

# GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Community engagement Centre

**Date:** 17/06/2021

**Time:** 4.45pm – 6.00pm

## MEETING MINUTES

### 1. Committee Acknowledgments

1.1. Attendees	Wendy Marsh, Howard Marsh, Maureen Mason, Bev Fellows, Chris Moore, Barry Meiring (Manager Tondoon Botanical Gardens), Aaron Yea (Youth Council Representative), Rebecca Creedy (Community Development Officer)
1.2. Apologies	Yukiko Moore, Cr Glen Churchill, Cr Desley O'Grady
1.3. Guests	Nil

### 2. Confirmation of Minutes

2.1 Minutes of 20 May 2021	<p>Previous meeting minutes moved: Wendy Marsh</p> <p>Seconded: Chris Moore</p> <p>Minutes adopted</p>
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### 3. Presentations

3.1 Presentations	Example video provided by Cooper McKenzie Marketing for committee to view
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### 4. Declaration of Conflict of Interest

4.1 Committee members to disclose	Nil
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### 5. Committee Correspondence

5.1 Incoming	Children's books mailed to Mayor Tanaka in Saiki were returned to sender due to parcel restrictions being mailed to Japan at present imposed by COVID.
5.2 Outgoing	Email to Jen McGuire thanking her for her time on the committee

### 6. Standing Business Items

6.1 Anniversary Video	<p>As decided by committee via email and confirmed by Wendy on 8.6.21, Cooper Mckenzie Marketing were engaged to create the 25<sup>th</sup> anniversary celebration video.</p> <p>Rebecca has drafted script for video, committee members to email any changes or suggestions to Rebecca as soon as possible. At this stage, it is suggested the Mayor and Wendy will speak on the video.</p> <p>Rebecca to confirm dates for Mayor's availability and liaise with committee and Cooper Mckenzie Marketing. Long term weather forecast to be considered as filming will take place outdoors at the Japanese Tea House.</p> <p>Rebecca to request high quality photograph of Bonsai purchased from Hugh Grant Bonsai Studio for inclusion in the video, with plaque attached if time allows.</p> <p>Can committee please forward any photographs and videos suitable for inclusion in the anniversary video to Rebecca as soon as possible.</p>
6.2 Purchase of Bonsai Tree from Hugh Grant Bonsai Studio	<p>Purchase Order was raised on 16.6.21 for the potted Hakea Teretifolia Bonsai from Hugh Grant (Tree Makers) for the value of \$2100. Hugh was honoured to have this Bonsai mark such a special occasion. Barry to Liaise with Hugh regarding delivery.</p> <p>Rebecca awaiting pot dimensions from Hugh to order suitable sized plaque. Plaque to include reference to both cities, the anniversary and a footnote to the artist. Possible photo opportunity for committee with Hugh in October as he may be visiting Tondoon Gardens. Barry to confirm date and provide to Rebecca to schedule internal photographer.</p>

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### 6.3 Communication Strategy and Website update

Updated communication strategy and website information received from Kate Dimou for committee approval. Thank you email to be sent to Kate for her efforts.

Rebecca to email documents to committee members for feedback prior to next meeting, including link to website. Also to enquire if there can be an easier access to the Saiki Page on the Gladstone Regional Council Website as it can be difficult to locate.

### 6.4 Bamboo tipping water feature

Location of bamboo tipping water feature decided in the Japanese Tea House Gardens, inside the entrance to the left as you enter.

Barry has provided Michael Eberle (owner/ operator of Simply Japanese Bonsai) a photograph of a bamboo tipping water feature the committee would prefer and Michael has confirmed it is possible for him to make and design to our specifications. Barry to follow up with Michael regarding recommendations of where to buy a good quality bowl for the water feature.

Barry to coordinate internally with his team and the safety team regarding installation of water feature.

### 6.5 Bird Sculpture by Margaret Worthington

Maureen has spoken with local artist Margaret Worthington regarding design of a bird sculpture and visual map that indicates the flight path to be erected at a suitable location, symbolizing the relationship between Saiki and Gladstone.

Maureen has received quote for approximately \$4000 and a sample of the aluminium bird. The quote includes design and construction of three birds including materials and a plaque with shorebird information from New Print Gladstone (all to be attached to an existing structure).

Barry suggested the sculpture could be of two birds, symbolizing the two sister cities and the two million shorebirds that arrive in Australia. Maureen will suggest this to Margaret as an idea, the group agreed that Margaret's vision will ultimately guide the sculpture.

