

PNWJETAA

Council Meeting Minutes

(04 January, 2018)

01.04.2018 / 18:30 / WeWork (Westlake Tower), 12F (Conference Room)

ATTENDEES: Zung Do/ Cheryl Hou / Grant Laughlin / Adam Ledyard / Zack Williams / Jessica Record / Michelle Kato / Burce Rutledge / Becky / Denise / Sophie Mecham

Meeting called to order at: 6:45 PM

Meeting Minutes Review

Minutes reviewed and

Treasurer's Report

- A. Treasurer knowledge transfer - in-progress (Adam → Zack)
- B. Zack to shadow February report
- C. Treasurer report due in February
- D. Shinnenkai receipts must get to Adam same day; allows 5 days for submission
- E. Costco receipt from Summer Picnic still needed (request needed; Cheryl)
- F. In the black 2017 FY; only red = NatCon (expensive to travel to D.C)
- G. Admin budget: to be confirmed with MOFA
 1. About \$550.00 so council needs to think about how to spend remaining from pins, etc.

Upcoming Events

- A. Hurry Curry (Beck Yoshitani - Guest)
 - a. Attended meeting to discuss community craft project with *washi*
 - b. Adam to draft a budget for project (especially if not funded by JETAA/MOFA)
 - c. Saturday or Sunday but date TBA; March being considered
- B. JASSW Board Meeting: 13-Feb (Wed), 12:30 onward
 - a. President to attend to explain PNWJETAA
 - b. After JET interviews between 29-Jan and 2-Feb, 2018
 - a. Zung -> Chelsea list for invites
 - b. Volunteers: those who helped with training and Transitions
 - c. Mentioned "America in the Schools" program (Akiko)
 - i. Aim to influence JETs going to Japan
 - ii. PNWJETAA to present in U.S: to pitch and put on the minds of the JETs
 - iii. AJET to present in Tokyo at Orientation
 - iv. Funding: CLAIR, JF, etc.
 - d. Invited PNWJETAA officers to attend JASSW Committee meetings
 - i. Zung to reach out to Dale Watanabe (Executive Director)

- e. PNWJETAA considering to hold monthly happy hour and inviting 1 JASSW rep attend to build a mentorship bridge
 - i. January → February Happy Hour: 01-Feb (Thursday) after meeting: 19:30 - 20:30
 - ii. February Meeting from 18:00 - 19:00
 - iii. Sophie to check venues and then contact Zung by week of 01/10 -- Considering restaurants near Westlake: Tap House, Yard House, PF Chang's
- C. Welcome Back Reception: 16-Feb reception: 16-Feb reception: 16-Feb (Fri), 2018 @ Official Residence
 - a. Time: Zung to confirm with Chelsea
 - b. Transition list sent by Jessica
 - c. PNWJETAA officers on list (2017 officers)
 - d. Speech: Adam
- D. Shinnenaki and Annual Meeting: 17-Feb (Sat) @ JCCCW
 - a. Cheryl to lead; will set up event notice
 - b. Budget (Adam): ~\$580 (\$20 to attend; \$25 for 2 drink tickets)
 - c. Kids under 12: free
 - d. Same set-up as last year including bar, kid's play area
 - e. Supplies
 - f. Food - Google Sheet sign-up:
 - g. Cheryl: cupcakes
 - h. Michelle: quiche
 - g. Raffle prizes
- E. Tomodachi Gala: 31-Mar (Sat), 17:00 - 21:00 @ JCCCW
 - a. JCCCW annual fundraiser event
 - b. Tickets are available
 - c. PNWJETAA usually attend as guests or volunteers (tables are too \$\$)
- F. Fukushima Kenjinkai 100th Anniversary: TBA
- G. 55th Hyogo-Washington Sister City Relationship: TBA
- H. Happy Hour (Bruce Rutledge): March
 - a. New robata-style izakaya in Capitol Hill called "Junkichi" on Broadway
 - b. Felt too many Japanese people attended; wanted to expand to reach more Americans
 - c. Suggested Happy Hour before GRAND OPENING
 - d. Will provide food for FREE but will need to pay for drinks
 - e. Whole restaurant to ourselves; 40 attendees
 - f. 10th, 11th, or 14th March
 - g. Asked if PNWJETAA would have a speaker; JASSW also welcome to be invited
 - h. Bruce to interview attendees afterwards and submit feedback
 - i. Requests
 - i. Rating feedback (presentation, service, etc.)
 - ii. Kanpai photo (use JETAA *masu*?)
 - iii. Adam has 15 extra new - sell for \$5.00 at event
- I. Grassroots Summit: 18-24 Sep (Tue-Mon)
 - a. PNWJETAA officers and members to volunteer (JASSW + other organizations)
- J. Happy Hour: Spring (month TBA) in northern Seattle
- K. Summer Picnic: 11-Aug (Saturday), Time: TBA
 - a. Bill to go to Treasurer (forward email from Cheryl)

Past Events

1. New Year Mochi Pounding: 30-Dec, 2017 @ High Seattle Church (Beacon Hill)
 - a. Zung and Lynn
 - b. Good experience and successful
2. Japan Business Association (JBA) of Seattle: 02-Dec
 - a. Adam attended
 - b. Successful

Membership Update

1. New sign-ups: 2 (Portland and Boston); 1 re-location
2. Montana alumni call - Lynn to handle

Transitions (Jessica)

1. Next year - currently in early planning stages (Jessica and Lynn co-coordinating)
2. Invoice from Denise: received
3. Receipts to Jessica: to be sent (Adam)

PNW JETAA Inventory

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

Tech and Website Update(s)

- A. Account with MailChimp (in-progress) - email remaining
- B. Archive and re-insert memberships to filter 500+
- C. On duplicates: can be set-up to filter
- D. Email from membership: switching over from ListServ by end of December
- E. First future event email from Secretary: after Feb meeting due to elections?
- F. ETA for new database system launch
- G. Wufoo budget: \$39.00/month for "Professional"
 - a. Annual payment saves 25% (= \$29.08/month)
 - 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.
 - f. **Consensus:** Stick to free account; continue to see how far "5 forms" and limited fields can go

Misc. Final Business

- A. Keiro Northwest Volunteering Opportunities (retirement community)
 - a. Zung to reach out to express interest
- B. By-laws renewal/update deadline (date, time, officers)
 - a. Lynn passed draft to Adam
 - b. Officers only to edit - during separate meeting
 - c. Lynn to put on Drive
- C. Logo items/ Happi/ Pins (status) - now in full production; delivery by end of January (200 pins)
- D. Nominations

- a. Sent to to general members
- b. Nominations in by January 31
- c. Tell nominees they've been nominated and ask if they accept; get short bio
- d. Send information out about the nominees
- e. Election results at Shinnenkai
- f. Voting through Wufoo

Meeting Adjourned: 8:00 PM

Next Meeting Date & Location:

1 February (Thur) 18:30~ @ Westlake Tower, 12 F in 12 C Conference Room

