

# **GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE**

Community Engagement Centre, 142 Goondoon Street, Gladstone

**Date:** 21 November 2019

**Time:** 4.45pm – 6.00pm

## **MEETING AGENDA**

### **1. Committee Acknowledgments**

- 1.1. Attendees
- 1.2. Apologies
- 1.3. Guests
  - 1.3.1. Gladstone Regional Council Mayor Matt Burnett

### **2. Presentations**

- 2.1. Gladstone Regional Council Mayor Matt Burnett
- 2.2. Saiki Sister City Advisory Committee member Chris Moore

### **3. Confirmation of Minutes**

- 3.1. Minutes of 17th October 2019

### **4. Committee Correspondence**

- 4.1. Incoming -
- 4.2. Outgoing-
  - 4.2.1. Contacts from Multicultural Festival
    - 4.2.1.1. Janine Brooks regarding pen pal opportunities for her daughter from State High
    - 4.2.1.2. Vicki from Healing Touch regarding donations for their Conference in 2020.

### **5. Declaration of Conflict of Interest**

- 5.1. Committee members to disclose

### **6. General Business**

- 6.1. Committee to form 2020 Calendar
  - 6.1.1. Secretariat to provide GRAGM Sister City activities

### **7. Standing Business Items**

- 7.1. TBA

### **8. Adoption of Committee Members**

8.1. Adoption of Saiki Sister City Advisory Committee 2020

8.1.1. Ex-officio members

8.1.1.1. Councillors

8.1.1.2. Secretariat

8.1.1.3. Others

8.2. Selection of Committee roles

## **9. Other Business**

9.1. TBA

## **10. Close of Meeting**

10.1. Confirmation of next Committee meeting date being Thursday, 20 February 2020.

## 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   | To be completed                    |
| 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                        |
| Translate books from Saiki   | Liz Steel  | Completed                          |
| Arrange presentation by Mayor and school exchange student on outcome of recent trip to Saiki   | Maureen Mason<br>Mayor to attend Nov AGM to discuss/ present | 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 and promoted/distributed   | Committee  | To be completed                    |

## Proposed 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      | 15th    | 19th     | No Meeting Proposed |