

PNWJETAA

Monthly Meeting Minutes

(05 July 2018)

05.07.2018 / 18:30 / WeWork (Westlake Tower), 10F Conference Room A

ROLE CALL: Zung Do / Cheryl Hou (in spirit) / Grant Laughlin / Lynn Miyauchi / Adam Ledyard / Zack Williams (via Google Hangouts) / Michelle Kato / Sam Corpuz / Miranda Barril (in spirit) / Jessica Record

SPECIAL GUESTS: Maggie Thorpe

Call to Order (Adam): 18:34

Meeting Minutes Review

- A. Read & review minutes before next meeting!

Treasurer's Report (Zack)

- A. People are owing!
 - a. Web hosting — check is off!
 - b. Sophie = paid
- B. GiA budget request was sent (hard copy); more info TBA in Sept
- C. Previous balance: \$12,798.60
- D. Current balance: Checking: \$12,345.42 (Young Professionals Fund: \$905.96); Savings: \$505.85
 - a. Move \$\$ from Young Pro Fund to Savings acct (Zack)
- E. Receipts for JET training — who needs to be reimbursed?
 - a. Costco = \$129.38 (Cheryl)
 - b. QFC = ? (Zung)
 - c. Printing = ? (Annie?)
- F. Pictures needed for JET Training report to Consulate! Send to Zack
- G. Towel budget (Send-Off) — use admin funds, approx. \$150

Upcoming Events

- A. Kumamon Summer Family Picnic: **July 7th (Sat), 11:30–16:00, Seward Park (Shelter #3)**
 - a. Kumamoto Kenjin Kai: hot dogs, chili, watermelon, water, snacks, raffle and games
 - b. Zung & Lynn rsvp'd! Yoko (JTE) will also attend with her kids
 - c. RSVP to suzukoterada@icloud.com
 - d. Website: www.kumamotokenjinkai.org
- B. Japan Fair: **July 7th & 8th (Sat & Sun), Meydenbauer Center**

- a. Volunteers secured (Adam)
 - b. Laptop for slideshow (Jessica)
 - c. Giant laminated map (Lynn) — dry-erase markers & eraser, plus poster tube
 - d. Setup on Friday
 - e. Booth won't have power (\$70 for access), will run on battery (laptop & tablet)
- C. JAS Golf Tournament: **July 13th, New Castle Golf**
- a. Volunteers needed! — contact Josephine to put out a call on FB (Jessica)
 - b. [Flyer & info](#)
- D. Kotaro (CLAIR NY) arrival: **July 14th**
- a. Kotaro (met Zung at 30th reunion) flying in on 14th, leaving July 15th
- E. July Happy Hour @ *Bon Odori*: **July 21st (Sat), 16:00–18:00, International District**
- a. Event page [here](#)
 - b. Lynn will go night before (midnight 7/20) to try and secure space on the street for JETAA to sit while dancing! Folks need to use this space or we may lose it - Lynn will try to tape off & bring a tarp & a couple chairs
 - c. Maggie will play Taiko
 - d. FB event page up
 - e. Adam bringing castanets & instruments
 - f. Plus Hyogo send-off (Jessica) — at least 2 Hyogo JETs confirmed
 - g. Balloon to mark our place at beer garden? Small banner for table?
- F. J-LEAP Arrival Training (Laurasian Institution): **July 25th–29th (Wed–Sun), Northwest University**
- a. Sunday, July 29 — Training day & lunch
 - i. Lesson demos in the morning (08:30–11:00)
 - ii. Lectures/info & group photo 11:00–13:00
 - iii. Bento from 13:00–14:30
 - 1. Jessica will attend, anyone else?
 - 2. Let Michelle know if you can join by July 20th (officers); July 6th for everyone else
 - 3. Bentos will be partially paid for by JETAA — \$50 max? 50% of 5 bentos?
 - b. July 29th; drive some people to SEATAC?
 - i. Departures start at 17:00
 - ii. Most will be taking Uber
 - iii. Jessica and Lynn can volunteer 08:30–14:30
- G. 2018 JET Send-Off: **Reception July 27th (Fri); JET departure July 28th (Sat)**
- a. Reception: **Consul-General Official Residence, July 27th (Fri), 15:00–17:00**
 - i. RSVP by July 13th
 - ii. Adam is supposed to make a speech — email from Yoko-san (Consulate) not yet received
 - iii. Zung & Sam will also attend
 - b. Send-off: **July 28th (Sat) 08:30–11:00, Seatac International Airport, Delta Airline Check-in area**
 - i. Meet at 8:30 am? Flight DL167 (11:50 departure)
 - ii. Volunteers needed to hand out giveaways (fans & towels) & promise letters to distribute (Lynn)
 - iii. Stand up JETAA sign (Adam)

