

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Special Meeting: Saiki Shorebird unveiling- event planning

Date: 03/03/2022

Time: 4.45pm – 6pm

MEETING MINUTES

1. Committee Acknowledgments

1.1. Attendees	Wendy Marsh, Howard Marsh, Yukiko Moore, Chris Moore, Bev Fellows, Maureen Mason, Robina Cupitt, Cr Glenn Churchill, Dianna Paddick (Cultural Projects Specialist, Gladstone Regional Art Gallery & Museum) Rebecca Creedy (GRC Community Development Officer)
1.2. Apologies	Cr Desley O'Grady, Gay Sirriss, Barry Meiring (GRC Manager Tondoon Botanical Gardens)
1.3. Guests	Aaron Yea (2021 Youth Council Representative)

2. Launch event action items

2.1 Equipment Hire	20 chairs, 2 trestle tables with table covers and 'photography in progress' A-frame have been hired through Gladstone Entertainment and Convention Centre. A projector screen has been hired through Gladstone Library and microphone/ PA system through Tondoon Gardens. A lectern can be carried downstairs from Civic Centre Boardroom. Rebecca will collect all items on the day of event.
2.2 Catering	<p>Maureen has liaised with local traders on 101 Goondoon Street and organised for sandwiches to be made by Cotton Mill Café and Asian dishes by Thai Basement. Final numbers to be confirmed closer to the day. Cotton Mill will have sandwiches ready earlier in the day and deliver to 101 Goondoon Street for storage. Thai Basement will deliver direct to event by 4.30pm.</p> <p>Rebecca to purchase a selection of single-serve drinks for the evening and organise ice buckets. Napkins also to be purchased and tongs available from 101 Goondoon Street kitchen.</p>
2.3 Invitations and marketing	Digital invitations and marketing collateral completed by Communication and Marketing Team. The committee wish to pass on thanks for the professional documents created.
2.4 Entertainment	Wendy and Howard have confirmed Ms Allison Hutton will perform at the event from 4.20pm as guests arrive. MC will introduce her final

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	music piece at 4.15pm for all to listen to before the speeches commence. Wendy to confirm song titles and provide to MC Cr Churchill.
2.5 Lighting up Civic Centre red	Simon Mai has confirmed the Civic Centre will be lit up red for the occasion and has scheduled into his calendar.
2.6 Raising Saiki Flag	Dianna to liaise with Lyn at the Art Gallery to see if she is aware of any flag protocols before the committee raise the Saiki Flag for the event. If it is suitable to be raised, Rebecca to discuss with customer solutions team who raise and lower the flags each day.
2.7 Accommodation for Allan Briggs	Accommodation has been confirmed and the committee would like to ensure this includes breakfast. Rebecca to adjust booking to include breakfast. The committee also discussed that a gift for Allan to be presented from the Mayor would be very appropriate, Rebecca to coordinate and liaise with Art Gallery for suggestions.
2.8 Art workshop requirements	Rebecca has passed along workshop requirements for Allan and Margaret to Dianna. Committee members are not needed to assist with the workshop as Dianna will be there herself to assist.
2.9 Saiki Children's Artwork	Dianna has done a test run of the Saiki Children's Art Display and will be able to have 15 portrait orientated artworks displayed at the event. The committee is very grateful for this addition.
2.10 Invitee list	Rebecca has collated an invitee list from committee suggestions. Rebecca to ensure all local industry is included on the list along with Gladstone Area Promotion and Development Ltd and distribute with email containing a summary of the event and the significance of the artwork.
2.11 Welcome to Country	Gay will perform the Welcome to Country for this event

3. Other urgent business

3.1 Photograph at Tondoon Gardens	Committee members are invited to have their photograph taken with the bonsai they purchased last year from Bonsai Artist Hugh Grant. Hugh will be present at the Tondoon Gardens for Parks Week. Anyone who would like to be involved please meet at the Japanese Tea House Gardens on Sunday 13 th March 11.30am.
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3.2 Mayor's Youth Breakfast

The annual Mayor's Youth Breakfast will take place on Friday 1st April 2022, where the committee president usually attends to present the Mayor with a selection of children's book to exchange with Saiki City. Wendy has advised she is unable to attend this day and invited another committee member to take her place. Bev expressed interest in attending and the committee was in agreeance.

4. Close of Meeting

4.1 Meeting closed at 6pm

The Saiki Shorebird unveiling event will be in lieu of the next scheduled committee meeting on Thursday 17 March

2022 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 for a second-hand copy of the book as they are hard to come by.	Barry Meiring	In progress
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

Confirmed 2022 Committee Meeting Dates

The Gladstone Saiki Sister Advisory Committee meetings are held on the 3rd Thursday of each month except for December.

The venue for these meetings is the Philip Street Communities and Families Precinct Gladstone, unless otherwise changed by Committee vote.

Time held: 4:45pm - 6pm 2022

January	February	March	April	May	June
20th	17th	3 rd Special Meeting 17 th Shorebird Artwork Launch Event in lieu of meeting	21st	19th	16th
July	August	September	October	November	December
21st	18th	15th	20th	17 th (AGM)	No Meeting Proposed