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| colarms-cityofbath | Bath Beppu Friendship Association  17th October 2017 18:00  Mayor’s Parlour, Guildhall, Bath | \\osiris\users$\martina1\My Pictures\Flag_of_Beppu,_Oita.png |

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| Attendees | Paul Crossly (PC)  Kaoru Jacques (KJ)  David James (DJ)  Patrick Anstell-Jones (PAJ) | Tony McNicol (TM)  Jane Hands (JH)  Caroline Buxton (CB)  Tania John (TJ)  Mieko Zuckerman | Yukie Scott (YS)  Alfred La Vardera (ALV)  Ryoji Morimoto (RM)  Masato Ito (MI)  Helen Akiyama |
| Apologies | Michiyo Leather | Yukie Scott | Barry McCrae |

**Draft Meeting Minutes**

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|  | **Note** | **Action** | **Date** |
| 1 | **Welcome by the Chair**  Welcomeby PC. Roundtable introductions were made. |  |  |
| 2 | **Sake Event 23.9.17: Feedback**  KJ confirmed the event had been very successful in promoting Japanese culture and the Bath/Beppu friendship.  Event sold-out, 122 tickets sold. Great Bath Feast signature event. 14 visitors from Japan including a table representing Kunisaki for the first time. Around 30 volunteers. 11 bottles of sake sold. Good mix of activities – wagashi, costume, tea, kimono-selfie, etc. Approx. £1116 profit (ALV figure is £1051). £181 raffle profit given to Bath Rugby Club for rugby exchange trip in Feb.  PC acknowledged great effort made by KJ in organizing event and thanked other volunteers too. PC asked the committee to consider if we are equipped to organize such a large-scale event in the future. Could we maybe franchise it out to another organization such as the Apex Hotel or Independent Spirit?  PC to discuss this issue with DJ and KJ to discuss issue with Mr. Kayashima. Both to report findings back at next BBFA meeting.  KJ also noted that the Wagashi events at Comins and the Apex were also successful. In fact, the Wagashi company is launching a new product in association with Comins Tea which is a very positive business result. | PC, KJ | By next mtg. |
| 3 | **Membership Update 2017/2018**  CB confirmed membership situation to be quite healthy. Several new members acquired as a result of Japan Festival and Sake event.  ALV confirmed receipt of £300 membership money for this year. |  |  |
| 4 | **Website Update**  TM recommended that an I.T. sub-committee be created to manage the existing Facebook page plus a potential Blog, YouTube account, etc. TM to send an e-mail request out to whole BBFA membership to find some I.T. volunteers and to think about some possible times he would be available for coaching.  Masato Ito (MI) is a visiting Tourism student from Nagano University, staying in Bath until end November. He set up a Blog on Bath in Japanese early in October and posts almost daily, featuring some excellent images. 100-150 are viewing the Blog daily. The plan is to continue this Blog after Masato leaves Bath to try and capture some of the Japanese untapped tourist market. PC to contact Bath Uni Japanese Society for possible volunteer & JH to e-mail BBFA membership. Quite urgent as ideally volunteer(s) would spend time with Masato before he leaves Bath. Visit Bath (DJ) may also be interested in promoting this Blog which would improve its reach. | TM  PC  JH  DJ | By early Nov. |
| 5 | **Financial Matters**  ALV reported that the BBFA bank account has been briefly suspended as someone had tried to hack it. The standing order format on line with bank account information has been taken down as a precaution.  Bank account currently quite healthy. The cleared balance is £2632 credit, made up of £744 credit brought forward from 2016/17, £477 credit left from the Japan Day, £1041 credit from the Sake Tasting Evening and £420 credit from membership fees offset by £50 website costs.  ALV cautioned committee to plan for regular outgoings such as the website related costs.  £200 due to come to the BBFA from the Charter Trustee contribution.  ALV raised the subject of corporation tax which any profit on trading is liable for. Exempt are organisations with charitable scope. BBFA must ensure any money made is for charitable purposes to avoid corporation tax.  ALV met an accountant to discuss this matter and was advised we needn’t worry currently. ALV is concerned that, if the BBFA grows, it may become an issue and that we must stay focused on charitable goals.  Note: following this meeting, ALV is now in contact with a charity taxation specialist for definitive advice. To be discussed further at next meeting on 16/11.  PC also to ask other twinning associations what they do on this tax subject. | ALV  PC |  |
