINUTES

### 1. Committee Acknowledgments

<p>1.1. Attendees</p> <p>1.1.1. Youth Council committee member – Salvador Aguirre</p>	<p>Wendy Marsh, Howard Marsh, Chris Moore, Maureen Mason, Andrew Horton, Liz Steel, Bev Fellows, Salvador Aguirre, Cr Glen Churchill, Erickson Noakes, Kate Dimou</p>
<p>1.2. Apologies</p>	<p>Nil</p>
<p>1.3. Guests</p>	<p>Nil</p>

### 2. Confirmation of Minutes

<p>2.1 Minutes of 19th September 2019</p>	<p>Previous meeting minutes moved: Wendy Marsh</p> <p>Seconded: Andrew Horton</p> <p>Minutes adopted</p> <p>Other business arising from minutes:</p> <ul style="list-style-type: none"> <li>• Secretariat to provide committee with standard Council photography permission form</li> <li>• The children's books have been translated by Liz to English and will go to the library next. A formal vote of thanks from Wendy Marsh (President) to Liz for completing this.</li> <li>• Secretariat to organise transfer of books to Gladstone Library and include on Saiki webpage.</li> </ul>
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- President of Saiki Yacht Club to be invited to the Gladstone Yacht Race
- The new Manager of the Gladstone Regional Art Gallery and Museum has been appointed to the committee, Cameron Kurd. Cameron is a new Council employee and will hopefully be attending the next meeting in November.
- AGM public notice has gone out to local media 22.9.19 for 3 consecutive Saturday's, as well as GRC Website and Social Media
- Meeting dates have been published
- \$20,000 budget has been allocated to Saiki Committee for 2019/2020 financial year. Committee would like to work with the Tondoon Gardens to create a sculpture.
- Chris and the Mayor are ready for the PowerPoint presentation at the AGM, which will be held at the Community Engagement Centre. Facilities are available to accommodate the presentation.
- Council to follow up on location and condition of Japanese drums for use at potential upcoming events
- Salvador to provide an update on upcoming Youth Council Events that Saiki Sister Committee could be involved with
- Pop Con upcoming event at the Gladstone Entertainment Centre, it would be good to share with Saiki and include a short caption in Japanese

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### 3.1 Incoming

- Saiki City Board of Education has proposed dates for next year's school visit: 5 August – 10 August 2020

### 3.2 Outgoing

- Mayor Burnett requested a letter of concern and support and be sent to Mayor Tanaka of Saiki City regarding the recent typhoon. This was sent on 15/10/19. So far no response back.
- Maureen advised she has received messages from Aiko who said they haven't been affected by the typhoon which hit North East of Saiki.
- Letter from Mayor Burnett inviting Saiki City Mayor to Gladstone after April 2020

## 3. Declaration of Conflict of Interest

### 4.1 Committee members to disclose

Nil

## 4. General Business

### 4.1 Secretariat to provide 2019 Calendar – attached

- Secretariat provided copy of 2019 calendar

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5.2 Committee to form 2020 Calendar

- To be addressed at November meeting

5.3 Update committee member contact details

- Secretariat asked group to take a look over the document and ensure they are up to date.
- Erickson asked members to advise if their details can be made public or if they would prefer them to be kept private.

### 5. Standing Business Items

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

- Committee to provide Amy content to update the GRC Saiki Sister City web page:
  - Summary of what the committee want to achieve/goals
  - Updated photos
  - Secretariat to obtain photos from the Art Gallery and provide committee with what is currently on the Saiki webpage.

6.2 Update on 19/20 Saiki Sister Budget.

- \$20,000 in the Saiki Sister City Budget sitting with the GECC allocated for 19/20FY
- Below is the rationale originally sought for the budget. Sister City Committee sought increased activities including:
  - Get to Know Gladstone visit for transport hire, welcome and farewell meals, entertainment and gifts.

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	<ul style="list-style-type: none"><li>– Multicultural Festival stall for expenses and materials</li><li>– High School Exchange shirts</li><li>– Annual Book Exchange</li><li>– Contribution towards the Botanic Gardens Sculpture</li><li>– Inviting an artist from Saiki to work with Gladstone Regional community and schools</li><li>– Incidentals, welcoming visitors from Saiki and publicity</li></ul>
6.3 Update on Youth Council committee member	<ul style="list-style-type: none"><li>• Salvador is the current appointed Youth Council committee member; however, the Youth Council renew its members each calendar year and Salvador may or may not continue next year.</li></ul>
6.4 Update on committee membership nomination and timeframes	<ul style="list-style-type: none"><li>• Nomination closes Friday, 18 October with give nominations received so far</li><li>• Selection panel review Monday, 21 – Wednesday, 23 October</li><li>• Panel recommendation report submitted Friday, 1 November</li><li>• Panel recommendation considered by Council Tuesday, 19 November</li><li>• Committee AGM Thursday, 21 November</li></ul>
<b>6. Other Business</b>	
7.1 TBA	<ul style="list-style-type: none"><li>• Maureen has made contact with Carly Quinn, General Manager Strategy and Transformation, regarding economic development and the relationship with Saiki City. Carly will keep Liz involved.</li><li>• The three Saiki Sister City signs into</li></ul>

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Gladstone need updating. The print needs to be much larger. Liz to review and Council to advise best course of action.

- New year is a huge event in Japan. Could Mayor Burnett please send a personal new year message to Saiki City Mayor Tanaka. Recommended an artistic card, liaise with the Art Gallery. Also one from the Gladstone Regional Council to the Saiki City Council, as well as one from the Saiki Sister Advisory Committee to the Saiki City Mayor. This could be signed at the November meeting.

### 7. Close of Meeting

7.1 Confirmation of next Committee meeting date being 21<sup>st</sup> November 2019.

- AGM to commence 4.45pm Thursday, 21 November 2019
- The Mayor's presentation to go first (15 minutes), followed by Chris's overview (5-10 minutes)
- Restricted general meeting to follow the AGM
- Opportunity to create and appoint positions at the AGM
- Bring a plate to the AGM should you wish
- Erick to advise process around proxy votes for any members who cannot attend the meeting in person, Erick will discuss with Governance Manager, Brooke Saunders, and clarify through email.

## 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	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	Completed
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 November meeting	Committee	To be completed

## Confirmed 2020 Committee Meeting Dates

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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 <sup>th</sup>	19th	No Meeting Proposed