

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

142 Goondoon St Community Engagement Centre

Date: 16/07/2020

Time: 4.45pm – 5.55pm

MEETING MINUTES

1. Committee Acknowledgments

1.1. Attendees

Wendy Marsh, Howard Marsh, Chris Moore, Maureen Mason, Bianca Michell, Jennifer McGuire, Cr Desley O'Grady, Bev Fellows, Michelle Lowry (Community Development Officer).

1.2. Apologies

Yukio More, Cr Glen Churchill, Tinoda Pfidze

1.3. Guests

Nil

2. Presentations

2.1 NIL

Nil

3. Confirmation of Minutes

3.1 Minutes of 26th July 2020

Previous meeting minutes moved: Wendy Marsh

Seconded: Jenny McGuire

Minutes adopted

4. President's Report

4.1 President's Report

Nil

5. Committee Correspondence

5.1. Incoming

Social Media Content and Virtual Exchange Program – Jenny McGuire

Letter advising change of contact person at Saiki City Office (attached to agenda) New contact person Hiroyuki Sato

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5.2 Outgoing

Outgoing email from Bianca to advise receipt of change of details from Hiroyuki Sato Saiki City Office

6. Declaration of Conflict of Interest

6.1. Committee members to disclose

Nil

6.2. School Exchange Program

- Jen to revise current virtual exchange - Nothing to report at July Meeting on this agenda.
- Jen advised that she would review current virtual exchange program proposal and make changes accordingly based on committee feedback.
- Privacy concerns raised around Facebook youth page due to target audience being under legal age in both countries.

6.3. Social Media

- Draft social media plan aims to have a scheduled social media post every two weeks.
- Saiki Sister City Committee to review Jen's draft social media plan and provide feedback if required.
- Committee members to film videos for Saiki Sister City for social media. Cr Churchill addresses points surrounding the filming of personal videos – to ensure that the messages being communicated are in line with GRC's strategy.
- Images to be sent to Community Development team to align with social media posts.
- Photos are on council cloud which Desley took while in Japan. Cr Desley O'Grady to show Michelle and Bianca where they are saved.
- Wanting to source historical photos.

6.4. Saiki Sister City signs into Gladstone.

- Wendy Marsh and Jen McGuire presented committee with proposed Saiki Sister City sign designs to review.
- Committee reviewed signs are agreed to proceed with example number 5.
- Community Development team to pass onto Brands and Coms for review and consideration.
- Suggested changes: to make the sign wording larger and remove some wording to make it easier to read.
- Final design discretion will be up to the Council's graphic

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design team.

6.5. New Saiki Sister City Sign

- Suggested new sign at the Tondoon Botanic Gardens to advise guests of the Japanese Garden.
- Suggested additional signs placed around town to reflect Saiki Sister City and directions to Japanese Garden at Botanical Gardens.
- Recommended locations include the Information Centre and other tourist spots around town to reflect Saiki Sister City.

6.6. Budget

- Discussed 2020/2021 budget allocations. Cr Desley O'Grady to confirm budget amount once it has been finalised.
- Investigate if adversary committee has any budget allocations to put towards sculptures to be placed in Japanese Garden area of Botanic Gardens
- Michelle to investigate if Barry from Botanic Gardens has any budget allocated to sculptures.

6.7. Japanese Drums

- Maureen has located Drums and will coordinate with Toolooa State High School and GECC to source a new home for them.

6.8. GRAGAM

- Committee requested to have a representative from the Gladstone Region Art Gallery to attend future Saiki Sister Committee meetings.

7. Standing Business Items

7.1. Outstanding business items

8.5 Update website information. – Items to be reviewed

10. Other Business

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10.1 Other Business Items

- Any future correspondence with Saiki to be communicated in both Japanese and English.
- Chris advised Yukiko can translate
- Committee agreed for all correspondence to be advised in both Japanese and English in case Yukiko moves on from committee in future.
- All correspondence to go through Council from committee for records

11. Close of Meeting

11.1 Meeting closed at 6:06pm. Confirmation of next committee meeting date is the 20th August 2020.

2019 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.	Jen McGuire	16/07/2020
Explore options for having a performance on the stage at next year's multi-cultural festival.	Committee	01/04/2021
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
Send any items to update the website to Brand and Communications	Committee	
Erickson to follow up regarding short film to send to Saiki	Erickson Noakes	
Maureen to request collateral for Cycle event. Secretariat to then share with Community Development networks	Maureen Mason/ Secretariat	
Liz to create a generic information pack about where Saiki is and how to get there etc.	To be reallocated	
Maureen to follow up on location and condition of Japanese drums for use at potential upcoming events. Currently being held at Toolooa State High School. Maureen confirmed that GRAGAM are happy to hold the drums.	Maureen Mason	Completed
Cr Churchill to confirm the condition of the Japanese Drums.	Cr Churchill	Completed
Maureen to obtain photos from the Art Gallery and provide committee with what is currently on the Saiki webpage.	Maureen Mason	
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	
New Year card and messages: - Mayor Burnett to Saiki City Mayor Tanaka - GRC to Saiki City Council	Liaise with Art Gallery	Completed

- Saiki Sister City Committee to Saiki City Mayor		
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 Yuki. However, has not been used due to COVID-19.	Jennifer McGuire	Completed
School Exchange. To confirm with the Board of Education in Saiki City if the exchange program will be going ahead.	Christopher Moore	Cancelled
Organise letter to Mayor of Saiki City	Bianca Michell	Completed
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

Confirmed 2020 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 Community Engagement Centre (CEC) Conference Room at 142 Goondoon Street, Gladstone unless otherwise changed by Committee vote.

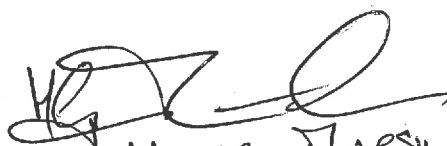
At present, until further notice, Meetings will be conducted through Skype.

Time held: 4:45pm - 6pm

January	February	March	April	May	June
No Meeting Proposed	20th	Cancelled	23rd	21st	18th
July	August	September	October	November	December
16th	20th	17th	15th	19th	No Meeting Proposed



JENNIFER MCGUIRE
20-08-2020



HOWARD MARSH
20.8.2020