

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Philip Street Communities and Families Precinct

Date: 15/02/2024

Time: 4.45pm – 6.00pm

MEETING MINUTES

1. Committee Acknowledgments

1.1. Attendees	Jaclyn Iwasaka, Mayumi Rey du Boissieu, Bev Fellows, Wendy Marsh, Howard Marsh, Robina Cupitt, Aaron Yea, Belinda Lynch (Gallery and Museum Education and Engagement Officer), Barry Meiring (GRC Manager Tondoon Botanical Gardens), Cr Desley O'Grady, Rebecca Creedy (GRC Community Development Officer)
1.2. Apologies	Chris Moore, Yukiko Moore, Ayako Carrick, Gay Sirriss, Cr Glenn Churchill, Carolina Bocos, Maureen Mason, Peter Masters, Peter O'Dwyer, Cameron Walker
1.3. Guests	Nil

2. Declaration of Conflict of Interest

2.1 Committee members to disclose	Nil
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3. Confirmation of Minutes

3.1 Minutes of November Ordinary Meeting	Moved: Wendy Marsh Seconded: Bev Fellows
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4. Presentations

4.1 Presentations	Nil
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5. Committee Correspondence

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5.1 Incoming

- Email from Luis Arroyo wishing to propose two more initiatives for the committee in 2024; Saiki City and its journey to target zero, and exploring how Saiki City manage its portfolio of interfaith relationships. Luis to discuss in person.
- Email from Mayumi who has contacted the coordinator of Tour de Saiki (cycling) and possibility of inviting someone over for the rail trail event in the Gladstone Region in May.

5.2 Outgoing

Nil

6. Standing Business Items

6.1 Tondoon Garden Projects and Events

- World Bonsai Day will be held on Saturday 11th May, Saiki Committee are invited to attend the event hosted at the Tondoon Gardens and a nominated member is requested to say a few words at the event opening.
- Bamboo Tipping Water Feature (shishi-odoshi) to be made by Michael Eberle (owner of Simply Japanese Bonsai) for the Japanese Tea House Gardens. Michael confirmed with Barry it is possible to make the feature to the design and specifications provided. The committee wish to proceed with this purchase before end of financial year.
- A hand built tsukubai, fully sealed and plumbed for water, was presented as a surprise gift from Michael Eberle to the committee at the Multicultural Festival in August 2022. The committee thank Michael for this welcome addition and would like to have a plaque created to honour his donation and thoughtful gesture. Rebecca to order plaque when Barry provides dimensions. The committee met at the Tondoon Gardens and identified the location for the Tsukubai and the shishi-odoshi- one being at the entrance to the gardens and the other to be placed in the water in the lower pond.
- Barry has liaised with the Gladstone Area Water Board regarding native fish being released into the pond at the Japanese Tea House Gardens. Barry will proceed with releasing rainbow coloured native fish into the pond.
- The committee would like Barry to investigate the requirements to be listed as an authentic Japanese Tea House Garden in Australia and if they can support this in any

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	<p>way. He has yet to find assessment guidelines, the new curator, Joel, will be looking into this.</p> <ul style="list-style-type: none">• The committee and Barry would like to have new signage installed at Tondoon to direct visitors to the Japanese Tea House Gardens and explain the intent of the gardens. It was discussed the sign should tell the story of the Japanese Tea House Gardens to attract and educate people and include a picture. Committee to work on the wording and liaise with the Curator, Joel. A meeting is to be set up to complete this work.• Yukiko and Chris have drafted an EOI for a Japanese artist to create a commemorative art piece for the anniversary celebration (in English and Japanese). GRC legal team advised a formal EOI needs to be written up by Curator of the Art Gallery following the process within the Public Art Policy, taking into consideration location, insurance and who will be the asset owner/ manager. This needs to be discussed with the newly appointed Curator. Barry has advised there are 2 tree stumps in the Japanese Tea House Gardens that could be sculpted. The committee are to determine if they wish to proceed with this project and advise Barry accordingly. TO be added to the March agenda.
6.2 Youth Engagement- Art and Science of Shorebird Book package	<p>Ayako has offered to translate the book into Japanese for sharing with Saiki City, Allan Briggs of Birdlife Capricornia is happy for this to happen.</p> <p>20 copies of the book have been received that the committee will donate to the Gladstone Regional Libraries to share with the community. Presentation time and photograph to be organised.</p>
7. Outstanding Business Items	
7.1. Website updates	<p>Rebecca has finalised website update requests and submitted to Brand and Communications Team, including:</p> <ul style="list-style-type: none">• Committee member profiles• Rotating monthly carousel of photographs of past events and celebrations• A section for community comment/ feedback/ questions to the committee (specifically stating that all comments will be responded to following the next committee meeting)• Current initiatives/ calendar of events

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- Reformatting the page layout with main headings and drop-down boxes for easier navigation

Any remaining profiles to be sent to Rebecca for inclusion.

