

PNWJETAA

Monthly Meeting Minutes

(07 December 2018)

07.12.2018 / 18:30 / WeWork (Westlake Tower), 12F Conference Room A

ROLE CALL: Cheryl Hou (in absentia) / Lynn Miyauchi / Zung Do (in absentia) / Grant Laughlin (in absentia) / Adam Ledyard / Michelle Kato / Zack Williams / Sam Corpuz / Jessica Record / Jeremy Odden (in absentia)

SPECIAL GUESTS: Patrick Penny / Janice Laureano

Call to Order (Adam): 19:01

Meeting Minutes Review

- A. Officers + Lynn sent approval via email

Treasurer's Report (Zack)

- A. Previous balance
 - a. Checking: 11,431.48
 - b. Savings: 906.18
- B. Current balance:
 - a. Checking: 11,274.30
 - b. Savings: 906.25
 - c. Admin budget: \$379 remaining
 - i. Put toward decorations for bouenikai/shinnenkai? — storage? As long as it's for long-term use should be okay
- C. Owing: Zung (check written, not yet picked up?), Pat/Sam, Denise, Adam, Cheryl, Lynn
 - a. Spreadsheet for collecting mailing addresses sent to Zack? (Adam)
 - b. Transitions — Honorariums sent out but still need address for Karen; total amount: \$610
 - c. Waiting on receipts, Jessica will contact people to make sure they submit their receipts
- D. JASSW Grassroots
 - a. All check honorariums sent? Yep! — slowly being cashed
- E. Receipts
 - a. Jessica has receipts from Lynn (departure swag & map lamination) = not yet paid
 - b. Stands for JASSW holiday dinner (Michelle)
- F. Japan America Society Holiday Dinner Budget Proposal (Adam) — already sent
- G. JCCCW membership not yet renewed (Zack): \$150 - Renewed
- H. Budget for outreach was approved, check was received!
- I. Budget proposal for dinner also approved - Invoice on the way!

- J. Venmo for PNWJETAA — how would we do this without having to close and open the account each time the treasurer changes over?
 - a. Zack will look into other options
 - b. Paypal business? If we can be 503(c) nonprofit there might be a discount?
- K. Going forward for MoFA funded events: provide Yoko Yanagimoto a short report and photo evidence

Upcoming Events

- A. 2018 Bōnenkai: **Dec 15th (Sat), 17:00–20:00 (tentative), The Box & Burgers Eatery, Kirkland**
 - a. Michelle & Sam are in charge! Details:
 - i. Early-bird: \$20/person (ends tomorrow!); Regular price: \$25/person; children <10 free
 - ii. Include dietary restrictions by 12/8 to send to chefs
 - iii. Includes appetizers (buffet-style), entree, dessert, and soft drink ([menu](#))
 - iv. Max capacity 47
 - b. Google registration form is online ([link](#)), currently at 33 paying attendees
 - i. Need 8 more participants paying \$25
 - ii. Yoko-san from CGJ and Dale from JASSW — not yet registered, Yoko-san will not be paying
 - iii. Adam will also send an invite to Alan (from Japan Fair)
 - c. Officers! Bring desserts, drinks? More?
 - i. Adam will BYOB: 12-pack of beer and 2 bottles of wine = one alcoholic drink per guest, after that we will encourage guests to buy alcohol
 - ii. Adam: cookies
 - iii. Michelle: something gluten-free?
 - iv. Sam: something vegan?
 - d. Vegetarian dishes: can we provide more variety (not just fries and veggie burger?) — Michelle will check
- B. Ski & Board with JETAABC: **Jan 26th, 2019 (Sat), Grouse Mountain, North Vancouver**
 - a. **Michelle does not think we're hot: Colorado is hotter?**
 - b. [Registration google form](#) is ready to go live! Sign-up will be included in the next newsletter, already on website; FB event page to be created before newsletter launch
 - c. Questions for PNWJETAA:
 - i. Any funds available to use for this trip? Is it possible to subsidize some of lift ticket costs or provide some appies at dinner? — will have to assess the GiA budget, would need to submit a change of budget request; Zack will take a look at the budget and try to funnel it into the event (Zack will check with CLAIR and get back to Sam asap); shouldn't be an issue
 - ii. Collecting payment for lift passes: want to collect \$\$ for lift passes prior to event — PNW to collect \$ from US attendees, then send it as a lump-sum to JETAABC
 - d. Sam & Danielle (external@jetaabc.ca) leading: Details:
 - i. Day of skiing on Grouse Mountain, apres-ski dinner & karaoke to follow in Vancouver; Sunday: possible tour of Vancouver sights for visitors from outside the Lower Mainland (led by Danielle & Sam)
 - ii. Possibly have Vancouver-area JET alumni to host visitors (couchsurfing-style)

- iii. JETAABC might be able to subsidize lift tickets (depending on number of signups); or use it as an early-bird incentive?
 - iv. JETAABC member might be able to get discounted tickets to sightseeing locations in Vancouver
- C. Possible wine-tasting happy hour in Woodinville (Jessica & Sam?) — Jan 12/13?
- D. 2019 Shinnenkai: February 16 (Sat), 16:00–19:00, JCCGW
 - a. Michelle & Jeremy & maybe more in charge
 - b. Michelle contacted JCCGW, need to roll out dojo mats the day before, will ask Zung for a key
 - c. Election
 - i. Nomination forms on Wufoo under secretary's email (creds: Wuufuu604!)
 - ii. Sam will update Wufoo info
- E. Possible Tea History & Chinese Tea Ceremony Demonstration? (Pat) — March-ish?
 - a. Include Japanese tea education so we can get funding?
- F. Future: Leavenworth Oktoberfest 2019? (Sam & Jessica, possibly)
- G. Remote Outreach to WWU? Possibly before interviews? (Zack)
 - a. Take a Friday off and drive up with Zack to visit classrooms and talk about JET ZZ

