

PNWJETAA

Council Meeting Minutes

(08 March, 2018)

08.03.2018 / 18:30 / WeWork (Westlake Tower), 12F (Conference Room)

ATTENDEES: Zung Do / Cheryl Hou / Grant Laughlin / Lynn Miyauchi / Adam Ledyard / Zack Williams / Jessica Record / Michelle Kato / Sam Corpuz / Ryan Hart

Meeting called to order at: 18:43

Meeting Minutes Review

- A. Not yet done — Jessica will revise soon

Treasurer's Report (Zack)

- A. Have not yet able to transfer the account to Zack's name
 - a. Needs a letter signed by Adam, Cheryl, & Zack
 - b. Needs more evidence besides minutes — minutes must be signed/confirmed by Adam
 - c. Adam or someone(?) on the account file needs to send an official letterhead — to be signed by Adam and Cheryl
 - d. Questions about the bank statements and questions about expenses
- B. Need to reimburse some members to close out payments for past fiscal year
 - a. Grant, Lynn, and Cheryl?

Upcoming Events

- A. SKSCA Jazz: **March 19th (Mon)**
 - a. Nearly sold out! Buy your tickets!
- B. Tempei Nakamura Concerts: **March 26th (Mon), Seattle Baptist Church**
 - a. Pianist Nakamura is playing a free event!
 - b. Limited tickets available
- C. Tomodachi Gala: **Mar 31st (Sat), 17:00–21:00, JCCCW**
 - a. Adam and Cheryl will be attending
 - b. Zung will be volunteering
 - c. Using funds reserved for space at JCCCW as a donation for the event as JCCCW lets us use the space for free → could become an ongoing arrangement: PNWJETAA should send two reps to future galas and donate \$\$ usually used for venue rental to their charity
- D. SKSCA Shinnenkai: March ??
 - a. Jessica will find out more
- E. **Skipping March Happy Hour**

- a. Too many other events this month!
- b. Possible ideas for May happy hour: Teinei, Izumi, and others
- F. **March Happy Hour at Junkichi changed to April! → April 18th (Wed) (April Happy Hour)**
 - a. Bruce Rutledge is our contact
 - b. Opening has been delayed — originally scheduled for March 30 but now pushed to April 18th (Wed) for restaurant open on 19th
 - c. Basic event info: new restaurant opening looking for feedback on food, service, etc.
 - d. Event will be *tabehoudai*, just pay for drinks; up to 40 people
- G. **JASSW Annual Meeting: April 19th (Thu), 17:00, Wing Luke Museum**
 - a. Use admin funds to sponsor board member to go — approved by executive
 - b. May actually be a fundraising event...? Event info is unclear
 - c. Basic event info: wine-tasting with raffle tickets for sale
- H. **Speech & Skit Contest: April 20th (Fri), 09:00–17:00**
 - a. Volunteers needed especially in the morning! Michelle, Jessica, & Chelsea will also be there
 - b. State-wide high school student speech contest
 - c. At the Seattle Center
- I. **Chinatown International District Cleaning: April 28th (Sat), 08:30–12:00, Hing Hay Park area**
 - a. Community event: cleaning up public spaces and parks
 - b. Looking for volunteers, dimsum to follow
 - c. Event needs to be posted on the website
- J. **SKSCA April Happy Hour: April 29th (Sun), Obec Brewing**
- K. **Hurry Curry (Becky Yoshitani): Date/Time TBA**
 - a. Adam will send an email to Becky regarding *Washi*
 - b. Basic event info: Becky wants to have a *washi washoku* at Hurry Curry with a small group (~25 ppl)
- L. **JET Training: Date/Time TBA**
 - a. Possibly June 23–24th (09:00–17:00 Sat, 09:00–15:00 Sun)
 - b. Location booked via Jenn Chan and confirmed at Seattle U in First Hill (same location as last year)
 - c. No food allowed on campus, participants will need to bring food or go out to eat
 - d. Workshops on mental health and others should be continued for this year's event
 - e. Michelle will get in contact with some possible JTEs in Garfield to contribute
- M. **Walk-for-Rice: June 30th (Sat)**
 - a. Amanda is possibly taking the lead? Lynn will check-in
 - b. Possibly go to pho after at Dong Thap Noodles
- N. **Japan Fair: July 7th & 8th (Sat & Sun), Meydenbauer Center**
 - a. Asked to be included in our newsletter — option to put out info or potentially help in Consulate booth
 - b. Newsletter coordinator (Mandi) will figure things out
- O. **J-LEAP Arrival Training (Laurasian Institution): July 25th–30th (Wed–Mon), Northwest University**
 - a. Possibility for officers to join “Final Lunch” (bento from I <3 Sushi) on 30-Jul — very good bento, the size of a laptop
 - b. 13:00 - 14:30; possibility to drive some people to SEATAC?
 - c. J-LEAP & JOY = backwards JET Program: Japanese teachers come to the USA for a two-year contract

