

## **GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE**

Skype online meeting

**Date:** Thursday 23/04/20

**Time:** 4:45pm

### **MEETING AGENDA**

#### **1. Committee Acknowledgments**

##### 1.1. Attendees

1.1.1. Youth Council committee member – Welcome Tinoda Pfidze

##### 1.2. Apologies

#### **2. Confirmation of Minutes**

2.1. Minutes of February – Confirmation

#### **3. Committee Correspondence**

3.1. Incoming – Letter from Mayor Tanaka

3.2. Outgoing- Letter to Mayor Tanaka (attached) and The Gladstone Observer article response (attached)

#### **4. Declaration of Conflict of Interest**

4.1. Committee members to disclose

#### **5. General Business**

5.1. 3x Saiki signs to be assessed for replacement

#### **6. Standing Business Items**

6.1. Update on proposed Communications Plan/Strategy from Carly Mafrici.

6.2. Update on 19/20 Saiki Sister Budget.

6.3. Performance at Gladstone Multicultural Festival 2020.

6.4. Update website information.

6.5. Book exchange – Mayor's Youth Breakfast.

6.6. Visit from Junior High School Students – Officially Cancelled.

#### **7. Other Business**

7.1. Lizabeth Steel – formally withdraw membership

7.2. **Close of Meeting** – All further meetings will be placed on hold until further notice due to COVID-19.

## 2019/2020 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	In Progress
Explore options for having a performance on the stage at next year's multi-cultural festival (2021)	Committee	Agreed, committee to research acts
Create promotional calendar and distribute online	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	On hold
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	On hold
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	Cancelled
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. Note: Youth Council will no longer be going ahead.	Brady Walmsley	Cancelled
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
Organise letter to the Mayor of Saiki City re COVID-19.	Bianca Michell	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. Meetings are currently being held by Skype due to the current COVID-19 pandemic.

Time held: 4:45pm - 6pm

January	February	March	April	May	June
No Meeting Proposed	20th	19th	23rd	To be advised	To be advised
July	August	September	October	November	December
To be advised	To be advised	To be advised	15th	19th	No Meeting Proposed

## Incoming Correspondence

### Correspondence from Mayor Tanaka to Mayor Burnett

17 April 2020

Mayor Matt Burnett  
Gladstone Regional Council  
Civic Centre, 181 Goondoon Street,  
Gladstone Qld 4680 AUSTRALIA

Dear Mayor Burnett

Sincere greetings to you, your family and residents of Gladstone region.

I appreciate your kindness for showing sympathies to us under the global health crisis situation.

Fortunately, there is no infected person in our city so far. But in our prefecture some infected people are confirmed. The virus had a severe impact not only on our daily life but also on the restaurant business due to repeated self-isolation request.

Let's both do our best all the better for such a global crisis.

I'm also sending you sympathies and best wishes. Also I hope you and Gladstone region is safe and this critical situation of COVID-19 is resolved quickly.

Best regards

Toshiaki Tanaka  
Mayor of Saiki City, Japan

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Saiki City Office

1-1 Nakamura-Minamimachi Saiki City, Oita Prefecture, JAPAN 876-8585  
TELEPHONE : +81-972-22-3111 FACSIMILE : +81-972-22-3124  
Website : <http://www.city.saiki.oita.jp>

## Outgoing Correspondence

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### Correspondence from Mayor Burnett to Mayor Tanaka



### Correspondence to The Gladstone Observer

It seems that Saiki itself does not have any cases of COVID-19 but Saiki is in the region of Oita, which has recorded cases of infection.

Also, there are many cases in the major cities of Japan and it is hoped that travel restrictions are effective.

Saiki is a beautiful city with the ocean and mountains, located on the island of Kyushu in the west of Japan.

Saiki would expect to have many visitors, especially during Golden Week at the end of this month.

Travel restrictions would have a major impact on tourism and family reunions during Golden Week, one of the main holiday weeks in Japan.

Let me know if you need any images, Wendy sent me some but they are of Japanese students visiting Gladstone and not of Saiki City - there may be some in your system though.

Cheers, Matt