

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Philip Street Communities and Families Precinct

Date: 18/11/2021

Time: 4.45pm – 5.14pm

MEETING MINUTES

1. Committee Acknowledgments

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

2. Confirmation of Minutes

2.1 Minutes of 21 October 2021	<p>Previous meeting minutes moved: Cr Glenn Churchill</p> <p>Seconded: Maureen Mason</p> <p>Minutes adopted</p>
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3. Presentations

3.1 Presentations	Nil
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4. Declaration of Conflict of Interest

4.1 Committee members to disclose	Nil
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5. Committee Correspondence

5.1 Incoming	Research participation opportunity with Royal Melbourne Institute of Technology, invoice from Margaret Worthington for Shorebird Artwork Project
5.2 Outgoing	Nil

6. Standing Business Items

6.1 Website updates	<p>Website update request sent to Dee Dalton 23.9.21 requesting</p> <ul style="list-style-type: none">• Committee member profiles• Rotating monthly carousel of photographs of past events and celebrations• A section for community comment/ feedback/ questions to the committee (specifically stating that all comments will be responded to following the next committee meeting)• To share the 25th anniversary of the signing of declaration video on the website
6.2 Bamboo tipping water feature	<p>Barry has provided Michael Eberle (owner/ operator of Simply Japanese Bonsai) a photograph of a bamboo tipping water feature that the committee would prefer, and Michael has confirmed it is possible for him to make and design to our specifications.</p> <p>Barry to coordinate internally with his team and the safety team regarding installation of water feature.</p> <p>The committee has provided dimensions to Barry, the diameter of the pot should be no more than 900mm. Rebecca has emailed Barry for an update on this project. Can the committee do a half-hour onsite walk to discuss, for those available?</p>
6.3 Shorebird Street Art by Margaret Worthington	Gladstone Regional Council Manager of Arts and Entertainment, Kim Marxsen, liaised with Margaret Worthington and determined the project could progress without a formal Copyright License being

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entered in to, in this instance. Kim will continue working on the public art policy to achieve a balance between good governance and acknowledgement of artists requirements.

On Friday 12 November, the Shorebird Artwork and plaque were installed on the front of the Council Civic Centre, 101 Goondoon Street.

Yukiko met with Margaret to translate the plaque into Japanese. The committee thank Yukiko for her contribution and giving up her time to do this.

Margaret has provided an invoice for the work, also including the price to design and supply text in A4 format for Japanese translation. The committee feel this is an important part of sharing the artwork with Saiki and are happy to approve the additional cost. The committee would also like to approve, conditional of Margaret's agreeance, to have the translation printed on to another plaque (supplied by the same printing company) to be erected next to the plaque currently installed. This would allow any Japanese visitors to understand the importance of the artwork and the sister city relationship. Maureen and Rebecca to liaise with Margaret and finalise the invoice for Rebecca to process payment.

A request was sent to the Council Brand and Communication Team to update the Saiki Page on the GRC website with information on the project, as approved by Margaret. The QR code on the plaque links directly to the Saiki Page.

A launch event for the official unveiling of the artwork to be organised for March 2022. Rebecca to liaise with Margaret, Mayor Burnett, Councillors and GRC Multimedia Officer for a suitable date. Maureen will discuss with Author of the shorebird book, Alan Briggs, who has offered to do a presentation at the event. The Multimedia Officer could record the event for sharing with Saiki.

6.4 Research project with Royal Melbourne Institute of Technology

The Royal Melbourne Institute of Technology are looking for Councils with Japanese Sister Cities to contribute towards a research project focused on building sustainable and resilient communities. While the work of the Saiki Committee in Gladstone might not align with the focus of the research, Rebecca to advise them of the Shorebird Artwork Project, should this be applicable to the 'innovate practices that contributes to international collaboration' section.

7. Outstanding Business Items

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7.1. Japanese Sculptures, Signage and Plaque at Tondoon Gardens

Suggested new sign at the Tondoon Botanic Gardens and Café, Library Square and Airport to advise guests of the Sister City Relationship. Barry to advise regarding Tondoon Gardens.

