

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

142 Goondoon St Community Engagement Centre

Date: 21/01/2021

Time: 4.45pm – 6.00pm

MEETING MINUTES

1. Committee Acknowledgments

1.1. Attendees	Wendy Marsh, Howard Marsh, Yukiko Moore, Maureen Mason, Bev Fellows, Cameron Curd (Manager and Curator Gladstone Regional Art Gallery and Museum), Michelle Lowry (Community Development Officer)
1.2. Apologies	Cr Desley O'Grady, Cr Glen Churchill, Chris More, Jennifer McGuire, Barry Meiring (Manager Tondoon Botanical Gardens) Tinoda Pfidze, Kate Dimou (Communications and Public Relations Specialist)
1.3. Guests	NIL

2. Presentations

2.1 NIL	Nil
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3. Confirmation of Minutes

3.1 Minutes of 10 th December 2020	Previous meeting minutes moved: Wendy Marsh Seconded: Maureen Mason Minutes adopted
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4. President's Report

4.1 President's Report	Nil
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5. Committee Correspondence

5.2 Outgoing	NIL
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6. Declaration of Conflict of Interest

CHRISTOPHER
MOORE

Christopher Moore
18/2/2021

Wendy M Marsh
18/2/21

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6.1. Committee members to disclose

Nil

7. Standing Business Items

7.1. Social Media

- Strategy presented to committee.
- Committee thanked Kate Dimou (Communications and Public Relations Specialist) for the strategy.
- Committee made suggestions to Kate Dimou regarding strategy
- Images to be sent to Community Development team to align with social media posts.
- Wanting to source historical photos. All photos need to be approved and consent given by Saiki representative.
- GRC is not to publish any photos until consent given by Saiki
- All committee members to send photos with description to be added to social media via Brands and Coms
- Tim advised he would be available to produce quality video for website
- Wendy to update content planner and send to Michelle

7.2. Budget

- Confirmed budget of \$20 000 for 20/21 financial year
- Investigate if advisory committee has any budget allocations to put towards sculptures to be placed in Japanese Garden area of Botanic Gardens
- Barry advised working on 20/21 strategy to reflect budget
- Budget to be allocated as per discretion of the committee and GRC advisor

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7.3. Japanese Drums

- Maureen advised in touch with Toolooa State High School who have bought new drums but working to find out which ones belong to Saiki Committee – Oh hold

7.4. Permission Forms

- Michelle to find out who to send the Collection Statement and Consent form when signed at events and how these forms are stored. – To be sent into GRC and loaded on records system

8. Outstanding Business Items

8.1. Website

- Update website information. – Items to be reviewed
- Suggested website 'spice up'
- Can current website have photo gallery added
- Video to be filmed by media team

8.2. Japanese Sculptures/plaque

- Suggested new sign at the Tondoon Botanic Gardens, Library Square and Airport to advise guests of the Sister City Relationship
- Suggested sign at the Garden Café advising of Japanese Tea Gardens
- Commemoration plaque celebrating 25 years of signing of declaration between two cities to be placed at Library Square
- Waiting on confirmation from GRC to advise how this will look and if can be done
- Yukiko to contact Barry from Tondoon Botanic Garden to discuss possibility of Japanese art teacher to visit Gladstone in future to undertake sculpture work. Covid and travel restrictions dependent 2022
- Cameron to send Michelle template of Artist EOI
- Cameron to investigate potential local Artist
- Michelle to work with Brands and Comms to advertise EOI for artist to undertake design work for sculpture work
- Proposed bird sculpture and visual map indicating flight path to be erected in Library Square symbolizing the relationship between

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	<p>Saiki and Gladstone</p> <ul style="list-style-type: none">• Potential Artist to develop and design concept artwork piece• Photos of potential trees for sculptures to be sent with correspondence• Sculpture to be in line with Bonsai Convention and Multi-Cultural Week• Barry and Yukiko to draft correspondence to Saiki regarding Bonsai Convention and Japanese Sculptures• All correspondence to Michelle for GRC approval• Investigate Japanese sculptures to be in line with Bonsai Convention, Multi-Cultural Week and signing of the declaration between the two sister cities 2021
8.3. Bonsai Convention	<ul style="list-style-type: none">• Barry to investigate 2023 convention – GECC
10. Other Business	
10.1 Other Business Items	<ul style="list-style-type: none">• Committee agreed for all correspondence with Saiki to be advised in both Japanese and English in case Yukiko moves on from committee in future.• All correspondence to go through Council from committee for records• All correspondence to be written by committee before requesting approval and input from GRC and or Mayor• Maureen to approach Municipal Band regarding recording music• GRC (GRAGAM) to record music• Cameron to investigate if Multicultural Festival going ahead 2021• Cameron to source New Year card and give to Michelle• Michelle to coordinate Mayor to sign New Year Card with given correspondence and wording from committee

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11. Close of Meeting

11.1 Meeting closed at 6:00pm. Confirmation of next committee meeting date is the 21st January 2021.

2019 Calendar of Project Actions

Actions	Person responsible	Progress to Date
Design presentation to be communicated to Rotary Interact Clubs to encourage youth involvement. Due to COVID-19 the presentation has been converted into a PDF format to be added onto the website.	Howard Marsh	Completed
PDF presentation to be forwarded to Brands and Comms for review and then to be added onto the website.	Bianca Michell	Completed
Committee to look at other virtual exchange options- Advice given	Jen McGuire	Resolved
Explore options for having a performance on the stage at next year's multi-cultural festival.	Cameron Curd	01/04/2021
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
Draft social media plan	Jen McGuire	Completed
Send any items to update the website to Brand and Communications	Committee	
Erickson to follow up regarding short film to send to Saiki	Erickson Noakes	On Hold
Maureen to request collateral for Cycle event. Secretariat to then share with Community Development networks	Maureen Mason/ Secretariat	On Hold
Create a generic information pack about where Saiki is and how to get there etc.	To be reallocated	
Maureen to follow up on location and condition of Japanese drums for use at potential upcoming events. Currently being held at Toolooa State High School. Maureen confirmed that GRAGAM are happy to hold the drums.	Maureen Mason	On Hold
Cr Churchill to confirm the condition of the Japanese Drums.	Cr Churchill	Completed
Maureen to obtain photos from the Art Gallery and provide committee with what is currently on the Saiki webpage.	Maureen Mason	
Review Saiki Sister City signs into Gladstone. Council to advise on best course of action. Confirmed that committee is welcome to suggest sign designs for the GRC graphic design team to review.	Committee	Completed
New Year card and messages: - Mayor Burnett to Saiki City Mayor Tanaka - GRC to Saiki City Council	Liaise with Art Gallery	Completed

Saiki Sister City Committee to Saiki City Mayor		
Jennifer to send Boyne Tannum Hook Up Strategy to Secretariat for distribution upon committee's approval.	Jennifer McGuire/ Secretariat	Completed
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 be going ahead.	Christopher Moore	Cancelled
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. Confirmed with GRAGAM that Children's Day kits were created and sent out.	Wendy Marsh	Completed

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.

Time held: 4:45pm - 6pm 2021

January	February	March	April	May	June
21 st	18th	18th	15th	20th	17th
July	August	September	October	November	December
15th	19th	16th	21st	18th	No Meeting Proposed