Past Events

- A. APSIA Graduate School Fair: Nov 15th (Thu), 11:00–13:00 ET, Online
- B. JCS Musical Bridge Benefit Concert: Nov 17th (Sat), 13:30–15:30, Renton Ikea Performing Arts Center
- C. JASSW Holiday Dinner: Nov 27th (Tue), 17:00–21:00, Westin Seattle Grand Ballroom
 - a. JET alumni had 2 tables! Very good dinner event
 - b. Cheryl and Zung had promotional material for JETAA, was supposed to be on a table but unsure if that was set up
- D. JET Returnees Welcome Back Reception: Nov 29th (Thu), CGJ Official Residence; Nov Happy Hour
 - a. Adam was very JET-lagged, but overall very fun and successful
 - b. November Happy Hour at Sitting Room was very successful, if a bit pricier than we'd like
- E. Hidden Gems: Hachinohe and Federal Way Sister City 25th Anniversary Photo Exhibit: Nov 29th (Thu) – Dec 5th (Wed), Federal Way Performing Arts & Event Center
 - a. Call for photos from Federal Way now wanted for exhibit in Hachinohe Jan 2019 (sam has article for newsletter); Adam will ask Zung for pics of White River Bonodori
 - b. Great success! Thanks for everyone who went — Angelica & Hachinohe gang really appreciated PNWJETAA's support! Over 350 visitors to the exhibit!

Membership Update (Lynn)

- A. 2 new sign-ups via website, 1 via form from CGJ, 1 update via website
- B. Adam will try to work on membership database over the holidays

Transitions/Jobs (Jessica & Lynn)

- A. Transitions meeting to be held post-meeting tonight!

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, now with Office 2007!
- J. Brochures = Michelle
- K. Event booth box o'stuff = Cheryl
- L. Projector (donated from Adam!) = Adam
- M. Deep storage for items used once a year at Cheryl's storage unit
- N. Please update the inventory list on Drive! ([spreadsheet here](#))

Tech and Website Update

- A. Copyright infringement for photos!
 - a. Remove & catalogue all images (Jeremy)
 - i. Initial review looks more complicated than first thought
 - ii. Will double-check what constitutes Fair Use vs Copyright Infringement (For example, So Long Farewell used in July of this year. Does meme-ifying count as Fair Use?)
 - iii. Other problems: older platform incompatibilities (photo of Lynn & PM Abe is gone, etc)
- B. New Logo contest! (Michelle)
 - a. Still on! Will be pushed in the newsletter
 - i. Michelle will also make a bunch in case we don't get enough submissions
 - b. 30th Anniversary *PREMIUM* Logo / pins / merch
 - i. Payton (First Nation JET alum) knows a Japanese-American artist and will try to connect PNWJETAA with him, try to commission him for the anniversary logo
 - ii. Can use this on fancy things — awards for long-time members, former officers, and outstanding volunteers & supporters
- C. Membership database coding underway! (Adam)
 - a. Eventual goal: create an app that manages all emails and updates it across all thingies (mailchimp etc.)

Newsletter (Temp Sam)

- A. Sent out the Mon-ish after monthly meetings, please email secretary@pnwjetaa.org for submissions!
- B. Montana alumni to do seasonal updates (Michelle)
 - a. First message received from Randi, will alternate with Kaith each quarter in a segment called "Postcards from ____"
 - b. Set out more guidelines for them? Word-count (200 or less), theme, suggestions for content, when to submit (spring, summer, fall, winter)

- C. Request from Maggie
 - a. JET Interviewers & interview assistant needed (Feb. 6-8, 2019)
 - b. We Are Tomodachi newsletter ([link](#))
 - c. Spring outreach: unis, community colleges, and high schools! Looking for volunteers
 - i. Also looking for JET alumni who attended UW to be a part of a info panel — Zack and Jessica volunteer
- D. Separate email for new logo contest to be sent at the end of Dec.
- E. Posting students seeking internships from Seattle Central in the PNWJETAA Newsletter
 - a. Email from Marcus looking for internships for Japanese students, do we want to throw it in? Is it the right place?
 - b. Maybe on the website? But no to newsletter for now
- F. Adding a “Where are they now” submission to newsletter (Zack)
 - a. profile showcasing alum, promote networking
 - b. Zack will get a headstart on that

Misc. Final Business

- A. 2019 Elections
 - a. Call-out for nominations by the end of December, voting open until *shinnenkai*
 - b. All traditional positions, plus anything we’re missing (e.g. social coordinator), or anything else people want to create for themselves
- B. Young Professionals Fund
 - a. No updates, just need to make it **#aesthetic**
- C. Agendas & minutes on website (Adam & Sam)
 - a. Also 2018 Training to be put online... some day
- D. From the JET Desk (Maggie & CGJ)
 - a. Invoice and photo report due to Yoko-san
 - i. Yoko-san: Request to start thinking about 2019 JETAA Annual Plan! Submit in Feb. or March
- E. Thank you card & wine for Allen re: Japan Fair
 - a. The thing happened and then it didn’t, but Adam currently is holding onto it, will get it to him
- F. Back-burner items
 - a. *Nengajo* project (Zack) — need to kickstart logo contest
 - b. By-Laws renewal/update deadline (Adam) — Adam says he will set up a meeting next year sometime, will “maybe” do a Doodle poll, he says.
 - c. Old binders and notes (Adam & Sam)

Meeting Adjourned: 20:45

Next Meeting Date and Location:

10.01.2019 (2nd Thurs) / 18:30–19:30 / WeWork (Westlake Tower), 10/12F Conference Room A