
PRESENT

Members:

Bruce Hardy
Brian Peel
Mitch McKay
Patricia Johnson
Deborah Hoffman
Chantelle Dagger
Louise Gibbs

Other Attendees:

Jenny Mead – PMHC Corporate Events Coordinator

The meeting opened at 4.30pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Graeme Cook, Noel Hoffman and Stewart Todd be noted and accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Port Macquarie-Handa Sister-City Sub-Committee Meeting held on 24 May 2012 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 12.01 – Meeting Date 24/05/12

Gift for Handa – Chairman advised that a number of meetings have been held with artist regarding the four (4) plates being created. Inscriptions to be placed on three (3) of the four (4) plates being commissioned. Chairman to purchase relevant sized plate stands.

Item 07 – Meeting Date 24/05/12

Host School – Committee advised that Chapel at front of St Columba Anglican School has been booked for the Host Family meeting set down for 18 July 2012 commencing at 5.00pm. Jenny outlined the proposed content of the host family info bags to be distributed that night.

Item 08 – Meeting Date 24/05/12

Entertainment – Chairman confirmed that Chris Waal had been booked to conduct the entertainment at the Farewell Function to be held at Port City Bowling Club on Tuesday 31 July 2012.

Item 09 – Meeting Date 24/05/12

Pelican Feeding – Bruce to liaise closer to the date (1/8/12) with the Hastings Fish Co-op with regard to them providing fish carcasses to feed the pelicans.

Item 09 – Meeting Date 24/05/12

Afternoon Tea with the Administrator – Jenny confirmed that the CWA Rooms have been booked for the afternoon tea with the Administrator. Agreement form and quote for afternoon tea yet to be received from CWA representative. Jenny to purchase poppers and drop down the day before event.

Item 09 – Meeting Date 24/05/12

Vehicle Requirements – Committee advised that arrangements now in place for suitable vehicle to be made available for Administrator to use on Saturday 28 July 2012.

Item 09 – Meeting Date 24/05/12

Tacking Point Lions addressed the meeting and discussion took place. The Committee determined to accept the quote of \$8.00 per head to provide catering at the Host Family BBQ.

Item 11 – Meeting Date 24/05/12

Dashi Festival – Committee advised that a report was presented to the Council Meeting held 27 June 2012 concerning Item 08.06 was resolved with a slight amendment to the recommendation. It now reads “*that should either the Mayor, General Manager or*

Chairman be unable to accept the invitation, that the General Manager delegate the invitation to an appropriate staff member.”

Item 11 – Meeting Date 24/05/12

Purchase of best flexible airfares

Jenny advised that now the report on the Dashi Festival has been reported to Council. Investigations can commence into the purchase of the best flexible airfares.

Consensus:

That:

1. The Committee note the information provided at the meeting relating to the Business Arising from Previous Minutes.
2. The Chairman purchase relevant sized plate stands to accompany commissioned plates.
3. The Chairman liaises with the Hastings Fishing Co-operative regarding the Pelican Feeding closer to the date.
4. Jenny follow up on the CWA Agreement and quote for them to provide afternoon tea with the Administrator.
5. Jenny formally advise Tacking Point Lions Club of the Sub-Committee’s acceptance of their quotation to undertake the catering at the Host Family BBQ set down for Sunday 29 July 2012.
6. Jenny to make enquiries with Tacking Point Surf Club regarding an alternate venue in case of wet weather for the Host Family BBQ.
7. Jenny undertakes necessary purchases in lead up to both the afternoon tea with the Administrator and the Host Family BBQ.
8. Stewart Todd investigates the purchase of best flexible airfares to Japan.

06 PROPOSED STUDY GROUP FOR 2012

Discussion took place regarding the cultural activities proposed as part of the School Day activities on Monday 30 July 2012. Chantelle clarified that the cooking activity proposed is a joint activity with students from Japan and St Columba Anglican School Students (SCAS) cooking the Anzac Biscuits and Sushi together not one group doing the biscuits and one doing the sushi. SCAS have indicated that all ingredients required for cooking activity will be purchased by the school. Reimbursement of the costs to be provided by the Handa Sub-Committee. Unfortunately there will be no opportunity for the Host students to prepare for and perform any cultural activity at the farewell function.

CONSENSUS:

That

1. Jenny advise Handa Higashi Senior High School that all ingredients for cooking activity to be provided by SCAS and no need for them to bring with them from Japan.
2. Jenny to confirm with Handa, if visiting students are willing to perform cultural display eg; Karate or tea making ceremony at Farewell Function. If so please remind students to bring relevant uniform.

07 HOST SCHOOL

CONSENSUS:

That the recent information received from Handa Higashi Senior High School be noted.

08 FINANCE

CONSENSUS:

That

1. The Committee note the quotes received and tentative bookings made.
 2. The quotation of \$8.00 per head be accepted from the Tacking Point Lions Club to cater for the Host Family BBQ to take place on Sunday 29 July 2012.
 3. Jenny arranges petty cash to cover guide costs and morning tea for teachers and committee members visiting Sea Acres.
 4. Jenny arranges petty cash to cover other costs associated with hosting the teachers during their visit to Port Macquarie.
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09 SUGGESTIONS FOR UPCOMING 2012 STUDY TOUR

Discussion took place with minor changes to the proposed itineraries.

CONSENSUS:

That :

1. The minor amendments, as discussed, are made to the itineraries.
 2. Once amendments complete, final copy of the itineraries be forwarded to Japan.
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10 NEXT MEETING

Discussion took place regarding the need to meet the day before the visitor's touchdown in Port Macquarie.

CONSENSUS:

That

1. That the Handa Sister City Sub-Committee cancel the meeting scheduled for 26 July 2012.
 2. The next meeting of the PMHC Handa Sister-City Sub-Committee will be the debrief meeting on 23 August 2012 commencing at 4.30pm.
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11 GENERAL BUSINESS

Discussion took place regarding the possibility of additional visitors from Japan (not from Handa) wanting to join in the activities coordinated by the PMHC Handa Sister City Sub-Committee.

CONSENSUS:

That:

1. Guests of the members of the PMHC Handa Sister City Sub Committee are welcome to attend the Host Family BBQ and Farewell Function.
 2. Further discussion with the Principal of SCAS will need to be undertaken with the Committee member concerned to clarify exactly what school activities/bus tours the guest can undertake.
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The meeting closed at 5.56pm.