

PNWJETAA

Monthly Meeting Minutes

(06 September 2018)

06.09.2018 / 18:30 / WeWork (Westlake Tower), 10F Conference Room A

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

SPECIAL GUESTS: Dylan (prospective JET applicant/UW student)

Call to Order (Adam): 6:57

Meeting Minutes Review

- A. Adam & Zack sent approval via email
- B. Approved by Michelle as well

Treasurer's Report (Zack)

- A. Previous balance
 - a. Checking: \$9,762.18
 - b. Savings: \$905.96 (Young Professionals Fund)
- B. Current balance
 - a. Checking: \$12,565.84
 - b. Savings: \$906.02
- C. Deposit for 80% of requested GIA \$2838.28.
- D. Budget Request for Grassroots Summit submitted 8/22/2018, \$1,200
- E. Budget Request for Remote Outreach submitted 8/26/2018, \$722.72, tickets and hotel booked
 - a. See upcoming events for more info
- F. Cheryl, Zung needing to pick up cheque from Zack
 - a. Honorariums owing for Pat & Amanda (?)

Upcoming Events

- A. Bellingham-Tateyama Sister City Mayoral Summit: **Sept 4–6 (Tue–Thu), Bellingham**
 - a. See [flyer](#)
 - b. Website [here](#)
 - c. Lynn will be attending “Sayonara Gala” (9/6/18) in official Consulate capacity
- B. September Happy Hour: **Sept 8 (Sat), 15:00–18:30, Kozue Japanese Restaurant**
 - a. FB event page is online and on website
 - b. 5 going, 9 interested on FB, patio seating available

- C. 2018 JETAA USA National Conference: **Sept 13–16 (Thu–Sun), Denver Tech Center Marriott Hotel, Colorado**
 - a. Chapter survey [here](#)
 - b. Michelle & Adam will attend
 - c. Adam wants to present! — no news from organizers
 - d. Michelle will stay after the event to connect with other JETAA council members
- D. Volunteering for Grassroots Summit: **Sept 18th (Tue), 17:30–20:00**
 - a. Volunteers accounted for
 - i. Approx. 10–15 people per group
 - ii. Venues: a lot of different places (Tutta Bella, Hamamachi, + more)
 - b. Adam attended meeting today, will send out info re: dinner assignments
 - i. 2-3 volunteers per group
 - ii. Gear and orientation provided at the Westin before dinner
- E. Vashon Japan Festival: **Sept 22nd (Sat), 10:00–16:00, Mukai Farm & Garden**
 - a. Sam received an email at work from Tina Shattuck (tina@tinashattuck.com); looking for anyone wanting to have booth space at the event for free — is JETAA interested?
 - b. Flyer [here](#); press release [here](#)
 - c. Will add it to the newsletter/FB
 - d. Adam will probably attend, but cannot host a booth this time
- F. Japan Week “Matsuri”(formerly Aki Matsuri): **Oct 6th (Sat), Bellevue College**
 - a. Anyone interested in volunteering at Consulate booth? Please contact Maggie or Lynn
 - i. Put a call-out in the newsletter
- G. Transitions 2018: **Oct 13th (Sat), Northwest University**
 - a. More details TBA (Lynn & Jessica absent today)
 - b. Adam will send out a direct email to new returnees re: Transitions
 - c. We need to know:
 - i. How many volunteers needed?
 - ii. Keynote speaker?
 - iii. Lecturers/break-out section leaders?
 - iv. Career fair/networking?
- H. Karaoke Taikai with JASSW: **Oct. 15 (Mon), 18:00–20:00, Lagunitas Brewing Taproom, Ballard**
 - a. Carolyn is our contact, 2nd JAS-NET event
 - b. Money from select beers goes to JASSW
 - c. Halloween theme — wear a costume to get a \$2 rebate at the door
- I. Remote Volunteer Outreach Activity — Visit to Montana: **Oct. 20th (Sat), All-day in Missoula, MT**
 - a. Missoula, MT; Arrive PM on Oct. 19 (Thurs); depart AM on Oct. 21; airfare and hotel booked
 - b. Tentative plan submitted to Yoko (CGJ):
 - i. Visit Mansfield Center, Japanese classes (possibly with Idaho/Montana JET alumni), and happy hour/networking in evening
 - ii. Any ID/MT alumni who are interested could be encouraged to be ID/MT representative; maybe start a book club (or ride on Anna’s)
 - c. Update email sent to Japanese Dpt. professors, Mansfield Center staff, and Global Engagement Office staff
 - d. PR actions

