

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

142 Goondoon St Community Engagement Centre

Date: 15/10/2020

Time: 4:45pm – 5:55pm

MEETING MINUTES

1. Committee Acknowledgments

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

2. Presentations

2.1 NIL	Nil
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3. Confirmation of Minutes

3.1 Minutes of 17 th September 2020	Previous meeting minutes moved: Cr Glen Churchill Seconded: Howard Marsh Minutes adopted
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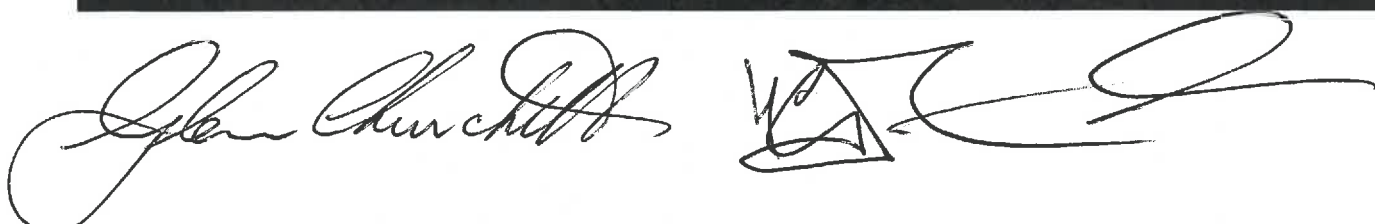
4. President's Report

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



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6.1. Committee members to disclose

Nil

7. Standing Business Items

7.1. Social Media

- Strategy being produced to ensure that the messages being communicated are in line with GRC's strategy.
- Images to be sent to Community Development team to align with social media posts.
- Photos are on council cloud which Desley took while in Japan. Cr Desley O'Grady to show Michelle and Bianca where they are saved.
- Wanting to source historical photos.
- All committee members to send photos with description to be added to social media via Brands and Coms
- Wendy produced a short video which was presented at October meeting. Quality not sufficient for website.
- Tim advised he would be available to produce quality video for website

7.2. Saiki Sister City signs into Gladstone.

- Committee would like to thank Gladstone Regional Council for organising and the installation of signs
- Life expectancy of signs is approximately 5 years

7.3. 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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7.4. Japanese Drums	<ul style="list-style-type: none">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
7.5. Committee Photo	<ul style="list-style-type: none">Tim from Media Department took photo of committee members who attended meeting
7.6. Permission Forms	<ul style="list-style-type: none">Tim to email Michelle Gladstone Regional Council Consent Photographic Permission form
8. Outstanding Business Items	
8.1. Website	<ul style="list-style-type: none">Update website information. – Items to be reviewedSuggested website 'spice up'Can current website have photo gallery addedTim from Media advised working on this
8.2. New Saiki Sister City Sign/Sculpture	<ul style="list-style-type: none">Suggested new sign at the Tondoon Botanic Gardens, Library Square and Airport to advise guests of the Sister City Relationship
8.3. Bonsai Convention	<ul style="list-style-type: none">Barry to investigate 2023 convention – GECC
8.4. Japanese Sculptures	<ul style="list-style-type: none">Barry to organise Japanese sculpture at Tondoon Botanic GardensPhotos of potential trees for sculptures to be sent with correspondenceSculpture to be in line with Bonsai Convention and Multi-Cultural WeekBarry and Yukiko to draft correspondence to Saiki regarding Bonsai Convention and Japanese Sculptures

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- 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

10. Other Business

10.1 Other Business Items

- Committee agreed for all correspondence 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
- Committee to approach Municipal Band regarding music

11. Close of Meeting

11.1 Meeting closed at 6:00pm. Confirmation of next committee meeting date is the 19th November 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. 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.	Committee	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	
Maureen to request collateral for Cycle event. Secretariat to then share with Community Development networks	Maureen Mason/ Secretariat	On Hold
Liz to 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	

- 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

January	February	March	April	May	June
No Meeting Proposed	20th	Cancelled	23rd	21st	18th
July	August	September	October	November	December
16th	20th	17th	15th	19th	No Meeting Proposed