

GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE

Philip Street Communities and Families Precinct

Date: 20/07/2023

Time: 4.45pm – 6.00pm

MEETING MINUTES

1. Committee Acknowledgments

1.1. Attendees	Wendy Marsh, Howard Marsh, Robina Cupitt, Jaclyn Iwasaka, Ayako Carrick, Bev Fellows, Carolina Bocos, Aaron Yea, Rebecca Creedy (GRC Community Development Officer)
1.2. Apologies	Yukiko Moore, Maureen Mason, Chris Moore, Gay Sirriss, Cr Glenn Churchill, Cr Desley O'Grady, Barry Meiring (GRC Manager Tondoon Botanical Gardens) Kim Marxsen (Manager Arts and Entertainment), Claire Robinson (Curator Gladstone Region Art Gallery and Museum)
1.3. Guests	Mayumi Rey du Boissieu, Melissa Peacock (Regional Arts Officer, CQU), Julie & Russell Charles (Previous committee members), Paul Hamlet (Japanese Teacher, Chanel College)

2. Confirmation of Minutes

2.1 Minutes of April	Moved: Wendy Marsh Seconded: Aaron Yea
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3. Presentations

3.1 Presentations	Melissa Peacock shared information on the 'Habits for Habitat' project where local students are an author and illustrator of an environmental story book, looking at endangered species from around the Gladstone Region. 150 books will be published from St Johns, Yarwun and Boyne Island Primary Schools. Melissa has proposed that some of these books be shared with students in our Sister City, the children could then be considered international authors! The committee would love to be involved in this, also proposing that we could share the books in both English and Japanese languages.
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Julie and Russell Charles shared photographs with the committee from their recent travel to Saiki City including Jonan and Tsuruya High Schools that participate in the high school exchange with Gladstone. The schools are very enthusiastic to recommence an exchange with Gladstone. Principal Watanabe of Tsuruya Highschool created a video message for Tannum High School at their recent celebrations, welcoming an exchange. Russell and Julie shared the video with the committee and requested that it be shared with Mayor Burnett.

4. Declaration of Conflict of Interest

4.1 Committee members to disclose

Nil

5. Committee Correspondence

5.1 Outgoing

- Request to GRAGM to use kimonos for upcoming Flourish Festival on 22.7.23
- Email to GECC to hire equipment required for Flourish Festival (6x3 marquee, 2 fold-up tables, 4 sandbags, 8 plastic chairs, table covers)
- Email from Office of the Mayor to Saiki City Office inviting a Mayoral visit from 29 October – 2 November
- Email to Allan Briggs explaining intention of the translation of the Art and Science of Shorebird

5.2 Incoming

- Invitation to attend Sister Cities Australia 2023 National Conference (October – Wyndham City)
- Invitation to attend RMIT University Report Launch – Australia-Japan Local Government Collaboration: Enriching Communities Through International Engagement (Aug - Melbourne)
- Email from Cr Churchill requesting the committee consider becoming members of Sister City Australia

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6. Standing Business Items

6.1 Website updates

Rebecca has finalised website update requests and submitted to Brand and Communications Team, including:

- 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)
- 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.

6.2 Tondoon Garden Projects and updates

- 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).

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	<ul style="list-style-type: none">• 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.• 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.• Barry invited the committee to join him at the Tondoon Gardens for World Bonsai Day on Saturday 13 May which will include a bonsai display and photo opportunity with the Committee, also on Sunday 14 May the committee are welcome to attend the bonsai trimming session if interested.
6.3 Youth Engagement- Art and Science of Shorebird Book package	<p>Gift packs have been delivered to the region's high schools, with just Agnes Water and Miriam Vale remaining to be delivered.</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>

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7. Outstanding Business Items

7.1. Intercity exchanges

Mayor Burnett has advised he is available early November for Saiki City to attend Gladstone Region for a mayoral exchange. The invitation has been sent to Saiki City Office, awaiting their response.

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. Chris to update on any response received.

Russell and Julie Charles have advised that principal Kazu Watanabe would be a great contact to facilitate the exchanges. Rebecca to provide Chris and Robina with his email address.

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. Cr O'Grady mentioned that anything we promote needs to be translated to Japanese. Further consideration to be given to the idea.

8.3 Youth Engagement- online gaming competition

Equipment has been purchased for the online gaming competition and Aaron has provided an overview of the competition structure. Aaron will organise a time to set the equipment up, Howard has offered his support. Rebecca to organise a suitable time.

8.5 Donation of Kimono from Cathy Coronas

Cathy Coronas 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. The committee would like to ensure a plaque is created to honour the donation. Rebecca to make contact with Cathy to coordinate the donation.

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8.6 Flourish Festival- Saturday 22 July 2023

Flourish Festival will be held at the Gladstone Marina Parklands on Saturday 22 July. The committee will offer origami and pinwheel making craft at the stall.

Rebecca has organised to collect the kimonos from GRAGM and use the polaroid camera for people who try them on to take a photo home as a souvenir. Equipment has been organised for the stall including a 6x3 marquee, sandbags, 2 x trestle tables and 8 chairs

Howard, Wendy and Rebecca are available for the entire event, committee members are welcome to volunteer at any time if they are available.

8.7 Mayor's Youth Breakfast

The Mayor's Youth Breakfast will take place on Tuesday 8th August. Wendy has offered to attend on behalf of the Saiki Committee and present the mayor with the books for the Saiki-Gladstone children's book exchange. Rebecca to provide Wendy with event times and details.

9. Close of Meeting

9.1 Meeting closed at 6.05pm

Next meeting will be held on Thursday 17th August 2023, 4.45pm at the Philip Street Communities and Families Precinct

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	Barry Meiring	In progress

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.		
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	In progress
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	In progress
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 Proposed