| 6 | **Rugby Youth Tour to Beppu, February 2018**  Update from PC: Dates confirmed as 9-19 Feb 2018. Plane tickets bought. 23 players (from mix of state & private schools) plus coaches plus families. Cost of plane tickets for players (not the adults) covered by sponsorship. Invitation extended to interested members of BBFA group to join trip at own cost.  £4000 of sponsorship still required.  Bath group is playing at 3 schools plus at a Saturday tournament to involve a New Zealand team.  Tour party would like to visit Nagasaki too.  Note that PC has been in communication with Bath Kendo club who are keen to go over to Beppu late 2018/early 2019. |  |  |
| 7 | **Women’s Adventure Expo Event involving BBFA**  CB introduced Tania John (TJ) of Women’s Adventure Expo who proposed an evening dinner event with a Japanese theme in collaboration with BBFA. TJ could arrange speakers, venue, logistics, Japanese food with the aim of promoting Japan as an adventure destination, mainly for women. BBFA would have cultural input with a focus on the Beppu area.  The event was perceived as an opportunity for BBFA to gain new members.  DJ suggested the event could be linked to Bath’s Wellness theme which is likely to be pushed by Visit Bath around Feb 2018 time. Leadtime of 3 or 4 mths required anyway to organize event.  Revenue would come from tickets and sponsorship.  The committee agreed to proceed with the idea. | DJ  TJ/CB |  |
| 8 | **Masato Ito’s Japanese Blog**  See Website Update, point 4. |  |  |
| 9 | **Members’ Social Dinner in Dec/Jan**  It was agreed that December is a busy time for everyone so we would arrange sth for the new year. 26/27 Jan proposed.  It was agreed to go for a buffet style to encourage mingling.  It was agreed that the event would be subsidized for members out of BBFA funds.  Bath Brew House recommended by DJ.  KJ & JH to liaise and organize. | KJ/JH |  |
| 10 | **AOB**  PC briefed the committee on his forthcoming trip to Beppu at the end of November having been invited to attend an Onsen (hot springs) conference there. He will give a lecture.  He will also take the opportunity to visit Kunisaki to thank them for their Sake event involvement and to discuss their interest in being twinned with a similarly sized city in the UK, preferably near Bath and with a spiritual link. PC was considering Glastonbury or Wells. TM said that Frome was interested in being twinned with a Japanese town. ALV warned of the risk of being a twinning “matchmaker” and straying from the BBFA’s original purpose.  Paul was asked to take the completed Emakimono scrolls made by UK students to Japan when he goes, to share with the Japanese students in Beppu.  Helen Akiyama said how much she and her family had enjoyed the Sake Event. She has been contacted by a Japanese lady who is coming to the UK and wants to share her ‘messages on a postcard’ style of calligraphy. Ideas suggested were that she could participate in the next summer Japan Festival and/or hold an event at the Bath Literature Festival in May. Yukie and Bath Tourism might be best contacts.  Mieko mentioned that her English students at 2 local primary schools are keen to establish links with Japanese primary schools to be pen friends etc. Kaoru has links with a primary school in Kumamoto and will also approach Beppu Council regarding this.  Kaoru suggested some future events and ideas for BBFA:  1. November 30th, Mayor’s Office organising a social event for all Twinning Organisations in Bath.  2. The Alkmaar Organisation has a monthly meet up called the Alkmaar Cafe on a Wednesday at 6pm at the Rising Sun in a reserved room. It was proposed that we could meet monthly, every 3rd Wednesday, at 6pm at the Huntsman and call it the Beppu Bar, then people could pop in as regularly as they want. To start from January.  3. The Aix-en-Provence Organisation does a movie night twice a year. Maybe we could do the same at the BRLSI as they already have a film licence, the films shown cannot be home DVDs but need to be licensed.  4. Yumiko is a specialist in kitsuke (dressing people in kimono) and Kaoru and Akiko and others have their own kimono. Kaoru suggested a ‘ladies night’ of dressing members in kimono and perhaps going out for a meal. Kaoru will try to arrange. | PC  HA  KJ/MZ  KJ |  |
|  | **Next meeting**  Thursday 16th November at 6pm, venue TBC | JH |  |