

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Philip Street Communities and Families Precinct

Date: 16/11/2023

Time: 4.45pm – 5.30pm

MEETING MINUTES

1. Committee Acknowledgments

1.1. Attendees	Chris Moore, Yukiko Moore, Jaclyn Iwasaka, Bev Fellows, Aaron Yea, Maureen Mason, Cr Glenn Churchill, Carolina Bocos, Wendy Marsh, Howard Marsh, Robina Cupitt Claire Robinson (Curator Gladstone Region Art Gallery and Museum), Belinda Lynch (Gallery and Museum Education and Engagement Officer), Rebecca Creedy (GRC Community Development Officer)
1.2. Apologies	Ayako Carrick, Gay Sirriss, Barry Meiring (GRC Manager Tondoon Botanical Gardens), Cr Desley O'Grady,
1.3. Guests	Mayumi Rey du Boissieu, Cameron Walker

2. Declaration of Conflict of Interest

2.1 Committee members to disclose	Nil
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3. Confirmation of Minutes

3.1 Minutes of September	Moved: Cr Glenn Churchill Seconded: Bev Fellows
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4. Presentations

4.1 Presentations	Nil
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5. Committee Correspondence

5.1 Incoming	Nil
5.2 Outgoing	<ul style="list-style-type: none">Emails to new committee nominees for 2024 and meet and greets coordinated

6. Standing Business Items

6.1 Tondoon Garden Projects and updates	<ul style="list-style-type: none">Bamboo Tipping Water Feature (shishi-odoshi) to be made by Michael Eberle (owner of Simply Japanese Bonsai) for the Japanese Tea House Gardens. Michael confirmed with Barry it is possible to make the feature to the design and specifications provided. Barry to follow up with Michael for an estimate of costs and invoice prior to end of financial year.A hand built tsukubai, fully sealed and plumbed for water, was presented as a surprise gift from Michael Eberle to the committee at the Multicultural Festival in August 2022. The committee thank Michael for this welcome addition and would like to have a plaque created to honour his donation and thoughtful gesture. Rebecca to order plaque when Barry provides dimensions. The committee met at the Tondoon Gardens and identified the location for the Tsukubai and the shishi-odoshi- one being at the entrance to the gardens and the other to be placed in the water in the lower pond.Barry is liaising with the Gladstone Area Water Board to explore native fish being released into the pond at the Japanese Tea House Gardens. Barry is also looking into the removal of the lilies from the shallow end of the pond to allow for better views of the fish in the future, and a tidier appearance overall. Awaiting further response from GAWB and decision to be made on which budget this project would best come from (Tondoon Gardens or Sister City).The committee would like Barry to investigate the requirements to be listed as an authentic Japanese Tea House Garden in Australia and if they can support this in any way. Barry noted that climate can be a challenge in Gladstone, however he is always open to ideas.
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	<ul style="list-style-type: none">• The committee and Barry would like to have new signage installed at Tondoon to direct visitors to the Japanese Tea House Gardens and explain the intent of the gardens. It was discussed the sign should tell the story of the Japanese Tea House Gardens to attract and educate people and include a picture. Committee to work on the wording for Barry to approve.• Yukiko and Chris have drafted an EOI for a Japanese artist to create a commemorative art piece for the anniversary celebration (in English and Japanese). GRC legal team advised a formal EOI needs to be written up by Curator of the Art Gallery following the process within the Public Art Policy, taking into consideration location, insurance and who will be the asset owner/ manager. This needs to be discussed with the newly appointed Curator. Barry has advised there are 2 tree stumps in the Japanese Tea House Gardens that could be sculpted.• Barry advised that the Japanese Tea House Garden area will be more accessible now with more lighting available. There is enough power to the Tea House for lighting that would make it a suitable small event venue.
6.2 Youth Engagement- Art and Science of Shorebird Book package	<p>All gift packs have been delivered to the region's high schools.</p> <p>Ayako has offered to translate the book into Japanese for sharing with Saiki City, Allan Briggs of Birdlife Capricornia is happy for this to happen.</p>
7. Outstanding Business Items	
7.1. Website updates	<p>Rebecca has finalised website update requests and submitted to Brand and Communications Team, including:</p> <ul style="list-style-type: none">• Committee member profiles• Rotating monthly carousel of photographs of past events and celebrations

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- A section for community comment/ feedback/ questions to the committee (specifically stating that all comments will be responded to following the next committee meeting)
- Current initiatives/ calendar of events
- Reformatting the page layout with main headings and drop-down boxes for easier navigation

Any remaining profiles to be sent to Rebecca for inclusion.