- iv. Post to FB (Sam), newsletter (Adam), website (Sam)
 - v. Din Tai Fung Southcenter after for brunch, approx. 11:00
- H. 55th Hyogo-Washington Sister State Anniversary: **July 27–28**
 - a. No event support requested from Hyogo
- I. Summer Picnic: **Aug 11th (Sat), 11:00–15:00, Luther Burbank**
 - a. Adam is coordinating, Zung is Costco liaison
 - b. Yakisoba (Adam)
 - c. Takoyaki maker (Lynn) — will bring it if takoyaki chef will attend (Zung)
 - d. Invite JETAABC & Portland JETAA (Adam & Michelle)
 - i. Portland JETs may attend, waiting for more info; will stay at Cheryl's
 - ii. Adam will contact Tai from JETAABC
- J. Inochi Taiko 15th Anniversary Concert: **Aug 11th (Sat), Shorewood High School**
 - a. Taiko events and workshops all weekend (Aug 11–12)
- K. Bellingham-Tateyama Sister City Mayoral Summit: **Sept 4–6 (Tue–Thu), Bellingham**
 - a. Email from Jeff Albright asking JETAA for donations to help with the summit — see [flyer](#)
 - i. Cannot donate funds, will email to ask if they need any other support (Sam)
 - b. Share event with CLAIR?
 - c. Website [here](#)
- L. 2018 JETAA USA National Conference: **Sept 13–16 (Thu–Sun), Denver Tech Center Marriott Hotel, Colorado**
 - a. Welcome reception Sept 13 (conference Sept 14–16)
 - b. Chapter survey [here](#)
 - c. Topics of interest
 - i. 5-year plan: we could learn more
 - ii. Non-profit status?
 - 1. Takes work to get established
 - 2. Pros: discounts, looks good on paper
 - iii. How do other JETAA groups with multi-state memberships manage?
 - d. Michelle & Zack will attend; maybe Adam, Cheryl, & Zung just for fun
 - e. What could we present about?
 - i. Engaging the Japanese community & volunteering
 - ii. Engaging other chapters (JETAABC & Portland)
 - iii. Engaging JETs with children (all ages)
 - iv. 100% Alumni-supported training
- M. Volunteering for Grassroots Summit: **Sept 18th (Tue), 17:30–20:00**
 - a. Dinner volunteers needed
- N. Japan Week “Matsuri”(formerly Aki Matsuri): **Oct 6th (Sat), Bellevue College**
 - a. Only the 6th is open to the public
- O. Fukushima Kenjinkai 100th Anniversary: **Oct. 27th (Sat), 11:00, Seattle Airport Marriott Hotel**
 - a. Storage (Cheryl)
 - b. Registration form [here](#) (email from Patsy Yamada) — early bird deadline has passed
 - c. JETAA already signed up (Lynn + ?)
- P. Ramen Western at Dawn's ranch & saloon near Tacoma — follow-up?
- Q. Karaoke Taikai with JASSW: date TBD, Lagunitas Brewing Taproom, Ballard

- a. Carolyn is our contact
- R. Future plans for a Tacoma Japan Festival (Jessica)
 - a. Mira Utz is our contact
- S. Joint Ski Trip with Vancouver BC chapter: Winter 2018/19
 - a. Tai (JETAABC President) is our contact
 - b. Sam is liason

