

# GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Philip Street Communities and Families Precinct

**Date:** 21/10/2021

**Time:** 4.45pm – 6.00pm

## MEETING MINUTES

### 1. Committee Acknowledgments

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

### 2. Confirmation of Minutes

2.1 Minutes of 19 September 2021	<p>Previous meeting minutes moved: Bev Fellows</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

Email from Saiki City Office advising they have watched the video and enclosing photographs of their exhibit to celebrate the 25<sup>th</sup> anniversary, email from Saiki City Office to Dianna Paddick enclosing 15 Saiki City Award Winning Works for the 2021 'Saiki Children's Art' exhibition, Sister Cities Australia Newsletter, Email from Dianna Paddick containing favourable feedback from RADF committee regarding shorebird artwork proposal

#### 5.2 Outgoing

Request for Gladstone Library to stock 'The Art and Science of Shorebirds' book

### 6. Standing Business Items

#### 6.1 Website updates

Website update request sent to Dee Dalton 23.9.21 requesting

- 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 25<sup>th</sup> anniversary of the signing of declaration video on the website

#### 6.2 Bamboo tipping water feature

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.

Barry to coordinate internally with his team and the safety team regarding installation of water feature.

The committee has provided dimensions to Barry, the diameter of the pot should be no more than 900mm. Rebecca has emailed Barry for

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an update on this project. Can the committee do a half-hour onsite walk to discuss, for those available?

### 6.3 Shorebird Street Art by Margaret Worthington

Maureen has continued liaising with local artist Margaret Worthington regarding the shorebird artwork and plaque that explains the relationship between Saiki and Gladstone. Maureen has suggested that we should have the plaque translated into Japanese when sharing with Saiki, Yukiko is happy to assist.

The committee have unanimously voted to have the project paid for from the Saiki Budget

Positive feedback was received from the RADF Committee on the project, approval obtained from Council building asset owner Neels Kloppers, consultation with Workplace Health and Safety was undertaken, conditions for installation were supplied from Structural Engineering (CSR 661522), Legal Team have created the Copyright License Agreement for Margaret to sign.

Margaret does not wish to sign the copyright license agreement and feels it is unnecessary given the scope of the project, and copyright is universal practice. The risk associated with this moving forward means seeking permission each time the artwork is photographed/ shared. Payment may also be requested depending on the scope of the request. The committee would prefer a document of some sort in place to manage these risks, as they may photograph and celebrate the artwork with Saiki and visitors on a regular basis.

The committee have requested that the agreement is looked over again by Council's Legal Team as it appears to be very generic and not personalised to the artist. Can it be more industry relevant? Margaret has provided links to Australian Copyright Council that could be useful to the Legal Team. An improved agreement could improve future interactions between Council and Artists. Cr Churchill has offered to attend a meeting between a Legal Officer and Manager Engagement Partnerships to discuss improvements.

Maureen has requested if an informal document can be drawn up to cover incidentals and to please consider Margaret's advice. This decision is now sitting with Manager Engagement and Partnerships to consider course of action.

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### 7. Outstanding Business Items

#### 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 Expressions of Interest for committee membership

Expressions of Interest (EOI) to join to the 2022 Saiki Sister City Advisory Committee have now closed.

#### 8.3 Flourish Event

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

#### 8.4 Annual General Meeting

Rebecca has invited the Mayor and Councillors to the AGM on 18th November. Invitations have also been sent to members for Gladstone, Integreat Queensland and the Gladstone Multicultural Association Inc. Wendy has confirmed she will be preparing a President's Report. The AGM will take place in the Maxine Brushe Meeting Place at Philip Street Communities and Families Precinct as the venue. Rebecca to organise catering.

### 9. Close of Meeting

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9.1 Meeting closed at  
6.05pm.

Next meeting and AGM will be held at the Philip Street Communities and Families Precinct on 18<sup>th</sup> November 2021, in the Maxine Brushe Meeting Place.

## 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"> <li>- Mayor Burnett to Saiki City Mayor Tanaka</li> <li>- GRC to Saiki City Council</li> <li>- Saiki Sister City Committee to Saiki City Mayor</li> </ul>	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 <sup>st</sup>	18th	18th	15th	20th	17th
July	August	September	October	November	December
15th	19th	16th	21st	18 <sup>th</sup> (AGM)	No Meeting Proposed