8. Other Business Items

8.1 Interschool Exchanges

Chris has contacted the new Saiki Board of Education contact, Keiko Murai, to discuss the possibility of recommencing the High School exchange program. No response received as yet.

Chris will reach out to Principal Kazu Watanabe (contact details received through Russell and Julie Charles) to discuss with him the possibility of commencing high school exchanges again in the near future.

8.2 Sport and Culture Exchanges

Maureen raised the idea of Sport and Culture Exchanges to promote events in Gladstone and invite residents of Saiki to visit. In particular, the Boyne Tannum Hook Up (fishing), golf and cycling are three sports popular in both cities. The committee's role in this would be obtaining contact information and facilitating a conversation between the groups in Australia and Japan to start the discussion about exchange opportunities. Cr Churchill advised this would be an international point of contact that could sit on the Saiki webpage. The committee is to research local sporting groups and create a contact list to propose the idea. An email would need to be written in Japanese to Saiki City Office first proposing the idea.

8.3 Youth Engagement- online gaming competition

Aaron has confirmed the equipment is working and has set up a user account on behalf of the Saiki Committee. He has proposed the gaming structure to the group and the next step will be finding a suitable location. Ultimately, the committee would like to launch the event and then hand it over to the right group of people/ youths to carry it on.

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8.4 Donation of Kimono from Cathy Corones

Cathy Corones has spoken with Carolina as she wishes to donate a Kimono from one of her visits to Saiki to the Gladstone Regional Council. Wendy has advised the Kimono will go to Gladstone Regional Art Gallery and Museum for proper storage and safekeeping, this can be done through contacting the Saiki Committee Secretariat. Cathy will contact Rebecca once she has located the kimono from her storage and is ready to make the donation.

8.5 January committee planning meeting

The committee have decided to meet in January for a planning meeting. The date will be Thursday 18th January 4.45pm at the Philip Street Communities and Families Precinct.

At the meeting, the committee can discuss the calendar of events for 2024, form working groups for events and initiatives and decide on any specific committee roles. Signage proposals for Tondoon Gardens also to be discussed.

9. Close of Meeting

9.1 Meeting closed at 5.30pm

Next meeting will be held on Thursday 18th January 2024, 4.45pm at the Philip Street Communities and Families Precinct. This will be a committee planning meeting.

2023 Calendar of Project Actions

Actions	Person responsible	Progress to Date
Discuss potential Artist from Saiki being commissioned to uptake a sculptor for the Japanese's Tea Garden with the General Manager Community Development and Events and write report to Council.	Barry Meiring/ Curator of Art Gallery & Museum	On Hold
Discuss potential Bonsai presenter to be keynote person attending a future Bonsai exhibition at the botanic gardens with General Manager Community Development and Events and write report to Council.	Barry Meiring	On Hold
Barry proposed he could purchase on behalf of the committee, a second-hand book by influential Bonsai Artist John Naka, to be housed in the library at the Tondoon Gardens. Barry to keep an eye out	Barry Meiring	In progress

for a second-hand copy of the book as they are hard to come by.		
Rebecca liaising with Municipal Band and GRC Multimedia Officer to coordinate a time for audio and visual recording of “Plaza in Saiki” composed music. Awaiting confirmation of suitable time.	Rebecca Creedy	Awaiting response
Committee to complete profiles for website Saiki Page	All committee members	In progress
Updates and improvements to be made to Sister City Webpage on GRC Website	Rebecca Creedy	Request finalised- awaiting Website Officer to action
Purchase of bamboo tipping water feature for the Japanese Tea House Gardens	Barry Meiring	In progress
Purchase of the Art and Science of Shorebird Book to form the basis of a gift pack to be distributed to local high schools with accompanying curriculum	Rebecca Creedy	Completed
Creation and distribution of gift packs for regional high schools to promote the sister city relationship and the Art and Science of Shorebirds book	All committee members	Completed
Committee to host stall at Flourish Festival with origami, kendama and kimonos to try on	All committee members	Completed
Saiki Children’s Book Exchange	Rebecca Creedy	Completed
Committee to host Pokémon inspired stall at Popcon Event	All committee members	Completed
Explore the option of colourful native fish being added to the Japanese Tea House Garden Pond	Barry Meiring	In progress

Confirmed 2023 Committee Meeting Dates

The Gladstone Saiki Sister Advisory Committee meetings are held on the 3rd Thursday of each month from February – 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 2023

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

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18 th Planning meeting	15th	21st	18th	16th	20th
July	August	September	October	November	December
18th	15th	19th	17th	21st (AGM)	No Meeting