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| colarms-cityofbath | Bath Beppu Friendship Association  27th June 2017 18:30  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), | Tony McNicol (TM)  Jane Hands (JH)  Caroline Buxton (CB) | Yukie Scott (YS)  Alfred La Vardera (ALV),  Ryoji Morimoto (RM) |

**Draft Meeting Minutes**

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|  | **Note** | **Action** | **Date** |
| 1 | **Welcome by the Chair**  Welcomeby PC. Roundtable introductions were made. |  |  |
| 2 | **Minutes of last meeting on 9th May 2017**  The minutes were circulated and approved by members and signed off by the Chair. |  |  |
| 3 | **Membership Update 2017/2018**  JH & CB to handle membership. ALV to let them know when payment has been made.  Membership cards to be sent out to members.  KJ has sent current membership list to JH.  JH & CB to write to existing members from 1st July to request renewal via bank transfer (bank account no & sort code received). PC, ALV & KJ already paid.  New memberships to be processed by JH & CB for Sue Richards, Carolyn Csonka, Susan Faulter & Panna Farkas (as a result of Japan Festival).  It was agreed that the committee should be more ruthless at future events in persuading people to become members. | JH, CB, ALV  JH, CB  JH, CB  JH, CB |  |
| 4 | **Website Update**  TM reported that the website is up and running: www.bathbeppu.org  TM would like to add BBFA history and Bath/Beppu information to website:  PC to chase Barry McCrae for info.  PC to introduce TM to Steven Bird by e-mail as he has photos.  Council website also a source. KJ to send TM e-mail address for photos.  Possibly Visit Bath via DJ may be a help.  Getting Event Photos on to Website:  Potentially time consuming so some training to be provided to volunteers in the autumn.  There needs to be space on the web site for meeting minutes.  TM explained that a Google Calendar exists on website for creating events.  It was agreed that TM should create a BBFA YouTube Channel for videos due to potential for many people to find it and share.  E-mail addresses:  [info@bathbeppu.org](mailto:info@bathbeppu.org) already created.  E-mails addresses for the Chair, Vice-Chair, Secretary & Treasurer also to be set up by TM. | PC  PC  KJ  TM  TM  TM  TM |  |
| 5 | **Japan Festival on 18th June 2017**  PC congratulated Festival sub-committee  YS thanked everyone involved. Lots of positive feedback received.  295 people visited museum (number outside unknown) versus 150 in 2016  £1086.45 raised for charity versus £1016 in 2016. £543 to go to Kumamoto (KJ to hand over to a primary school there in August). £543 to go to Ishinomaki. Hand big cheques over to Embassy figure at big publicity event in November (linked to Netsuke event at MEAA).  £427 sponsor money left over (in BBFA account for future use) of £1500 originally. PC to write and thank sponsors and entertainment acts.  KJ confirmed that 3 women’s yukata kimonos are to be purchased from BBFA funds – included in expenses.  ALV’s sister-in-law wrote about quality of Haikus on day and has since become a BBFA member! | KJ  YS, KJ  PC |  |
| 6 | **Sake Event on 23rd September, 6-8.30pm**  KJ confirmed the event has been given a Silver Package promotion service through the Great Bath Feast worth £375 thanks to DJ.  Tickets available from end June.  5 Kayashima sakes to be tasted and 2 or 3 sweeter ones from Akashitai, plus some Wagashi sweets – demonstration and tasting.  Tea ceremony by volunteers  Short lecture by Rie.  Some sake to sell.  Kendo demonstration.  KJ to check if Yo Sushi can supply samples (NB: mgmt. change recently), otherwise Wagamama to be approached.  Uni students to decorate venue.  TM to create programme covering event/sake/sponsor info.  Sub-committee (DJ, PC, KJ) plus YS, TM, JH & ALV to meet during August to discuss progress and in early September too. KJ to organize date. | KJ  TM  KJ |  |
| 7 | **Rugby Youth Tour to Beppu, 9-19th February 2018, led by PC**  PC updated the group on progress:  Shirt sponsorship obtained worth £5k. Shirt design agreed.  2 x £1k obtained elsewhere so £7k total already.  Waiting list of boys who want to go. 16/17 year old boys from a range of schools from all backgrounds across Somerset and neighbouring counties. 25 plane tickets.  PC has arranged a fundraising launch on top of Thermae Spa, date TBC.  Rugby club has set the Japan schedule. KJ to firm up fixtures with Beppu whilst in Japan in July.  Beppu’s New Zealand sister city possibly involved too.  TM suggested Dyson might be a potential sponsor, PC to write to Dyson.  Baskervilles Gymnasts no longer involved – a project for a future visit.  Hopefully the Japanese will return the visit in the future. | PC  KJ  PC |  |
| 8 | **AOB**  **1)Emakimono Project:**  ML & CB have already worked successfully with Widcombe Primary and Ralph Allen Secondary schools. ML & CB to present them at the City Forum on 28/7. CB to supply photos of project for BBFA website.  ML & JH have meeting with WASPS Primary on 14/7 to introduce the project early next academic year. JH to raise the possibility of involving the Chronicle for publicity.  KJ to take Emakimono to the Embassy at some point.  **2)Internet Banking**  ALV raised the question and the committee agreed to use internet banking for BBFA account.  **3)Kendo Team to Beppu**  **PC** informed that the Kendo rep at the Festival was impressed with BBFA’s work and was interested in paying to send a Kendo team out to Beppu. Tour of universities/schools or outside clubs? KJ to ask Beppu council for advice on best way to proceed.  PC to send BBFA application form to Kendo club to encourage them to become members.  **4)Formal Twinning Status**  At the next Charter Trustee meeting/twinning forum, PC to formally request that BBFA be treated as a sister city not a Friendship Association, in line with the European links.  **5)Onsen Conference**  PC has been asked to give a Spa lecture in November at the Onsen conference in Beppu. | ML, CB  CB  ML, JH  JH  KJ  KJ  PC  PC |  |
|  | **Next membership meeting**  To be held before Sake event on either 5th, 6th, 12th or 13th September. PC to check when room is available and confirm date.  JH & CB to send invites to all members. | PC  JH, CB |  |