- i. Needed: list of Montana and Idaho JET alumni to contact via email (Michelle)
 - ii. UM Japanese Dpt. staff to help distribute flyers on campus (last action item)
 - iii. Facebook post, website post, and Newsletter announcement (Michelle/Zack)
- J. Fukushima Kenjinkai 100th Anniversary: **Oct. 27th (Sat), 11:00, Seattle Airport Marriott Hotel**
 - a. Registration form [here](#)
 - b. JETAA already signed up (Lynn, Jana + ?)
 - c. Cheryl purchased two adult tickets for whoever can attend from the council (Zung, Cheryl are volunteering)
 - i. Sam & Zack? Sam +1
- K. JASSW Holiday Dinner: **Nov 27th (Tues)**
- L. Joint Ski Trip with Vancouver BC chapter: Winter 2018/19
 - a. Tai (JETAABC President) is our contact, Sam is liaison
- M. Bonenkai: December 2018, Red Lantern & Venus Karaoke
 - a. Michelle & Sam are in charge!
- N. Future plans for a Tacoma Japan Festival (Jessica)
 - a. Elmira Utz is our contact

Past Events

- A. Summer Picnic: Aug 11th (Sat), 11:00–15:00, Luther Burbank
 - a. Takoyaki & yakisoba were very popular!
 - b. Invest in our own takoyaki iron?
 - c. Undokai went well, but maybe no donut relay next year
- B. Inochi Taiko 15th Anniversary Concert: Aug 11th (Sat), 19:00, Shorewood High School
 - a. No one attended...?

Membership Update (Lynn)

- A. 1 new sign up via the website
- B. Will share names & emails for folks that have given permission to share with Maggie (CGJ) - pulled from Web sign up list not MailChimp for recruiting purposes
- C. CLAIR Returnee list has arrived! CLAIR should be sending it to us directly - plz share w/membership as soon as we get it so we can invite the returnees to Happy Hour - if it doesn't come quickly, Maggie can share w/Officers & Membership!

Transitions/Jobs (Jessica & Lynn)

- A. Two new jobs posted to website

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
- G. Newsletter binders = Zung
- H. Thank you cards = Adam
- I. Computer = Adam
- 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. Website redesign!
- B. New Logo contest! (Michelle)
 - a. Send out on MailChimp
 - i. Michelle will update relevant info, Sam will send out contest info on mailchimp
 - b. Deadline can be pushed into January if need be
- C. Membership database coding underway!
 - a. Google app script attached to a google sheet
 - b. Current functionality: takes all form entries and merges the duplicates based on name, last name, name on JET and dumps it to a separate sheet
 - c. Eventual goal: create an app that manages all emails and updates it across all thingies (mailchimp etc.)

Newsletter (Temp Sam)

- A. In stasis mode (only event highlights) (Sam)

Misc. Final Business

- A. Renew JCCCW membership (Zack)
 - a. Need to cut a check or go through the website to renew membership
 - b. Cost: \$150
- B. Young Professionals Fund
 - a. Adam & Grant will coordinate putting YPF on website
 - b. Google form started: [here](#)
- C. Recruiting! (Maggie & CGJ)
 - a. Three trips around WA/ID/MT
 - i. \$50 honorarium available to anyone volunteering
 - ii. Maggie has heard from some interested alumni, will contact JETAA if there are any other spaces needing filled
- D. JASSW Holiday Dinner (Nov 27, Tues)
 - a. JETAA rep for the Holiday Dinner committee (volunteer coordinator)
 - b. More details: Carolyn (cpeterson@jassw.org)
 - c. Cheryl is attending Holiday Dinner planning meeting on 9/14 @ 3PM
- E. Meeting w/Dennis Yamashita (Aug 8) - about JAS-NET
 - a. Lynn will share Dennis' notes - feel free to edit/supplement
 - b. Ways to sell JAS-NET and how to differentiate it from JASSW

- c. Micro-volunteering ideas (Michelle)
- d. Low cost (planning and monetary) Events, e.g. Hiking with Bentos
- F. Next mini newsletter -Sam, can we add the [Kyoto Art & Antique Sale](#) Sept 27 - Oct 7? - I can write up a quick blurb about it & Georgetown if you wish. Please let me know —> Sam can do the thing
- G. Back-burner items
 - a. *Nengajo* project (Zack)
 - b. By-Laws renewal/update deadline (Adam)
 - c. Old binders and notes (Adam & Sam)

Meeting Adjourned: 20:05

Next Meeting Date and Location:

04.10.2018 / 18:30–19:30 / WeWork (Westlake Tower), 10F Conference Room A