8. Other Business Items

8.1 Interschool Exchanges

Chris has contacted the new Saiki Board of Education contact, Keiko Murai, to discuss the possibility of recommencing the High School exchange program. No response received as yet.

Chris will reach out to Principal Kazu Watanabe (contact details received through Russell and Julie Charles) to discuss with him the possibility of commencing high school exchanges again in the near future.

8.2 Sport and Culture Exchanges

Maureen raised the idea of Sport and Culture Exchanges to promote events in Gladstone and invite residents of Saiki to visit. In particular, the Boyne Tannum Hook Up (fishing), golf and cycling are three sports popular in both cities. The committee's role in this would be obtaining contact information and facilitating a conversation between the groups in Australia and Japan to start the discussion about exchange opportunities. Cr Churchill advised this would be an international point of contact that could sit on the Saiki webpage. The committee is to research local sporting groups and create a contact list to propose the idea. An email would need to be written in Japanese to Saiki City Office first proposing the idea.

8.3 Youth Engagement- online gaming competition

Aaron has confirmed the equipment is working and has set up a user account on behalf of the Saiki Committee. He has proposed the gaming structure to the group and the next step will be finding a suitable location. Ultimately, the committee would like to launch the event and then hand it over to the right group of people/ youths to carry it on.

8.4 Donation of Kimono from Cathy Coronas

Cathy Coronas has spoken with Carolina as she wishes to donate a Kimono from one of her visits to Saiki to the Gladstone Regional Council. Wendy has advised the Kimono will go to Gladstone Regional Art Gallery and Museum for proper storage and safekeeping, this can be done through contacting the Saiki Committee Secretariat. Cathy will contact Rebecca once she has

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	located the kimono from her storage and is ready to make the donation.
8.5 Saiki Family Fun Day	<p>The Saiki Committee will host a stall at the Saiki Family Fun Day at the Gladstone Regional Art Gallery and Museum. Ideas suggested include Mario Kart on the big screen, photo booth with kimonos, calligraphy where children have their names written for them in Japanese, and art activities incorporating Year of the Dragon.</p> <p>Barry is going to propagate 200 bonsai plants for next years event.</p> <p>Email craft ideas to Rebecca. Rebecca to send list of requested supplies to Belinda. A working bee to be organised to prepare craft items.</p>
8.6 Blue Cards	Blue Card requirements were discussed, and each member is to supply their blue card details to Rebecca for linking as a GRC volunteer. Those who do not have a Blue Card can apply for a free volunteer blue card online.
8.7 Evening event in the Japanese Tea House Gardens	<p>Jaclyn moved a motion that the committee host a small evening event in the Japanese Tea House Gardens. This was seconded by Aaron and unanimously accepted.</p> <p>The event will take place on the evening of Wednesday 4th September in celebration of the 28th year of the signing of Declaration of Friendship. Jaclyn will work with Mayumi and Carolina to plan the event, which will include Japanese entertainment, workshops and display. Tondoon Gardens are pleased to play host to this event, additional lighting will be required. It will be a free, ticketed event to gauge attendance numbers. A discussion around food took place, people may wish to bring their own picnic, or purchase a picnic pack from café at Tondoon Gardens.</p>
9. Close of Meeting	
9.1 Meeting closed at 6.20pm	Next meeting will be held on Thursday 21st March 2024, 4.45pm at the Philip Street Communities and Families Precinct.

2023 Calendar of Project Actions

Actions	Person responsible	Progress to Date
Discuss potential Artist from Saiki being commissioned to uptake a sculptor for the Japanese's Tea Garden	Committee to determine if this is to proceed	On Hold
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.	Rebecca Creedy	Awaiting response
Committee to complete profiles for website Saiki Page	All committee members	In progress
Updates and improvements to be made to Sister City Webpage on GRC Website	Rebecca Creedy	Request finalised- awaiting Website Officer to action
Purchase of bamboo tipping water feature for the Japanese Tea House Gardens	Barry Meiring	In progress
Release of colourful native fish in the Japanese Tea House Garden Pond	Barry Meiring	In progress
Working Bee for craft activities at Saiki Family Fun Day to be coordinated and order of required supplies	Rebecca Creedy and Belinda Lynch	In Progress
Coordination of an evening event at the Japanese Tea House Gardens	Jaclyn Iwasaka	In Progress
Blue Card information to be sent to Rebecca for linking volunteers to Gladstone Regional Council	All committee members	In progress

Confirmed 2024 Committee Meeting Dates

The Gladstone Saiki Sister Advisory Committee meetings are held on the 3rd Thursday of each month from February – November.

The venue for these meetings is the Philip Street Communities and Families Precinct Gladstone Ngallil Building, unless otherwise changed by Committee vote.

Time held: 4:45pm - 6pm 2024

January	February	March	April	May	June
18 th Planning meeting	15th	21st	18th	16th	20th
July	August	September	October	November	December
18th	15th	19th	17th	21st (AGM)	No Meeting