

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE MEETING MINUTES

Date: 19 June 2025

Time: 4:45pm - 6.00pm

Location: Philip Street Communities and Families Precinct

MEETING MINUTES

Meeting Open: 4:52pm

1. Acknowledgement to country	
Rebecca Creedy	
2. Committee Acknowledgments	
2.1 Attendees	Jaclyn Iwasaka, Rebecca Creedy, Cr Leanne Patrick, Chris Moore, Yukiko Moore, Maureen Mason, Cr McClintock, Garry Scanlon, Mayumi Rey du Boissieu,
2.2 Apologies	Melissa French, Bev Fellows, Peter O'Dwyer, Carolina Boccas, Robbina Cupitt
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	Minutes from 15 May 2025. Moved: Cr Leanne Patrick Seconded: Maureen Mason (Amended letter of Congratulations to Saiki Mayor sent after last meeting)
5. Presentations	
5.1 Presentations	N/A

6. Committee Correspondence	
6.1 Incoming	<ul style="list-style-type: none"> Follow up to continue of correspondence from Chanel College (Mel away at this stage and will update on her return) Response from congratulations letter sent to the new Saiki Mayor from Kate Maccarone. Meeting with Saiki Mayor to start planning for Anniversary event and they will contact us at a later date for a meeting to discuss further
6.2 Outgoing	N/A
7. Standing Business Items	
7.1 Ecofest update	<ul style="list-style-type: none"> Saiki committee Mayumi, Garry and Jac participated in Ecofest stall with the Furoshiki activity Some productive conversations were held with the community and potential future members of Saiki committee Feedback received was that the activity really matched the Ecofest and ecofriendly theme Suggest being next to the Bonsai stall next year
7.2 Luminous Event	<ul style="list-style-type: none"> 6 Youth Council members will be assisting at the events (4 on Thursday, 2 on Saturday and potentially more on Friday TBC) Attendees will be capped at 10 000 per night More volunteers are needed for the event, which is July 17, 18, 19 from 5:30 to 9:30 Jaclyn suggested paper fan art and headbands with Japanese characters, the use of neon pens is recommended for the theme. Also suggested to do colouring in activities Youth council will also suggest activities as ideas arise Team decided on 6x3 marquee, 4 tables and chairs for equipment needed, UV light to be provided by Community Events teams First night of Luminous is usual Saiki meeting night – committee decided to cancel this meeting in lieu of attendance at Luminous
7.3 30 th Anniversary Project Group	<ul style="list-style-type: none"> Project meeting rescheduled to 24th July – one week after Luminous at 4:45pm Waiting on advice from Saiki in Japan before any major decisions can be made

7.4 Economic Development Opportunities	<ul style="list-style-type: none"> ▪ Garry will meet with Dr Cal Deveny regarding and potential collaborations ▪ Waiting to hear back from GAPDL ▪ Kristy Marks will reach out if there are any further updates available but nothing at this stage
8. Other Business Items	
8.1 School Exchanges	<ul style="list-style-type: none"> ▪ Jaclyn shared information from Dubbo Regional Council regarding Minokama Exchange Program 2025 student exchange program (council to council not school to school) ▪ Committee will consider options for Saiki Committee involvement; Jaclyn will reach out to Dubbo Council for further information
8.2 Saiki Committee 2026 EOI	<ul style="list-style-type: none"> ▪ Feedback sought from team regarding the application for new members ▪ Suggestions made to reinforce commitment for new members and discuss availability to attend meetings in the interview process
9. Close of Meeting	
9.1 Meeting closed at 5:45pm	Next meeting will be 14 August, 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
N/A	21st	18th	16th	20th (AGM)	No Meeting