Yukiko and Chris have drafted EOI for Japanese artist to create a commemorative art piece for the anniversary celebration (in English and Japanese). Rebecca has sent to GRC legal team who advised a formal EOI to be written up 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. Awaiting appointment of Curator to undertake this project.

8. Other Business Items

8.1 Australian Bonsai Convention 2023

Barry has advised that the World Bonsai Convention in Perth scheduled for this year has now been postponed until October 2022. The Australian Bonsai Association has expressed strong interest in Gladstone hosting the 2023 convention. Barry would like to explore a Bonsai Artist from Saiki attending, aligning the convention with the opening of the Bonsai House.

8.2 Flourish Event

Awaiting advice from Integreat Queensland if this event is going ahead in April 2022.

8.3 Meeting dates for 2022

The Saiki Committee (following committee appointment and Council adoption) will meet the third Thursday of each month commencing in January 2022 and excluding December 2022, 4.45pm at the Philip Street Communities and Families Precinct, Ngallil Building.

9. Close of Meeting

9.1 Meeting closed at 5.14pm.

Next meeting will be held at the Philip Street Communities and Families Precinct on 20th January 2022.

2021 Calendar of Project Actions

Actions	Person responsible	Progress to Date
Design presentation to be communicated to Rotary Interact Clubs to encourage youth involvement. Due to COVID-19 the presentation has been converted into a PDF format to be added onto the website.	Howard Marsh	Completed
PDF presentation to be forwarded to Brands and Comms for review and then to be added onto the website.	Bianca Michell	Completed
Committee to look at other virtual exchange options- Advice given	Jen McGuire	Resolved
Explore options for having a performance on the stage at next year's multi-cultural festival.	To be reassigned	
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	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
Draft social media plan	Jen McGuire	Completed
Social Media, Communication and photographic requests to be submitted as formal service requests through Secretariat.	Committee	Resolved
Rebecca to follow up regarding short film to send to Saiki created by external organisation	Rebecca Creedy	Completed
Maureen to request collateral for Cycle event. Secretariat to then share with Community Development networks	Maureen Mason/ Secretariat	On Hold
Create a generic information pack about where Saiki is and how to get there etc.	To be reallocated	
Maureen to obtain photos from the Art Gallery and provide committee with what is currently on the Saiki webpage.	Maureen Mason	In progress
Review Saiki Sister City signs into Gladstone. Council to advise on best course of action. Confirmed that committee is welcome to suggest sign designs for the GRC graphic design team to review.	Committee	Completed
New Year card and messages: <ul style="list-style-type: none"> - Mayor Burnett to Saiki City Mayor Tanaka - GRC to Saiki City Council - Saiki Sister City Committee to Saiki City Mayor 	Liaise with Art Gallery	Completed
Jennifer to send Boyne Tannum Hook Up Strategy to Secretariat for distribution upon committee's approval.	Jennifer McGuire/ Secretariat	Completed
Saiki Sister City letter – letter to invite residents to enter the BTHU was completed and translated by	Jennifer McGuire	Completed

Yuki. However, has not been used due to COVID-19.		
School Exchange. To confirm with the Board of Education in Saiki City if the exchange program will be going ahead.	Christopher Moore	Cancelled
Saiki Images and Saiki Children's Week. Wendy to contact the Art Gallery to investigate the possibility of communicating with local schools to promote these activities online. Confirmed with GRAGAM that Children's Day kits were created and sent out.	Wendy Marsh	Completed
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
Maureen confirmed with Toolooa State High School that the Japanese drums at the school do not belong to Saiki Committee. The previous drums were damaged, and the school purchased new drums.	Maureen Mason	Completed
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 to contact Toolooa High School regarding their Instrumental Band also receiving the music for future performance opportunities.	Rebecca Creedy	In progress
Three Japanese Children's Books from previous book exchange to be rotated throughout primary schools. Maureen has given to Robina Cuppitt for sharing with Japanese class students to commence rotation.	Maureen Mason/ Robina Cuppitt	Completed
Purchase of potted Hakea Teretifolia Bonsai from Hugh Grant (Tree Makers) confirmed June 2021. Barry to liaise regarding delivery to Tondoon Gardens, to be housed in Bonsai House with appropriate plaque.	Barry Meiring	In Progress

Confirmed 2021 Committee Meeting Dates

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

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 2021

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