



04-January 2018 (Thursday)

PNWJETAA Monthly Meeting Agenda

Location: WeWork (Westlake Tower, Seattle) - Floor 12 (Conference Room)

Roll Call:

I. Call to Order: Lynn

II. December minutes review/approval

III. Treasurer Report – Adam

IV. Upcoming Events

- A. Becky Yoshitani (Hurry Curry) - attending meeting about doing a community craft project with *washi*
- B. JASW Board Meeting: 13-Feb (Wed), 12:30 onward
 - a. President attended to explain PNWJETAA/Lynn also attended to support President
- C. Welcome Back Reception: 16-Feb (Fri), 2018 @ Official Residence
 - a. After JET interviews between 29-Jan and 2-Feb, 2018
 - b. Zung -> Chelsea list for invitees from JETAA (Volunteers: those who helped with training and Transitions - Transitions list will be sent by Jessica?)
 - c. Lynn -> list to Chelsea - see "Membership Update" notes below
 - d. Shinnenaki and Annual Meeting: 17-Feb (Sat) @ JCCCW
 - e. Cheryl to lead
 - f. Budget (Adam): ~\$580 (\$20 to attend; \$25 for 2 drink tickets)
 - g. Kids under 12: free
 - h. Same set-up as last year including bar, kid's play area
 - i. Supplies
 - j. Food
 - i. Cheryl: cupcakes
 - ii. Michelle: quiche
 - iii. Sophie: TBD -- Pasta salad, dessert, other?
 - k. Raffle prizes
- D. Tomodachi Gala: 31-Mar (Sat), 17:00 - 21:00 @ JCCCW
- E. Fukushima Kenjinkai 100th Anniversary: TBA
- F. 55th Hyogo-Washington Sister City Relationship: TBA
- G. Happy Hour: TBA -- Guest speaker from JASSW? Zung to confirm; Sophie to coordinate.
- H. Happy Hour Up North? Jessica to organize (unless someone is interested!). Up North (Bothell / Lynnwood / Shoreline Areas?). Sometime in February? (2nd week or second half of month).
- I. Happy Hour - March 2018 Bruce Rutledge

V. Past Events

- A. New Year Mochi Pounding: 30-Dec, 2017 @ High Seattle Church (Beacon Hill)
- B. Japan Business Association (JBA) of Seattle: 02-Dec, 2017, welcome back for the three teachers from Sammamish High School who took part in the 29th annual tour

V. Membership Update - Lynn

- A. New sign-ups via website - 2 T-Ins (Boston & Portland) & 1 relocate (Back from grad school in NYC)
- B. Request form Consulate for total # of registered JETs - submitted to Consulate on 12/12/16 - Total Registered Members as of that date: 590
- C. Request from Chelsea for returnee/relocatees since 2016 Welcome Back reception (Nov. 18, 2016) - sent 12/12/17
- D. Request for Montana JETAA Members - will send ASAP

VI. Transitions (Jessica)

- A. Financial Report - Need all receipts (scanned okay)
- B. Next year - Currently in early planning stages (Jessica and Lynn co-coordinating)

VII. PNW JETAA Inventory (who has / do we have):

- A. Vertical & Horizontal banners = Adam
- B. ASK ME Buttons = Lynn
- C. Binders, folders, USBs = Zung

VIII. Tech and Website Update

- A. Account with MailChimp - In-Progress - Template has been created
- B. Archive and re-insert memberships to filter 500+
- C. On duplicates: can be set-up to filter duplicates (be flagged if e-mail is missing)
- D. E-mail from membership: we are switching over from ListServ; that's us (it's official) - Date TBD - would like to coordinate w/new database system launch
- E. First future event e-mail will come from secretary after February Meeting (elections)
- F. ETA for new database system launch - Ideally January
- G. Wufoo budget: Annual "Professional" payment saves 25% (= \$29.08/month) - Possible?
 - a. Monthly: \$39.00/month for "Professional"
 - b. 5 users, 5gb uploads, accepts payments, unlimited forms, maxed fields, unlimited reports, custom logo, etc.)
 - c. Currently using "Free" sign-up (5 forms, 10 fields, 100 entries, 1 user)
 - d. Free account tied to secretary@pnwjetta account
 - e. Would be nice for nominations, elections, surveys, etc.

IX. Misc. Final Business

- A. Keiro Northwest - Volunteering Opportunities
- B. By-Laws renewal/update deadline (date, time, officers) - Lynn has sample copy drafted by lawyer to share w/Executive Board - can also share on DRIVE
- C. Logo items/ Happi / *Pins (status)-in production, should be delivered by end of this month.*

D. Nominations

1. Sent to to general members
2. Nominations in by January 31
3. Tell nominees they've been nominated and ask if they accept; get short bio
4. Send information out about the nominees
5. Election results at Shinnenkai
6. Voting through Wufoo

X. **Next Meeting Date and Location: February 2018, WeWork (Westlake Tower), 12F
Conference Room C**