- P. 55th Hyogo-Washington Sister City Relationship: TBA (most likely July)
 - a. Many JETs usually attend the event, good networking opportunity
- Q. Summer Picnic: **Aug 11th (Sat), Luther Burbank**
 - a. Reservation done by Cheryl, Thank you! — she will be handing off the event to Adam
 - b. Treasurer not yet paid (see account info above)
- R. Volunteering for Grassroots Summit: **Sept 18th (Tue) 17:30–20:00**
 - a. JASSW needs a group of 8+ volunteers to help lead groups to different dinner locations
 - b. Josephine is the lead; Michelle is interested
 - c. Meet at the Westin Downtown Seattle, more info will be available later
- S. Japan Week (formerly Aki Matsuri) at Bellevue College: possibly first week of Oct
- T. Fukushima Kenjinkai 100th Anniversary: **Oct. 27th (Sat), 11:00, Seattle Airport Marriott Hotel**
 - a. JETAA (Cheryl) will help with storage of things from Japan for the event
- U. Possible ramen western at Dawn's ranch & saloon near Tacoma — possible idea for summer, will need to follow up

Past Events

- A. PNWJETAA Elections (Michelle)
 - a. Nominations held until 01/31/2017 (12 nominations)
 - b. Emailed nominations for elections
 - c. End of elections: 02/16 (results for Shinnenkai)
 - d. Platforms were accepted after the fact, will ask for them next year (to be put on the website); overall elections were received positively by the community, will continue next year
- B. February Happy Hour: 1-Feb (Thu), 19:30 - 21:00 @ TanakaSan
 - a. 15 attendees including two JASSW members; good menu but slow service, not a good venue for larger groups or networking events
 - b. Food items were a bit pricey and drinks were on the small side, but otherwise would try going back there in the future
- C. Welcome Back Reception: 16-Feb (Fri), 18:00 - 20:00 @ Official Residence
 - a. 8 returnees, very nice event, good food
 - b. Moving the event later in the evening (as opposed to in the afternoon) worked best for most people's schedules
 - c. 26 JETAA attendees in total
- D. Shinnenkai + Annual Meeting: 17-Feb (Sat), 18:00 - 20:00 @ JCCCW
 - a. Very good food, lots of variety! Labels were really helpful
 - b. Spent about \$400 over budget
 - c. Karaoke started around 21:00 but should start later to accommodate for clean-up, chit-chat; maybe 2 hours after the official end of the event?
 - d. Change in setup compared to previous years helped create a more convivial atmosphere: large square tables with buffet tables located in the back

Membership Update (Lynn)

- A. No new sign-ups via website this month

- B. Potential Montana connection for trip later this year-new Honorary Consul appointed to MT & he is interested in helping to promote JET (Lynn)
 - a. Consul-General Japan Seattle is supporting Ian Montana
 - b. Opportunity for JETAA to do outreach in MT/ID, help anyone interested in some engagement (i.e. book club, etc)
 - c. Lynn will connect Michelle with Ian in Montana

