

PRESENT

Members:

Bruce Hardy – Chairman
Brian Peel
Mitch McKay
Patricia Johnson
Graeme Cook

Other Attendees:

Stewart Todd – Group Manager Governance & Executive Services
Jenny Mead – Corporate Events Coordinator

The meeting opened at 4.36pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered by the Chairman Bruce Hardy.

02 APOLOGIES

CONSENSUS:

That the apologies received from Louise Gibbs, Chantelle Dagger, Noel Hoffman and Deb Hoffman be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister City Sub-Committee Meeting held on 18 April 2012 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 12.01 Gift for Handa:

The Chairman advised the Committee that he had meet with the photographer of the photo selected. Decision made to purchase a canvas print directly from the photographer. Plaque to be attached to print yet to be arranged. Cost of purchase \$215.00. 4 glass plates have also been ordered from local artist Jan Gowen at a cost of \$80.00 each. 3 of the 4 plates to be in scripted by artist. Chairman to confirm with artist. Theme will be buildings for 2012 gifts. Invoice for canvas print tabled at meeting.

Item 12.03 Power Point Presentation:

Power point presentation displayed during meeting. No further action required.

CONSENSUS:

1. Chairman to liaise with artist regarding inscription on 3 or the 4 glass plates ordered.
 2. Jenny to arrange payment of invoices
 3. Plaque inscription to be determined at a later date.
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06 PROPOSED STUDY GROUP FOR 2012

CONSENSUS:

That the Committee note the advice received from Handa Higashi Senior High School regarding the names of the teachers and PTA representative travelling with the students as part of the Study Group Tour for 2012.

07 HOST SCHOOL

Jenny advised that advice has been received from St Columba Anglican School Representative that the 18 July 2012 would be the most suitable date to meet with host families. A further email has been forwarded (18/5/2012) to St Columba Anglican School Representative at Council that anytime after 5.00pm representatives from the Committee can attend the school to meet with the host families. Currently awaiting advice regarding exact venue and time to meet at the school.

CONSENSUS:

That once advice received from St Columba Anglican School representative regarding exact time and venue for the meeting the Committee will be advised.

08 FINANCE

Jenny advised that quotes have been sought and received from Billabong Wildlife Park, The Junk Boat, Holiday Coast Tours, Port City Bowling Club and Mid Pacific Hotel with bookings secured with each of these venues/businesses. A booking for 12 people has also been made with Hogs Breath Restaurant for the evening of Friday 27 July 2012.

Discussion took place regarding what entertainment could be provided at the Farewell Function to be held at Port City Bowling Club on the Tuesday evening before the group flies back to Sydney.

CONSENSUS:

1. That the Committee note the information provided at the meeting regarding the bookings made to date.
 2. That the Chairman contacts the entertainer Chris Waals to book him to provide the entertainment at the Farewell Function on Tuesday 31 July 2012.
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09 SUGGESTIONS FOR UPCOMING 2012 STUDY TOUR

The Committee worked through both the adults and students itinerary for the upcoming tour. Committee advised that the Council Chambers and Foyer unavailable for afternoon tea with the Administrator. Alternate venues discussed.

CONSENSUS:

1. That the proposed changes as discussed be made to both draft itineraries
 2. That enquiries are made with the CWA to hold the afternoon tea in their hall on Town Green and that the CWA ladies are asked to provide catering.
 3. That Bruce Hardy liaises with the Fishermans Coop to organise the fish for the pelican feeding on day of departure (Wednesday 1 August).
 4. That arrangements be put in place for a seven (7) seater vehicle to be made available to the Administrator for the tour to take place on Saturday 28 July 2012.
 5. That a caterer be engaged to provide the food for the host family bbq set down for Sunday 29 July 2012. Hamburger patties, sausages, mini dinner rolls, green salad
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- and rice salad plus cake for dessert to be the food available at this event.
6. That the draft itineraries again be presented at the next meeting for further consideration.
 7. That an update on these arrangements be provided at the next meeting.
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10 NEXT MEETING

CONSENSUS:

That the next meeting be held on Thursday 28 June 2012 commencing at 4.30pm in Council's Red Room.

11 GENERAL BUSINESS

Stewart advised that the Administrator has requested that a report to Council be prepared by the Port Macquarie-Handa Sister City Sub Committee advising the consensus of the Committee for the recommendation put forward by Council's Administrator that:-

1. The incoming Mayor of Port Macquarie Hastings Council, Council's General Manager and the current Chairman of the Handa Sister City Sub Committee (Mr Bruce Hardy) be extended the invitation to attend the Dashi Festival to be staged in Handa, Japan in October.
2. That should either the Mayor, General Manager or Chairman, as identified by the Administrator, are unable to accept the invitation, that Council's Corporate Events Coordinator Jenny Mead be extended the opportunity to attend.

Discussion took place regarding the booking of airfares.

CONSENSUS:

That Stewart Todd investigates the best flexible airfares available and provides an update to the Committee.

The meeting closed at 5.31pm.