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| colarms-cityofbath | Bath Beppu Friendship Association  Executive Committee Meeting Notes  21st May 2018 18:00  Mayor’s Parlour, Guildhall, Bath | \\osiris\users$\martina1\My Pictures\Flag_of_Beppu,_Oita.png |

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| Attendees | Paul Crossley (PC)  Kaoru Jacques (KJ)  Yukie Scott (YS) | Jane Hands (JH)  Caroline Buxton (CB) | Michiyo Leather (ML)  David Tanner (DT) |
| Apologies | David James | Mieko Zuckerman (MZ) |  |

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|  | **Note** | **Action** | **Date** |
| 1 | **Welcome by the Chair** | PC |  |
| 2 | **Minutes of Last Meeting** | JH/PC |  |
| 3 | **Tony McNicol’s Role (website etc.)**  KJ & JH to maintain website for the moment.  JH to e-mail KJ login details.  KJ is planning to create an events page on the website full of photos.  Tania Reynolds is managing Twitter and YouTube.  BBFA Blog is being managed by Kazuyuki, Lauren, Mieko, Mari and possibly the new Japanese Tourism student linked to KJ. | KJ/JH  JH  KJ |  |
| 4 | **Review Women’s Adventure Expo Event**  Considered a success. Tania was happy. 20-30 participants. CB went as did Helen Akiyama and Yuki from Tsutefude. Publicity for BBFA at event on the screen and via our banner.  Tania now linked to Kunisaki. She and some others will go there soon to experience the outward bound itinerary there then publicise it on their return. Kunisaki is till looking for a suitable travel agency to work with.  Women’s Adventure Presentation is going to be daytime on 6/10.  Mr Kayashima’s informal sake event is the evening of 6/10. KJ to organise Facebook event and report back at next mtg. (see item 7 below) | KJ |  |
| 5 | **Review Tsutefude Event**  Helen Akiyama has confirmed that Yuki had a very successful trip to the UK.  There will possibly be other events BBFA can link to organized by Helen’s company, Akiyama Connects, in the future.  The committee agreed it was very positive that other individuals/organisations are staging Japanese-themed events this year – taking the pressure off BBFA. |  |  |
| 6 | **Data Protection Laws/Membership Form**  CB reported that response rate to GDPR e-mail was 60/70%. CB to chase members individually one last time and ensure a tick box is added to the membership form to confirm GDPR compliance in future. | CB |  |
| 7 | **Japan Festival/Sake Event October**  BBFA to support Bristol Japan Cultural Showcase on Sunday 24th June (Stoke Bishop village hall) and Saturday 13th October (Elmgrove Centre, Cotham) – see Facebook page. KJ to establish if Yumiko needs any help.  Mr Kayashima’s Sake Event 6/10, likely at Widcombe Social Club. Dondon buffet likely or something simple. Mr K to bring bottles of Sake and to contribute for venue. PC to check venue availability and bar facilities. Invited will be BBFA members and Rugby exchange group. If spaces still, possibly extend wider to, eg. Uni Japan Society. Venue holds up to 70 people. KJ to coordinate and report back at the next meeting | KJ  PC  KJ |  |
| 8 | **Summer Obon Picnic?**  Mieko-san possibly has some idea on this. | MZ |  |
| 9 | **Japanese Film Society Progress**  PC reported no progress as yet. Advice from other twinning orgs is not to be too ambitious. The most likely outcome is getting BRSLI to include a quarterly Japanese film into their programme with BBFA members receiving same discount as BRSLI members. | PC |  |
| 10 | **Sake Event organized by Bath Uni MBA 30/6**  Waiting for Takeuchi-san to finalise event details with Rie then we can advertise properly within BBFA. | KJ |  |
| 11 | **Emakimono**  Currently involving St. Andrews – all years. Mieko-san leading.  Looking for a partner secondary school. JH to ask if Hayesfield is interested. DT to see if RHS secondary is interested.  Plan is from now to have the schools in Bath and Beppu work on separate scrolls so that schools can keep them. | JH  DT |  |
|  | **AOB**  “Japan”: DT raised the issue that many people outside of BBFA don’t know what “Beppu” means. Best to mention “Japan” where possible for marketing purposes. KJ to add to BBFA logo as a start.  Rugby Presentation: the whole rugby trip to Beppu was considered very positive, very enjoyable by those involved. Generally agreed that they would like to bring the Japanese here somehow on a 2 year cycle. Presentation to be made to the mayor at some point. As a spin-off, other Bath groups are also interested, eg. choirs.  Owls: a development is that the Charter Trustees have agreed to pay 50% so the cost to us would reduce to £250. We learnt also about the useful digital element – we would need to quickly create an Owl page on our website (with Beppu link) for the Bluetooth facility to link up with via the Charter Trustees site. It was put to the Committee and we voted to participate this time.  Tea Ceremony workshop event at MEAA 7/7, 1-5pm. Open to the public.  Bank Signatories: YS and SB to be added.  Taxation of profits question raised by DT. Thoroughly researched last year by ALV but KJ to e-mail DT to double-check.  Historian DT offered to do Japan-themed talks. Could be useful also as publicity tool for BBFA for organisations such as W.I., T.G., the Bath Club, etc. PC/DT to develop idea further.  BRSLI visit by Japanese Ambassador 15/1/19 for Through Our Eyes event. BBFA to support it.  KJ to list the up and coming events and CB to circulate it to members. | KJ  JH/KJ  YS  YS/SB  KJ  PC/DT  KJ/CB |  |
|  | **Next meetings**  The following suggested dates/times for the next 12 months to be run by Elizabeth and confirmed.  Mayor’s Parlour.  Members welcome: Thursday 19 July, 6.30pm  Committee only: Thursday 6 September, 6pm  Members welcome: Thursday 18 October, 6pm  Committee only: Thursday 22 November, 6pm (PC absent)  Friday 18 January SHINENKAI (brief report included, venue TBC)  Committee only: Thursday 14 March, 6pm  Members welcome: Thursday 9 May, 6pm | JH |  |