Past Events

- A. JET Training: June 16th–17th; 09:00–17:00 Sat, 09:00–15:00 Sun; Thomson Hall 101, UW
 - a. Went very well! Great turnout
 - b. Feedback will be made available on Drive (Adam)
 - i. Jason did some analysis for the survey data
 - ii. See survey responses for feedback from new JETs ([Day 1](#), [Day 2](#))
 - c. Lots of overlap between presentations
 - i. For future: create a blurb for each presentation before Training — both for Training committee and for new JETs to know going into training
 - d. Thank You party / *osamekai* to follow sometime later?
- B. Walk-for-Rice: June 30th (Sat), Seward Park
 - a. Goals met! Big *otsukare* & thank you!
 - b. 26 registered walkers (35 in our gang total including unregistered friends & furry participants)
 - c. \$2070 raised (updated)
 - i. ACRS is still accepting donations (technical issue should be resolved)
 - ii. Send pictures to Line chat — Michelle will post to IG
- C. Pizza JET Together: June 30th (Sat), JCCCW
 - a. Only 4 new JETs attended — should be right after training so that questions aren't forgotten
 - b. 12–15 alumni attended for \$5 pizza
- D. Japan Night game July 1st (Sun), 4pm, Key Arena — no event

Membership Update (Lynn)

- A. No new sign-ups via our website
- B. Received some emails about joining the newsletter
 - a. Embed html to archived newsletters on website (Adam & Grant)

Transitions/Jobs (Jessica & Lynn)

- A. Jobs have been posted to website, to be updated on Wednesdays
 - a. Job highlights
 - b. Major job announcement next week
- B. Tues July 10 — job with Hyogo BCC (Jessica)

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 = Adam
- F. Voice recorders = Adam/Michelle
- G. Newsletter binders = Zung
- H. Thank you cards = Adam
- I. Computer = Jessica
- J. Deep storage for items used once-a-year at Cheryl's storage unit
- K. Please update the inventory list on Drive! ([spreadsheet here](#))

Tech and Website Update

- A. Grant updated wordpress so that posts don't share writer's personal email
- B. Can we add Transitions & J-LEAP to the pull-down menu for website posts?
 - a. Maybe? (Grant)
- C. Website redesign!
 - a. Some photo links are broken, needs to be updated (Adam)
 - b. Revamp site aesthetics: template, photos, layout (Michelle) — before the end of summer
 - c. Contact Kate from NY about graphic design for the site for a full revamp (Zung)
 - i. Logo needs to be decided first before any site revamp (see Misc.)
- D. New Logo contest! Michelle sent an email to puget & officers
 - a. Submit 2 pairs of entries: one with PNW lettering and one without (graphics only)
 - b. Adam will share on mailchimp soon, post on FB (who?)
 - c. Deadline Dec 21st — announce new logo at Shinnenkai
 - d. Judges: committee members, officers, JETAA, community members? (TBD)

Newsletter (Mandi)

- A. Mandi is stepping down
 - a. Adam will take on the next newsletter (July); send any blurbs & info to him
- B. Maggie is the new JET Coordinator!
 - a. Will include a greeting in the newsletter if possible
- C. Until new newsletter person joins: in stasis mode (only event highlights)

Misc. Final Business

- A. *Nengajo* project (Zack) — use as a save the date for JETAA 30th anniversary
 - a. Putting on the back-burner until new logo is decided
- B. Outreach in Montana (most likely late Sept)
 - a. Join with Maggie and Consulate-General during their trip to Montana
- C. By-Laws renewal/update deadline (Adam)
 - a. Adam will complete them before the end of his term
- D. Re: Old binders and notes (Adam & Sam) — on back-burner
- E. Young Professionals Fund

- a. Adam drafted quick form: discount or partial travel reimbursement on approved events; will share the Google doc later
- b. Max. \$10/pp/event
- c. Eligible recipients must be former JETs AND members of PNWJETAA
 - i. Encourages people to join PNWJETAA
- d. Events included: approved by board, focus on professional development and networking; members can propose events to approve via proposal
 - i. JASNET events, etc.
 - ii. No Transitions (no double-dipping in JETAA events)
- e. Create a Google form (Adam/Michelle?)
- f. JETAA members can donate to the fund: cannot be funded directly by JETAA's account
 - i. Another pro for having non-profit status
 - ii. Donations can be sent to Zack/treasurer
- g. Once details are approved, post on website/FB

Meeting Adjourned: 20:30

Next Meeting Date and Location:

09.08.2018 / 18:30–19:30 / WeWork (Westlake Tower), 10F Conference Room A
(2nd Thu of Aug)