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| colarms-cityofbath | Bath Beppu Friendship Association  Meeting Notes  12th January 2021 18:00  Meeting held virtually on Zoom | \\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) | Mieko Zuckerman (MiZ)  Matthew Zuckerman (MaZ)  Ed Harker (EH) | Caroline Buxton (CB)  Yumiko Jones (YJ) |

**Meeting Minutes**

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|  | **Note** | **Action** | **Date** |
| 1 | **Welcome by the Chair** |  |  |
| 2 | **Minutes of Last Meeting 5/2/20**  The Committee agreed the minutes were a true record of the meeting.  Nothing was raised by the Committee against “Matters Arising”. |  |  |
| 3 | **Finance Report**  YS confirmed that the 19/20 accounts have been ready and audited but, because the 2020 AGM did not go ahead due to the pandemic, they have not been approved yet. The Committee agreed that the 19/20 accounts will be approved together with the 20/21 accounts at the 2021 AGM in June.  YS summarized that in 19/20, £397 had been received as membership income. There were 31 subscriptions. There was a £819 surplus on the accounts largely due to the sake event and the choir concert. As at 31/3/20 there was a reserve of £3911.  In 20/21 (pandemic year), £150 has been received as membership income across 12 subscriptions. The Committee agreed that, due to the pandemic, it was not appropriate for CB to chase outstanding subscriptions until BBFA holds another event.  YS confirmed that BBFA has not received a grant in 20/21 from the Charter Trustees. PC to chase. PC indicated that we may only stand to receive 50% this year due to the lack of activity during the pandemic.  YS confirmed that there has been little expenditure by BBFA this year: less than £150 sending emakimono scrolls to Japan, sending out masks received from Beppu to members and paying for website domain hosting. | PC |  |
| 4 | **Emakimono Scrolls from Beppu Schools**  KJ reported that the scrolls produced by various Bath schools had been very well received by Beppu. In return the Mayor’s office sent BBFA some masks as a thank you. These were distributed to project participants and to BBFA members.  KJ confirmed that we have now received an emakimono scroll created by Aoyama Junior High School in Beppu plus a DVD by the school’s students about school life in Beppu. We have been given permission to use the DVD in Bath schools for cultural learning about Japan, if required.  The Committee agreed to wait until the spring to publicize the Japanese scroll, ideally with the Mayor’s Parlour as a venue, with a press release going to local news broadcasters, such as Points West.  KJ to check which Bath school the Aoyama scroll is linked to.  The Committee discussed the fact that there is at least another Japanese scroll (linked to Hayesfield) with MiZ. | PC/KJ  KJ  MiZ |  |
| 5 | **News/Updates from Committee Members**  - CB reported that her sons and their friends had made a video recording about Bath school life to share with Beppu school pupils in response to their DVD/recording.  - PC suggested drafting a letter to the Beppu mayor together with KJ and running it past the Committee, to give the mayor an update on how life is progressing in Bath in relation to the pandemic.  - YJ was covered in an interesting article on the BBC News website about the fantastic work she’s been doing to improve cultural awareness in Bristol of all things Japanese. JH to share on the BBFA Facebook site. | PC  JH |  |
| 6 | **Draft Ideas for this Year 5**  - PC suggested a **sake event** as a BBFA relaunch event, using some of the bank reserves, which the Committee supported.  Saturday 5th June was agreed for a date, assuming that is possible due to pandemic restrictions.  MaZ suggested having an outdoors event in case of pandemic restrictions and the Committee agreed that a marquee in a roped-off area of the Parade Gardens would be a good idea.  PC and EH were confirmed as sub-committee members for this sake event.  KJ confirmed that BBFA didn’t have many sake stocks remaining from previous years and that the cost of buying sake is quite high. The Committee agreed that sourcing sake locally would be advisable this time and PC agreed to ask Independent Spirit on Bog Island if they offer any discounts on bulk purchases.  Food suppliers also to be researched for the sake event.  - Regarding the **previously proposed activities at Bath schools tying in with the imminent Tokyo Olympics**, EH suggested waiting until after February half term to see if the schools have returned to normal and are in a position to plan for such activities. EH is in touch with Bath head teachers. | PC/EH  PC  EH |  |
| 7 | **Date and Plan for this year’s AGM**  The Committee agreed that June 2021 was a good month to aim for as the financial figures take time to prepare due to the audit process.  JH to organize a Doodle poll for committee members, to assess which Tuesday in June is the favourite for the meeting date. | JH |  |
| 8 | **AOB**  MiZ suggested it might be nice to have some sort of online representation of the Emakimono project on our BBFA website. |  |  |
| 9 | **Date/Details of next Meeting**  The Committee agreed that March was a good month to have the next BBFA meeting virtually, this time opening it up to all members.  JH to organize a Doodle poll for committee members, to assess which Tuesday in March is the favourite for the meeting date. | JH |  |