

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE MEETING MINUTES

Date: 16 April 2026

Time: 4:45pm - 6.00pm

Location: Philip Street Communities and Families Precinct

MEETING MINUTES

1. Acknowledgement to country	
Melissa French	
2. Committee Acknowledgments	
2.1 Attendees	Lien Jefferies, Peter O'Dwyer, Chris Moore, Yukiko Moore, Cr Leanne Patrick, Steve Hendersen, Maureen Mason, Jaclyn Iwasaka, Mayumi Rey du Boissieu, Cr Simon McClintock, Melissa French, Derek Woo, Zane West, Beau Pitt
2.2 Apologies	Garry Scanlon, Robina Cupitt
2.3 Guests	
3. Declaration of Conflict of Interest	
3.1 Committee members to disclose	N/A
4. Confirmation of Minutes	
4.1 Minutes of previous meeting	Minutes 16 April Moved - Zane Seconded - Derek
5. Presentations	
5.1 Presentations	
6. Committee Correspondence	
6.1 Incoming	<ul style="list-style-type: none"> ○ World Bonsai Day information from Beau Pitt - send invites to Cr Patrick and Cr McClintock as Jaclyn will be away

	<ul style="list-style-type: none"> ○ Community Events Team re Luminous - Luminous show will have a Saiki theme with water and flow as part of the installation to help celebrate anniversary ○ Kate Maccarone - Confirmation of attendees re Mayoral Visit, 7 students and Five Saiki city staff members arriving the Monday morning and leaving the Friday morning. Still finalising Mayors schedule. Gladstone will provide updated schedule
6.2 Outgoing	<ul style="list-style-type: none"> ● EOI for Homestays was sent out to High schools, not heard back as yet Tannum Sands High, GSHS, Chanel ● Confirmed with Shantelle from Clearview for Mayumi to attend on 22 May, any members wanting to attend please let us know
7. Standing Business Items	
7.1 Saiki 30 th Anniversary	
Commemorative Booklet Update	<ul style="list-style-type: none"> ● Rough draft has been sent out to team and copies made available at the meeting, please send in your feedback ● Copy has been sent to Barry and send copy to Beau to approve bonsai parts ● Once finalised draft and text will be translated to Japanese ● Any sporting exchanges would be good to capture (ie sailing – maybe no photos available from that time however)
Update from Itinerary Project team	<ul style="list-style-type: none"> ● Draft itinerary has been developed, some changes need to be updated ● Delegates will be picked up Monday morning, taken to Civic Centre for formal welcome reception, from the to GRAGM exhibition ● Members advise to keep weather and sunlight hours in winter ● Bonsai House dinner may be cool at night and not light enough ● QAL Look out may be a good activity also ● A sit down formal meal is also in consideration depending on mayors decisions ● Students will have a separate itinerary, meet at Philip Street Precinct in the morning and travel to activities together throughout the day. Working on school visits as well ● Mayor form Saiki will do a book reading at the library ● Economic Development team have advised that visits to GPC and manufacturing hubs will be a good idea and perhaps the hydrogen facility – more details to come from here ● Derek has suggested Snake handling display maybe interesting for the kids – Derek will follow up ● Maureen suggested to think about interpreter services also – can use Saiki members and other Japanese speaking locals. Sanke activity may be suitable for the BBQ activity at Millenium Esplanade on the last night ● Alpha HPA is another option

	<ul style="list-style-type: none"> • Keep in mind strategic opportunities for further economic exchanges • Next meeting scheduled for Monday 27 April for project itinerary team
<p>School exchange/homestays update and next steps</p>	<ul style="list-style-type: none"> • Still working on this, waiting for updates from schools and EQI and Global Education • This a request to work on the feasibility of the program as per the Saiki 2025 report also • Secretary to update as more information comes to light • Lien has rooms available to host students if needed • Chris mentions there is a lot of red tape to navigate and ideally there's should be a school to school relationship under the Dept of Education. Council proposal raises questions of who is taking responsibility for future programs. • Council role may be more appropriate as advocacy rather than operational • Can raise for discussion with Saiki delegates in July also consider previous council employees and local hosts • Members mentioned time frames are unrealistic to successfully facilitate homestays at this stage • Maybe better to arrange a short visit to school only to make it more manageable for schools to participate in • The stop restart phase is difficult after Covid and last exchange was in 2019 • If students staying at hotel there will be greater need to provide activities for students to participate in • Room bookings will be made for all guests to cover bases • More updates to come as progresses
<p>GRAGM Exhibition Update</p>	<ul style="list-style-type: none"> • Mel, Bev, Maureen and Cr Patrick will attend GRAGM to see what items are in storage that we want to use for the Exhibition • Exhibition will be shown in June and July in the Gail Sellers room
<p>7.2 GRAGM Children's day activities and availability</p>	<ul style="list-style-type: none"> • Activities for the day is origami, Koi Fish kites (tubes) hachi machi Headband, kanji sensory table, Orimari protective charms, cherry blossom cards • Saiki members will assist with the Kimonos and polaroid photos on the day • GRAGM would like 3 volunteers for craft tables • Times confirmed as 10am to 2 pm 2 May – calendar invites sent out to Saiki members • Calligraphy may also be available • Need speaker form Saiki to give a speech - Cr Patrick or Cr McClintock can do this, Jaclyn will prepare the speech

8. Other Business Items

8.1 Saiki Shirts & name Badges	<ul style="list-style-type: none">• Name badges are ordered and shirts available for members to try on• Blue card application for Lien and Maureen to work on
8.2 Chair of May Meeting	<ul style="list-style-type: none">• Jaclyn is on leave for next meeting – Chris will chair the meeting in May

9. Close of Meeting

9.1 Meeting closed at 6:15pm	Next meeting will be 21 May, Philip Street Precinct
------------------------------	---

2025 CALENDAR OF PROJECT ACTIONS

Activities	Timeframe	
<p>Digital Storytelling A collection of images & videos captured throughout the year showcasing the relationship, including footage of our anniversary activities, interviews, mayors visit, etc.</p>	<p>Filming and photography throughout the year, final products in time for Nov AGM</p>	
<p>Commemorative Booklet Showcasing friendship over the years</p>	<p>Booklet to be prepared in time to give as a gift to Saiki delegates in July</p>	<p>Maureen, Bev, Robbi</p>
<p>GRAGM Saiki Children's Day Cultural activities at GRAGM celebrating children's day and the sister city relationship.</p>	<p>2 May</p>	<p>Saiki Committee</p>
<p>Luminous Committee sponsored light display and cultural activities at Luminous (see attached CONFIDENTIAL proposal)</p>	<p>16-19 July</p>	<p>Saiki Committee</p>
<p>Saiki Mayoral Visit Budget includes accommodation, sightseeing, transport within the Region, meals</p>	<p>27- 31 July</p>	<p>Steve, Liz, Bev, Lien, Garry, Maureen, Jac, Zane</p>
<p>BAM & the Multicultural Festival – Partnership with Gladstone Multicultural Association Taiko drummers, Japanese traditional dancers, and/or cultural activities at the BAM markets and the Multicultural Festival</p>	<p>5-6 September</p>	
<p>AGM Celebration and Showcasing digital storytelling Invite VIP guests and community to a special event to view the digital storytelling (Gladstone Cinema?)</p>	<p>November</p>	

CONFIRMED 2026 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

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