

PNWJETAA

Monthly Meeting Agenda

(04 October 2018)

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

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

SPECIAL GUESTS: Recent Returnees: Jeremy Odden / Dawn Wyruchowski / Alana Yao

Call to Order (Adam):

Meeting Minutes Review

- A. Officers have approved via email!

Treasurer's Report (Zack)

- A. Previous balance
 - a. Checking: \$12,565.84
 - b. Savings: \$906.02
- B. Current balance:
 - a. Checking: \$12,566.43
 - b. Savings: 906.11
- C. Cheryl, Zung needing to pick up cheque from Zack
 - a. Honorariums owing for Pat & Denice
- D. JASSW Grassroots
 - a. Need to get budget invoice approval from MoFA
 - b. Adam will collect address and signatures for honorarium receipt
 - c. \$4.50 check needs to go to JASSW for transportation budget (see email)
- E. Remote Outreach
 - a. Budget approved!
 - b. Admin budget for gifts and a donation (\$150-\$200)
- F. Receipts - Jessica has receipts from Lynn for departure swag & map lamination

Upcoming Events

- A. Japan Week "Matsuri" (formerly Aki Matsuri): **Oct 6th (Sat), Bellevue College**
 - a. Anyone interested in volunteering at Consulate booth? Please contact Maggie or Lynn
- B. Transitions 2018: **Oct 13th (Sat), Northwest University**
 - a. Email sent out, registration/brownpapertickets setup

- b. We need to know:
 - i. How many volunteers needed?
 - ii. Keynote speaker?
 - iii. Lecturers/break-out section leaders?
 - iv. Career fair/networking?
 - c. Need more signups!! Get all your friends to register!
- C. 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
- D. 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. Donation to Mansfield Center: \$100; other funds for *omiyage* for Mansfield Center, Jpns Dpt Staff
 - c. Visit JPNS 201 (10:00-10:50); on preparing to apply for JET Program (20-30 min)
 - d. Visit JPNS 306 (11:00-11:50); on application process, Japanese work ethics, being a JET
 - e. Lunch and Engagement Discussion at University Center (12:00-14:50)
 - f. Mansfield Center Celebration Reception with Mansfield Center Director (15:00-17:00)
 - g. Networking Hour at Kettlehouse Brewing (18:00-21:00)
 - h. PR actions
 - i. Action: Email list of Montana, daho JET alumni (Zack)
 - ii. Action: UM Japanese Dpt. staff to help R event on Facebook (Michelle)
 - iii. Facebook post, website post, and Newsletter announcement (Michelle)
- E. 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) — Sam & Zack? / Sam +1
- F. JCS Musical Bridge Benefit Concert: **Nov 17th (Sat), 13:30–15:30, Renton Ikea Performing Arts Center**
 - a. \$20 adults, \$15 for students/seniors
 - b. All proceeds after expenses will go to the Seattle Japanese Language School
- G. JASSW Holiday Dinner: **Nov 27th (Tues)**
 - a. Cheryl attended planning meeting (Sept 14)?
 - b. JETAA rep for the Holiday Dinner committee (volunteer coordinator)
 - c. More details: Carolyn (cpeterson@jassw.org)
- H. Ski & Board with JETAABC: **Jan 26th, 2019 (Sat), Grouse Mountain, North Vancouver**
 - a. Sam & Danielle (external@jetaabc.ca) met via skype to start initial planning
 - b. Day of skiing on Grouse Mountain (Sam worked there!), apres-ski dinner & karaoke to follow in DT Van; Sunday: possible tour of Vancouver sights for visitors from outside the Lower Mainland (led by Danielle & Sam)
 - c. Save the date to be included in upcoming newsletter/e-blast for PNW and BC
- I. Bonenkai: December 2018, Red Lantern & Venus Karaoke
 - a. Michelle & Sam are in charge

Past Events

- A. Bellingham-Tateyama Sister City Mayoral Summit: Sept 4–6 (Tue–Thu), Bellingham
 - a. Lynn attended “Sayonara Gala” (9/6/18)
- B. September Happy Hour: Sept 8 (Sat), 15:00–18:30, Kozue Japanese Restaurant
 - a. 7 attended
- C. 2018 JETAA USA National Conference: Sept 13–16 (Thu–Sun), Denver Tech Center Marriott Hotel, Colorado
 - a. Adam & Michelle rep’d PNW
 - b. USJETAA revamped membership, all of use should register!
 - c. Lots of notes, ideas and energy brought back~
- D. Volunteering for Grassroots Summit: Sept 18th (Tue), 17:30–20:00
 - a. 12 JETAA volunteers
 - b. about 60 - 70 Summit attendees, junior high kids all the way up to retirees
 - c. Went to Carlile Room, Pacific Place, Tutta Bella, Blue Acre and Uwajimaya
- E. Vashon Japan Festival: Sept 22nd (Sat), 10:00–16:00, Mukai Farm & Garden
 - a.

Membership Update (Lynn)

- A. Add to sign up form: Do you know any other JET Alumni? 12 new sign ups via website including 2 of the guests today!!
- B. Thank you Jeremy & Dawn for registering via website as new members!!! Alana please officially join PNWJETAA!

Transitions/Jobs (Jessica & Lynn)

- A.

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. Kicked off on mailchimp, deadline end of Jan.

- C. Membership database coding underway! (Adam)
 - a. 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
 - b. Eventual goal: create an app that manages all emails and updates it across all thingies (mailchimp etc.)

Newsletter (Temp Sam)

- A. Sent out the Monday after monthly meetings
- B. Think about when to release? Chicago JETAA targets tuesday 9 a.m. for better visibility
- C. KenJETkai: publish info about it in newsletter

Misc. Final Business

- A. Renew JCCW membership (Zack)
 - a. Cost: \$150
- B. Young Professionals Fund
 - a. Put on website (Adam & Grant)
 - i. Need feedback on where to put it. New tab? Under an existing tab? Other information it should be grouped with?
 - b. Google form started: [here](#)
- C. Agendas & minutes on website (Grant & Sam)
- D. Recruiting! (Maggie & CGJ)
 - a. Three trips around WA/ID/MT
 - b. \$50 honorarium available to anyone volunteering
- E. Back-burner items
 - a. *Nengajo* project (Zack)
 - b. By-Laws renewal/update deadline (Adam)
 - c. Old binders and notes (Adam & Sam)

Meeting Adjourned:

Next Meeting Date and Location:

01.11.2018 / 18:30–19:30 / WeWork (Westlake Tower), 10F Conference Room A