

## GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE MEETING MINUTES

### ANNUAL GENERAL MEETING 2025

**Date:** 20 November 2025

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

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

**Meeting Open:** 4:55pm

1. Acknowledgement to country	
Melissa French	
2. Committee Acknowledgments	
2.1 Attendees	Jaclyn Iwasaka, Chris Moore, Yukiko Moore, Maureen Mason, Peter O'Dwyer, Cr Simon McClintock, Garry Scanlan, Mayumi Rey du Boissieu, Barry Meiring, Robbina Cupitt, Bev Fellows.
2.2 Apologies	Cr Leanne Patrick, Carolina Bocos.
2.3 Guests	Derek Woo, Steven Henderson, Lien Jefferies
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 AGM 2024. Moved: Robi Cupitt Seconded: Maureen Mason
5. Presentations	
5.1 Presentations	President's Annual Report - Jaclyn Iwasaka
6. Committee Correspondence	
6.1 Incoming	<ul style="list-style-type: none"> <li>N/A</li> </ul>
6.2 Outgoing	<ul style="list-style-type: none"> <li>Saiki Annual report to be presented at GRC General meeting on 16 December 2026</li> </ul>

## 7. Standing Business Items

7.1 Saiki Committee 2026	<p>Declaration of all positions vacant and announcement of nominations for 2025:</p> <ul style="list-style-type: none"> <li>▪ Robina Cupitt</li> <li>▪ Beverly Fellows</li> <li>▪ Jaclyn Iwasaka</li> <li>▪ Maureen Mason</li> <li>▪ Chris Moore</li> <li>▪ Yukiko Moore</li> <li>▪ Mayumi Rey du Boissieu</li> <li>▪ Garry Scanlan</li> <li>▪ Peter O'Dwyer</li> <li>▪ Zane West</li> <li>▪ Derek Woo</li> <li>▪ Steven Henderson</li> <li>▪ Lien Jeffries</li> </ul>
7.2 Nominations of 2026 committee: President and Vice President	<ul style="list-style-type: none"> <li>• President - Jaclyn Iwasaka - nominated by Robi Cupitt and seconded by Bev Fellows</li> <li>• Vice President - Chris Moore - Nominated by Maureen Mason and seconded by Robi Cupitt</li> </ul>

## 8. Other Business Items

8.1 Basic Treaty of Friendship and Cooperation (NARA Treaty) in 2026	<ul style="list-style-type: none"> <li>• Derek advised that Australia and Japan will celebrate the 50th anniversary of their Basic Treaty of Friendship and Cooperation (NARA Treaty) in 2026</li> <li>• The Basic Treaty of Friendship and Cooperation was signed in Tokyo on June 16, 1976, and came into force in August 1977.</li> <li>• Both nations are preparing for celebrations in 2026, viewing it as a chance to elevate their "Special Strategic Partnership".</li> <li>• Saiki Committee to keep in mind for next year and potential to tie in with Saiki 30<sup>th</sup> anniversary celebrations.</li> </ul>
8.2 Confirmation of meeting dates for 2026	<ul style="list-style-type: none"> <li>• Meeting dates confirmed as third Thursday of each month from February to November at Philip Street Precinct from 4:45pm to 6:00pm.</li> <li>• Extra meeting to begin in January for 30<sup>th</sup> Anniversary project group</li> </ul>
8.3 30 <sup>th</sup> Anniversary Celebration	<ul style="list-style-type: none"> <li>▪ Office of the Mayor of Saiki City, Japan, Toshiaki Tanaka have confirmed a visit to Gladstone for July 2026.</li> </ul>

## 9. Close of Meeting

9.1 Meeting closed at 5:32pm

Next meeting - 19 February 2026, 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 <sup>th</sup> 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 <sup>th</sup> 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

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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 2025

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