

## GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE MEETING MINUTES

**Date:** 21 May 2026

**Time:** 4:45pm - 6.00pm

**Location:** Philip Street Communities and Families Precinct

### MEETING MINUTES

<b>1. Acknowledgement to country</b>	
Melissa French	
<b>2. Committee Acknowledgments</b>	
2.1 Attendees	Chris Moore, Steve Hendersen, Maureen Mason, Mayumi Rey du Boissieu, Cr Simon McClintock, Melissa French, Derek Woo, Zane West, Lien Jefferies, Peter O'Dwyer, Bev Fellows
2.2 Apologies	Jaclyn Iwasaka, Garry Scanlon, Yukiko Moore, Cr Leanne Patrick,
2.3 Guests	Beau Pett, Barry Meiring
<b>3. Declaration of Conflict of Interest</b>	
3.1 Committee members to disclose	N/A
<b>4. Confirmation of Minutes</b>	
4.1 Minutes of previous meeting	Minutes 16 April Moved - Chris Seconded - Maureen
<b>5. Presentations</b>	
5.1 Presentations	N/A
<b>6. Committee Correspondence</b>	
6.1 Incoming	<ul style="list-style-type: none"> <li>Kate Maccarone - Saiki City - update on visit form Mayoral Delegation, review of program</li> <li>Kate and Robbie liaising on video student exchange - Robbie will send videos over</li> </ul>

	<ul style="list-style-type: none"> <li>• 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</li> <li>• Community events invitation to the Volunteer event at GECC</li> <li>• Meeting with Global Education and Education Queensland International - Robbie will follow up as she has EQI accreditation</li> </ul>
6.2 Outgoing	<ul style="list-style-type: none"> <li>• Event briefing and information provided to GRAGM for the Saiki Exhibition</li> <li>• Confirmed with Shantelle from Clearview for Mayumi to attend on 22 May, any members wanting to attend please let us know</li> <li>• Secretary to follow up with Chanel High School regarding correspondence and school visits</li> <li>• Request for service from Taiko Drummers to perform at BAM and Multicultural Festival in September 5, 6</li> <li>• AJF Grant submitted for the digital storytelling project</li> </ul>
<b>7. Standing Business Items</b>	
7.1 Saiki 30th Anniversary	
7.2 Commemorative Booklet Update	<ul style="list-style-type: none"> <li>• Translations have been completed</li> <li>• Committee to review for the picture captions translations</li> <li>• Last review to team this week before going to B &amp; C for final review</li> </ul>
7.3 Update from Itinerary Project team	<ul style="list-style-type: none"> <li>• Itinerary is developing, no updates for today's meeting, waiting n confirmations</li> </ul>
7.4 School exchange /homestays update and next steps	<ul style="list-style-type: none"> <li>• Maybe better to arrange a short visit to school only to make it more manageable for schools to participate in</li> <li>• Robbie working on facilitating Homestays for students</li> </ul>
7.5 World Bonsai Date Update	<ul style="list-style-type: none"> <li>• Barry thanked the team for assisting on the day</li> <li>• Wrap of the event was that it well received by the community and those in attendance</li> <li>• A survey will be sent out to team for feedback</li> <li>• Timing of the event needs to be considered to avoid conflict with other Saiki events, if possible, such as GRAGM Children's day</li> <li>• Potential for Saiki Members to attend future Bonsai Expo in Australia</li> </ul>
<b>8. Other Business Items</b>	

8.1 National Volunteers Week	<ul style="list-style-type: none"><li>• Thank you to the Saiki committee for volunteering and for input. Please feel free to bring any new ideas to the meetings</li><li>• Consider committee membership for next year as EOI's for 2027 committee will go out in September</li><li>•</li></ul>
<b>9. Close of Meeting</b>	
9.1 Meeting closed at 6:15pm	Next meeting will be 18 June, Philip Street Precinct

## 2025 CALENDAR OF PROJECT ACTIONS

Activities	Timeframe	
<p><b>Digital Storytelling</b> A collection of images &amp; 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><b>Commemorative Booklet</b> 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><b>GRAGM Saiki Children's Day</b> Cultural activities at GRAGM celebrating children's day and the sister city relationship.</p>	<p>2 May</p>	<p>Saiki Committee</p>
<p><b>Luminous</b> Committee sponsored light display and cultural activities at Luminous (see attached CONFIDENTIAL proposal)</p>	<p>16-19 July</p>	<p>Saiki Committee</p>
<p><b>Saiki Mayoral Visit</b> 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><b>BAM &amp; the Multicultural Festival – Partnership with Gladstone Multicultural Association</b> Taiko drummers, Japanese traditional dancers, and/or cultural activities at the BAM markets and the Multicultural Festival</p>	<p>5-6 September</p>	
<p><b>AGM Celebration and Showcasing digital storytelling</b> 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**

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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