Transitions (Jessica)

- A. Pay back Sasakawa for 2017: **\$165.52**
 - a. More details will be available in May

PNW JETAA Inventory

- A. Vertical & Horizontal banners = Adam
- B. ASK ME Buttons = Lynn
- C. New PNWJETAA pins = Lynn
- D. Binders, folders, USBs = Adam
- E. Beverage condiments & coffee = Michelle
- F. Deep storage for items used once-a-year at Cheryl's storage unit
- G. Please update the inventory list on Drive! ([spreadsheet here](#))

Tech and Website Update

- A. Account with MailChimp - In-Progress - Template has been created
 - a. Lynn will combine all data from Sophie's list, ours, and Yahoo Groups to create master list
 - b. Once set up we'll confirm people's subscription via email
 - c. Use sign-up dates to help vett out old emails
 - d. Adam & Grant will coordinate access to MailChimp so Mandi can send out the first newsletter
 - e. First future events e-mail will come from Newsletter Coordinator — two months' worth of events sent out every other month
 - f. Archive and re-insert memberships to filter 500+ emails
 - g. On duplicates: can be set-up to filter duplicates (be flagged if e-mail is missing)
 - h. 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
- B. Website redesign!
 - a. Or a fresh coat of paint? New template, background, pictures
 - b. Some photo links are broken, needs to be updated
 - c. Officer profiles have mostly been sent to Michelle — photos etc could be added to website later
 - d. Michelle will revamp site aesthetics: template, photos, layout
 - e. Zung will get in contact with Kate Gresham from NY about graphic design for the site for a full revamp
- C. Events: Facebook group vs Facebook page
 - a. Access to events and visibility are an ongoing issue due to FB setup

- b. Possible solution: Have a FB page as a reflection of website updates, update both FB and site, and create an event on Google Calendar?
- c. Jessica will look into ways to automate the process across different event platforms (eventbrite, brown paper ticket, etc)

Misc. Final Business

- A. By-Laws renewal/update deadline
 - a. Lynn has sample copy drafted by lawyer to share w/Executive Board, can also share on DRIVE
 - b. Separate meeting to be scheduled sometime in June
- B. Logo Redesign
 - a. Originally done by Shun 10+ years ago — time to refresh!
 - b. Could hold a logo contest with possible honorarium to winner
 - c. JETAA will set parameters for submissions (format, size, etc), aiming for something simple
- C. Monthly meetings, minutes, and agendas on our website
 - a. Required by JETAA by-laws to have meeting agendas and minutes accessible on our website
 - b. Create a page or tab for the agenda and minutes to be publicly available, not just on the Drive, or link from the website to the Drive folder
 - c. Archive anything older than 1 year
 - d. Sam & Grant will coordinate the best way to get the info out there
- D. Re: Old binders and notes — Adam & Sam will look at scanning all files to back everything up digitally; going paperless!
- E. Thank you book for CLAIR New York Staff that are returning to Japan
 - a. Tatsuya Matsumoto, Kaori Ito and Wataru Tozawa
 - b. Gather pictures, should be on the Drive
 - c. **Due March 18th**
- F. Distribution of PNWJETAA Logo & Ask Me Pins - who can receive these? How can we get them to other members who are out of town/state?
 - a. Currently pins & “Ask Me” are basically a free-for-all, but there were questions about buying them from us — they are not for sale
 - b. Possibly send out an email to folks who may want pins and have them send their mailing addresses; will refine and consider best possible way to distribute in the future
 - c. Adam & Michelle will be visiting MT sometime for outreach to Honorary Consul — could use that as an opportunity to distribute pins
 - d. Old pins can be used as giveaways — “vintage” PNWJETAA pins could be marketed as collectibles to those interested

Meeting Adjourned: 20:30

Next Meeting Date and Location:

05.04.2018 / 18:30–19:30 / WeWork (Westlake Tower), 12F Conference Room C

