

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Skype meeting

Date: 23/04/2020

Time: 4:45pm

MEETING MINUTES

1. Committee Acknowledgments

1.1. Attendees	Wendy Marsh, Howard Marsh, Chris Moore, Yukiko Moore, Cr Desley O'Grady, Maureen Mason, Bianca Michell, Tinoda Pfidze
1.1.1. Youth Council committee member	Tinoda Pfidze
1.2. Apologies	Lizabeth Steel, Jennifer McGuire, Cr Glen Churchill and Bev Fellows
1.3. Guests	Nil

2. 2. Presentations

2.1 Nil	
2.2 Nil	

3. Confirmation of Minutes

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3.1 Minutes of 20 February 2020

Previous meeting minutes moved: Wendy Marsh

Seconded: Maureen Mason

Minutes adopted

Other business arising from minutes:

- Saiki Library Book
- President Report
- National forum
- Calendar
- Saiki's Children's Week 2nd to the 24th May
- Power point presentation
- Signs not being legal

4. President's Report

4.1 President's Report

Nil.

5. Committee Correspondence

5.1. Incoming

Letter from Saiki in response to request to Mayor Tanaka for information on COVID-19 in Saiki.

Letter of resignation from Lizabeth Steel.

6.2 Outgoing

Letter to Mayor Tanaka and response to The Gladstone Observer article questions.

6. Declaration of Conflict of Interest

7.1 Committee members to disclose

Nil

7. General Business

8.1 Welcome Youth Council Committee Member and introduction of Committee.

Welcome Tinoda Pfidze as Youth Council Committee Member and introductions of other members.

Committee changes: Lizabeth Steel has offered her resignation from the Saiki Sister City Committee. Lizabeth is warmly thanked for her enthusiasm and contributions to the Committee.

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8.2 Other business arising from last meetings minutes

- Saiki Library Book – will not be happening
- President Report – NIL but can be completed every meeting. President's Report only required at the AGM
- Sister City National Forum – check to see if it can go online. Originally scheduled for Darwin on 14/15 August 2020.
- Calendar – will not go ahead but would like to look at proceeding with the Saiki Images "images of Gladstone through my backdoor or my front door".
- Saiki's Children's Week 2nd to the 24th May – look at the potential of putting this online and communicating it with the local schools to get involved.
- Power point presentation – to go on GRC website
- Signs not being legal.

8.3 Power Point presentation to Rotary

- Howard Marsh – has developed a presentation to provide information about A Sister city - What is a sister city relationship between Gladstone and Saiki city. Since we cannot present this in a physical capacity, we would like to add it onto the GRC website.

8.4 Saiki Sister City signs into Gladstone.

- Follow up on Saiki Sister City Signs with Brady Walmsley to investigate the signs of Saiki Sister City.
- Confirm that the signs are structurally fit.
- New ideas of Saiki Sister City signage.

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	<ul style="list-style-type: none">• Unveiling of an art piece in a public space / sign driving into town at each entrance point• Promotion of Saiki Sister City – social media platforms / Council websites and embracing technology – snapchat international.• Agreement to signage and assuring history of the public profile to be addressed.• Engage with Comms and Marketing of ideas to promote Saiki Sister City. Opportunity of Branding of the signage.
8.5 Social Media	<ul style="list-style-type: none">• Discussion of how to promote Saiki Sister City online through Facebook, Instagram and Snapchat.• Tinoda to become the face of Saiki Sister City, especially with the youth, and contribute to social media, through the Council, going forward.• To confirm what can be communicated on social media.
8.6 Correspondence in and out	<ul style="list-style-type: none">• Discussed recent Saiki Sister City article in the Gladstone Observer.• Discussed how Saiki is doing during this unprecedented time.
8.7 Fishing online	<ul style="list-style-type: none">• GAPDL just made a video on fishing Australia. Would like to find a way to link the Saiki Sister City people to the website and content from the Gladstone Region.• Potentially look at connecting the BTHU with the people of Saiki Sister City.
8.8 School Exchange Program	<ul style="list-style-type: none">• Confirmed that the Saiki Sister City School exchange program has been cancelled due to COVID-19.• Will discuss future school exchanges post

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COVID-19.

8. Standing Business Items

8.1. Outstanding business items

- 8.9 Update on proposed Communications Plan/Strategy from Carly Mafrici.
- 8.10 Update on 19/20 Saiki Sister Budget.
- 8.11 Performance at Gladstone Multicultural Festival 2020. Waiting to confirm if it has been cancelled. Announcement coming soon.
- 8.12 Update website information.
- 8.13 Book exchange – Mayor's Youth Breakfast.

10. Other Business

10.1 TBA

11. Close of Meeting

11.1 Meeting closed at 5:48pm. Confirmation of next committee meeting date is the 21st May 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	Presentation to be changed into PDF format to go onto the Saiki Sister City website.
Explore options for having a performance on the stage at next year's multi-cultural festival	Committee	Agreed, committee to research acts (waiting to confirm if this will still be going ahead)
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
Social Media – Tino to contribute to social media account (Facebook, Snapchat and Instagram). Bianca to email comms to confirm what is allowed to be communicated online.	Tino	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. 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.	To be reallocated	To be completed
Maureen 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	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"> - Mayor Burnett to Saiki City Mayor Tanaka - GRC to Saiki City Council - Saiki Sister City Committee to Saiki City Mayor 	Liaise with Art Gallery	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 – letter to invite residents to enter the BTHU was completed and translated by Yuki. However, has not been used due to COVID-19.	Jennifer McGuire	Completed
School Exchange. To confirm with the Board of Education in Saiki City if the exchange program will	Christopher More	Cancelled

be going ahead.		
Organise letter to Mayor of Saiki City	Bianca Michell	Completed
Saiki Images and Saiki Children's Week. Wendy to contact the Art Gallery to investigate the possibility of communicating with local schools to promote these activities online.	Wendy Marsh	In progress

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.

At present, until further notice, Meetings will be conducted through Skype.

Time held: 4:45pm - 6pm

January	February	March	April	May	June
No Meeting Proposed	20th	Cancelled	23rd	21st	To Be Advised
July	August	September	October	November	December
To Be Advised	To Be Advised	17th	15th	19th	No Meeting Proposed

Wendy M. Marsh COMMOE.