



**01-February 2018 (Thursday)**

**PNWJETAA Monthly Meeting Agenda**

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

**Time: 18:00 - 19:00 PM**

**Happy Hour:** 19:30 - 21:00 PM @ TanakaSan - 2121 6th Ave, Seattle

**Roll Call: Sophie Mecham, Lynn Miyauchi, Jessica Records, Adam Ledyard for**

**Special Guests: JAS** (speak on JIS, JAS-NET, volunteer opportunities at Grassroots Summit)

- I. Call to Order: Zung**
  
- II. January minutes review/approval**
- III. Treasurer Report – Adam**
- IV. Special Guest(s) - JASSW**
  - A. Josephine Hoyne and Carolyn Peterson
  - B. Presentation on JIS, JAS-NET, Grassroots Summit + Q&A (15-20 minutes)
  
- V. Upcoming Events**
  - A. Hurry Curry (Becky Yoshitani)
  - B. PNWJETAA Nominations (Michelle)
    - a. Closed 01/31; 10 nominations
    - b. Elections from 02/01 - 02/28
    - c. Exit Interviews (Wufoo)
  - C. February Happy Hour: Nomikai + Networking at TanakaSan -- Tonight! (2/1)
    - a. Representative from JASSW to attend
  - D. JASSW Board Meeting: 13-Feb (Wed), 12:30 onward
  - E. Welcome Back Reception: 16-Feb (Fri), 2018 @ Official Residence
    - a. After JET interviews between 29-Jan and 2-Feb, 2018
    - b. Jessica-> Chelsea list for invitees from JETAA (Volunteers: those who helped with Transitions)
    - c. Lynn -> list to to Chelsea - see "Membership Update" notes below
  - F. Shinnenaki and Annual Meeting: 17-Feb (Sat), 18:00 - 20:00 @ JCCCW
    - a. Cheryl to lead
    - b. Budget (Adam): ~\$580 (\$20 to attend; \$25 for 2 drink tickets)
    - c. BrownPaper Tickets being advertised on Fb
      - i. Adults: \$12, Admission + 2 drinks: \$20, Kids under 12: free
    - d. Same set-up as last year including bar, kid's play area
    - e. Supplies/ raffle prizes
    - f. Food
      - i. Cheryl: cupcakes
      - ii. Michelle: quiche
      - iii. Sophie: TBD -- Pasta salad, dessert, other?

- G. March Happy Hour: Date and Time - TBA @Junkichi and collaboration
  - a. Bruce Rutledge arranged location and
- H. Tomodachi Gala: 31-Mar (Sat), 17:00 - 21:00 @ JCCCW
- I. Fukushima Kenjinkai 100th Anniversary: **TBA**
- J. 55th Hyogo-Washington Sister City Relationship: **TBA**

**VI. Past Events**

N/A

**V. Membership Update - Lynn**

- A. New sign-ups via website - 2 T-Ins (Anchorage & LA)
- 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 & **2 additional 2017 returnee names submitted to Chelsea 1/31/18 for consideration to be invited to Welcome Back (WB) Reception - if they are not included this year, they will be included on the next WB Reception invitation list.**
- D. Request for Montana JETAA Members - sent 1/17/18

**VII. Transitions (Jessica)**

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

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

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

**IX. 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

**X. 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

**XI. Next Meeting Date and Location: \_\_ March 2018, WeWork (Westlake Tower), 12F  
Conference Room C from 6:00 - 7:00 PM**