Margaret envisions the sculptures being attached to the sandstone blocks at the front of the Civic Centre which is currently being renovated.

Maureen would like to explore the option of local industry financially supporting the project and will discuss this further with the Mayor, along with the opportunity to have these installed at the new Civic

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Center entrance.

The committee unanimously voted in favour of approving the Shorebird Sculpture Project to the value of \$4000, conditional to major industry financial support and approval of project and location by Council.

### 7. Outstanding Business Items

#### 7.1. Japanese Sculptures, Signage and Plaque at Tondoon Gardens

Suggested new sign at the Tondoon Botanic Gardens and Café, Library Square and Airport to advise guests of the Sister City Relationship. Barry to advise regarding Tondoon Gardens.

Yukiko and Chris have drafted EOI for Japanese artist to create a commemorative art piece for the anniversary celebration (in English and Japanese). Rebecca to liaise with GRC Legal Team. Cameron to send Rebecca template of Artist EOI.

#### 7.2 Japanese Drums

Maureen contacted Toolooa State High School who advised the drums at the school do not belong to Saiki Committee. The previous drums were damaged and the school has purchased new drums. Maureen is awaiting response from the school as to whether the drums can be lent to Council for Children's Day at the Gladstone Entertainment and Convention Centre in May. Also with the possibility for a drummer to attend.

### 8. Other Business Items

#### 8.1 Committee Governance

Rebecca communicated governance issues identified with Council's Governance Team around membership appointment, membership numbers and delivery of an annual report to Council.

The committee expressed that they were previously advised in 2019 by the committee secretariat that a reorganisation of committees in local government has changed the way they are governed. They were informed that under their new Terms of Reference as an Advisory Committee to Council (no longer a sub-committee), they no longer would need to hold an AGM, prepare a president's report and do not need to renew membership. The committee were disappointed when these changes came into place.

Rebecca to organise a member of the Governance Team to attend the next committee meeting to clarify further and address any concerns as there appears to be a miscommunication.

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8.2 Change of meeting venue	Commencing August 2021 meetings will be held at the Philip Street Community and Families Precinct.
8.2 Recording of Municipal Band	<p>Rebecca liaising with Municipal Band and GRC Multimedia Officer to coordinate a time for audio and visual recording of “Plaza in Saiki” composed music. Awaiting confirmation of suitable time.</p> <p>Rebecca to contact Toolooa High School regarding their Instrumental Band also receiving the music for future performance opportunities.</p>
8.3 Multicultural Festival	Cr O’Grady contacted the Multicultural Committee regarding 2021 event, who advised the request has been submitted with GRC and awaiting approval. Potential dates are 28 <sup>th</sup> and 29 <sup>th</sup> August at Tondoon Gardens.
8.5 Children’s Books school rotation	Three Japanese books from previous book exchange have been offered to Robina Cuppitt for sharing with Japanese students at school. The committee would like her to use these for one term and then Maureen will coordinate rotation of books to other primary schools with Japanese language classes.
<b>10. Close of Meeting</b>	
10.1 Meeting closed at 6:15pm.	<ul style="list-style-type: none"><li>• Next meeting will be held at the Community Engagement Centre on 17<sup>th</sup> June 2021.</li></ul>

## 2021 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.	To be reassigned	
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
Social Media, Communication and photographic requests to be submitted as formal service requests through Secretariat.	Committee	Resolved
Rebecca to follow up regarding short film to send to Saiki created by external organisation	Rebecca Creedy	In progress
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 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: <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	Completed
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	Jennifer McGuire	Completed

Yuki. However, has not been used due to COVID-19.		
School Exchange. To confirm with the Board of Education in Saiki City if the exchange program will be going ahead.	Christopher Moore	Cancelled
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
Tree planting ceremony to take place at the Tondoon Gardens for the Multicultural Festival and 10-year anniversary of the Japanese Tea House.	Barry Meiring	
Barry has advised that the World Bonsai Conference in Perth scheduled for this year has now been postponed until October 2022. There is a strong interest and potential for Gladstone to host the event in 2023.	Barry Meiring	Completed
Barry proposed he could purchase on behalf of the committee, a second-hand book by influential Bonsai Artist John Naka, to be housed in the library at the Tondoon Gardens. Barry to keep an eye out for a second-hand copy of the book as they are hard to come by.	Barry Meiring	

### Confirmed 2021 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 <sup>st</sup>	18th	18th	15th	20th	17th
July	August	September	October	November	December
15th	19th	16th	21st	18th	No Meeting Proposed