

# GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Community Engagement Centre, 142 Goondoon Street, Gladstone

**Date:** 20<sup>TH</sup> February 2020

**Time:** 4.45pm – 6.00pm

## MEETING MINUTES

### 1. Committee Acknowledgments

1.1. Attendees	Wendy Marsh, Howard Marsh, Chris Moore, Cr Glen Churchill, Yukiko Moore, Jennifer McGuire, Rebecca Griffin, Cr Desley O'Grady, Maureen Mason
1.1.1. Youth Council committee member	Nil
1.2. Apologies	Lizabeth Steel
1.3. Guests	Nil

### 2. Presentations

2.1 Nil	
2.2 Nil	

### 3. Confirmation of Minutes

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3.1 Minutes of 21 November 2019

Previous meeting minutes moved: Wendy Marsh

Seconded: Cr Churchill

Minutes adopted

Other business arising from minutes:

- The library will be contacted to discuss possible uses of the books. The books are currently being displayed in a bookcase at the entrance. Suggestions included to keep them within the library and open them for people to read on request. Another option is having a RFID Scanner put on them to ensure they remain within the library once they are moved to a more permanent, accessible location in the library. It was suggested the library could offer them to schools and teachers to use them.
- Maureen / Secretariat now has available Council Photograph Permission Form whenever needed for events
- Maureen/ Secretariat to confirm if the president of the Saiki Yacht Club has been invited to the Gladstone Yacht Race

### 4. President's Report

4.1 President's Report

Nil

### 5. Adoption of Committee Members

5.1 Adoption of Saiki Sister City Advisory Committee 2020

Cr Churchill thanked the previous committee members and acknowledged the importance of the partnership with Saiki.

Terms of Reference and the new incoming committee have been endorsed by Council.

Letters of acknowledgement and appointment were

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	<p>presented to incoming committee members</p> <p>2020 Committee members: Bev Fellows, Maureen Mason</p> <p>5.1.1 Ex-officio Members</p> <p>5.1.1.1 Councillors: Cr Churchill, Cr O’Grady (subject to next election)</p> <p>5.1.1.2 Secretariat: newly appointed CDO Bianca Michell – to continue role in March and ongoing</p> <p>5.1.1.3 Others: Gladstone Region Youth Council (subject to committee selection)</p>
<b>6. Committee Correspondence</b>	
6.1. Incoming	<p>2020 SCA National Forum and AGM 2020 Annual Forum, including our AGM, held in Darwin on 14 and 15 August, 2020. Preparing event SCA working with the City of Darwin to ensure that the program will be interesting, interactive and beneficial to all. There will also be the presentation of the 2020 National Awards during a gala event.</p>
6.2 Outgoing	Nil
<b>7. Declaration of Conflict of Interest</b>	
7.1 Committee members to disclose	Nil
<b>8. General Business</b>	

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8.1 Committee to form 2020 Calendar	<p>GRAGM Sister City activities:</p> <ul style="list-style-type: none"><li>• Saiki Childrens Art exhibition GRAGM 21 December 2019 – 28th February 2020</li><li>• Intercity Images: Gladstone Saiki Photographic Exchange Gladstone Entries close March 2020, exhibition GRAGM April – May 2020</li><li>• Saiki Children's Day event and ongoing activity tables 2- 24 May 2020</li><li>• Intercity Images: Gladstone Saiki Photographic Exchange Combined Images 1 August – 10 October 2020, including Multicultural Festival stall</li><li>• Celebrate Australia 2020 selected entries tour to Saiki City September – October 2020</li></ul>
8.2 Coronavirus concerns and safety	<ul style="list-style-type: none"><li>• On-going of safety concerns with the disease and the spreading</li><li>• Travelling is an issue</li><li>• Organising and planning events and school excursion</li></ul>
8.3 Power Point presentation to Rotary	<ul style="list-style-type: none"><li>• Howard Marsh – has developed a presentation to provide information about A Sister city - What is a sister city relationship between Gladstone and Saiki city. Including info about Botanic Gardens, who is on our committee, members, meeting dates, events and reference to Saiki Sister City link through Gladstone Regional Council website.</li></ul>
8.4 Saiki Sister City signs into Gladstone.	<ul style="list-style-type: none"><li>• Organise meeting with Brady Walmsley to investigate the signs of Saiki Sister City</li><li>• New ideas of Saiki Sister City signage</li><li>• Unveiling of an art piece in a public space / sign driving into town at each entrance point</li><li>• Promotion of Saiki Sister City – social media platforms / Council websites and embracing</li></ul>

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	<p>technology – snapchat international.</p> <ul style="list-style-type: none"><li>• Agreement to signage and assuring history of the public profile to be addressed</li><li>• Engage with Comms and Marketing of ideas to promote Saiki Sister City. Opportunity of Branding of the signage.</li></ul>
8.5 CWA	<ul style="list-style-type: none"><li>• CWA would like some resources and are learning to understand another culture. President to meet with representative and discuss further.</li></ul>
<b>9. Standing Business Items</b>	
9.1. TBA	Nil
<b>10. Other Business</b>	
10.1 Boyne Tannum Hook Up	<ul style="list-style-type: none"><li>• Introduction from Jennifer, President of the Boyne Tannum Hook Up.</li><li>• Strategically the Hook Up is looking at engagement nationally and being internationally recognised.</li><li>• Engagement of the event starts locally, to develop Gladstone's tourism economy.</li><li>• Jennifer is looking at expanding to several fishing competitions in close localities. Boyne Tannum Hook Up will be run Friday 1 May – Sunday 3<sup>rd</sup> May 2020.</li><li>• This is known as Golden Week in Japan, a great time for Japanese people to go abroad.</li><li>• Information packs could be translated into Japanese to target this market.</li><li>• Jennifer is upgrading on a homepage to be</li></ul>

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translated into other languages and waiting for the tourism events strategy to be released working with GAPDL.

- Fishing / tourism strategy with GAPDL
- Liz or another volunteer to offer support to translate into Japanese
- Letters have been sent to Saiki for the invitation to the event
- Cr Desley O'Grady to discuss letter of invitation to Gus (GAPDL)
- Jen to provide copy of letter to secretariat

### 11. Close of Meeting

11.1 Confirmation of next committee meeting date being Thursday, 20 February 2020

- Next meeting date acknowledged by committee
- Meeting closed 6.17pm

## 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	Copy presented
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 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. Secretariat to then share with Community Development networks	Maureen Mason/ Secretariat	In Progress
Liz to create a generic information pack about where Saiki is and how to get there etc.	Liz Steel	To be completed
Council to follow up on location and condition of Japanese drums for use at potential upcoming events	Maureen Mason	To be completed
Secretariat to obtain photos from the Art Gallery and provide committee with what is currently on the Saiki webpage.	Maureen Mason/ Secretariat	To be completed
Review Saiki Sister City signs into Gladstone. Council to advise on best course of action	Brady Walmsley /Liz Steel / Cr O'Grady / Cr Churchill	To be completed
New Year card and messages: <ul style="list-style-type: none"> <li>- Mayor Burnett to Saiki City Mayor Tanaka</li> <li>- GRC to Saiki City Council</li> <li>- Saiki Sister City Committee to Saiki City Mayor</li> </ul>	Liaise with Art Gallery	To be completed
Jennifer to send Boyne Tannum Hook Up Strategy to Secretariat for distribution upon committee's approval.	Jennifer McGuire/ Secretariat	In Progress
Saiki Sister City letter	Jennifer McGuire	To be completed

## Confirmed 2020 Committee Meeting Dates

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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

*Mindy M. Marsh*

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Wendy M. Mason

M. Mason