

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE MEETING MINUTES

Date: 15 May 2025

Time: 4:45pm - 6.00pm

Location: Philip Street Communities and Families Precinct

MEETING MINUTES

1. Acknowledgement to country	
2. Committee Acknowledgments	
2.1 Attendees	Jaclyn Iwasaka, Cr Leanne Patrick, Barry Meiring, Chris Moore, Yukiko Moore, Robbina Cupitt, Maureen Mason, Peter O'Dwyer, Cr McClintock, Garry Scanlon
2.2 Apologies	Melissa French, Bev Fellows, Mayumi Rey du Boissieu, Carolina Boccas
2.3 Guests	N/A
3. Declaration of Conflict of Interest	
3.1 Committee members to disclose	N/A
4. Confirmation of Minutes	
4.1 Minutes of previous meeting	Moved: Cr Leanne Patrick Seconded: Chris Moore
5. Presentations	
5.1 Presentations	N/A
6. Committee Correspondence	
6.1 Incoming	<ul style="list-style-type: none"> Letter of Introduction - New Mayor of Saiki City Thank you from Consul General of Japan in Brisbane Request for collaboration - Chanel College

6.2 Outgoing	<ul style="list-style-type: none"> Letter of Congratulations sent to Consul General of Japan in Brisbane Letter of congratulations to New Mayor Saiki City - The amended version of the letter to the new Mayor of Saiki has been sent. The amended version includes an invitation for the mayor to visit us next year to celebrate the 30th anniversary.
7. Standing Business Items	
7.1 30th Anniversary	<ul style="list-style-type: none"> The 30th anniversary project team will meet monthly after our regular meetings. The project team is Maureen, Bev, Garry, Mayumi, Barry, and Jaclyn (this is who originally sent an expression - happy for anyone else to join) Calendar invite sent to the entire committee. Anyone from the committee is welcome to stay for the meetings, but don't feel like you have to stay. Maureen and I will look for the box of historical files to get some context about what has happened in previous years. Budget for 30th anniversary - request forwarded for budget for the 30th anniversary to be included in the 25/26 financial year.
7.2 EcoFest	<ul style="list-style-type: none"> The committee's application to hold a stall at EcoFest was successful. Volunteers at Ecofest will be Mayumi (morning only), Garry (after 9:30am), Carolina, and Jaclyn. Jaclyn will reach out to our volunteers separately with more information.
7.3 Luminous	<ul style="list-style-type: none"> The committee expressed a strong desire to go ahead with Luminous. Jaclyn will reach out to previous committee member Aaron, Youth Council, and Council's Community Events team to see if we can recruit more volunteers to support us.
7.4 Economic Collaboration	<ul style="list-style-type: none"> A decision was made to change the standing business item name from "economic development" to "economic collaboration" to reflect that the committee's role is not the "doing" of economic

	<p>development, but the relationship building and providing information on cultural protocols</p> <ul style="list-style-type: none"> ▪ The committee feels strongly that they want to continue promoting cultural and educational exchange, and don't want the conversation about economic collaboration to take over our agenda.
8. Other Business Items	
8.1 Multicultural Festival	<ul style="list-style-type: none"> ▪ Peter informed the committee that the multicultural festival is scheduled for Sunday, September 21st. ▪ The committee expressed an interest in holding a stall at the festival.
9. Close of Meeting	
9.1 Meeting closed at 6:00pm	Next meeting will be 19 June, Philip Street Precinct

2025 CALENDAR OF PROJECT ACTIONS

Date	Actions	Person responsible	Progress to Date
March	Invite Japan consular general to Bonsai Day Event	Secretary to follow up with President and Barry from TBG	Completed Time does not allow – will reschedule for future
April	Childrens Day Event 5 April	Speaker and Volunteers, Secretary,	Completed
	Schol Visit 29 April (12-2:30)	Need volunteers - Secretary to arrange	Completed
	Meet with GRC Economic Development team	Garry, Kristy, Jac	Completed Update at meeting in May
	Ascertain if Mayor received letter from Consular general before Saiki Committee respond with thank you letter and or gift	Cr McIntock Follow u with Sha (Melissa)	Completed, Cr Patrick sending thank you letter
	EOI for Luminous: Source assistance from other volunteers	Mel/Jac	commenced
	EOI for 30 th Anniversary Project Team – meeting request sent for after Saiki meeting	Mel/Jac	commenced
May	Saiki School 9 May (9-2:30)	Need volunteers – Secretary to arrange	completed
	Committee meeting 15 May: Update on Economic Development opportunities for Saiki Committee	GRC	Ongoing (no further information at this time)
	Discuss option for Cultural and sporting opportunities from Olympics	Jaclyn follow up with S & T	
	Invite TIQ to Saiki Meeting	Secretary to follow up with President	

June	Intercity Images Feedback: Discuss framework for eligible photo use and alignment with Corporate and environmental values, Reduce to 10 photos instead of 30	Secretary to follow up Provide recommendations to GRAGM from Saiki City	
July	Luminous		
August	30 th Anniversary Celebration Planning Start Planning - set a date to brainstorm Discuss Intercity Image Winner Attending 30th Celebration		
September	Multicultural Festival	Awaiting further advice	
October			
November	AGM		
December	Annual Report		

CONFIRMED 2025 COMMITTEE MEETING DATES

The Gladstone Saiki Sister Advisory Committee meetings are held on the 3rd Thursday of each month from February to 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 2025

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