

PNWJETAA

Monthly Meeting Agenda

(10 January 2019)

10.01.2019 / 18:30 / WeWork (Westlake Tower), 10/12F Conference Room

ROLE CALL: Cheryl Hou / Lynn Miyauchi / ~~Zung De~~ / Adam Ledyard / Michelle Kato / Zack Williams / Sam Corpuz / Jessica Record / Jeremy Odden

SPECIAL GUESTS: Gabriel Rebeck

Call to Order (Adam):

Meeting Minutes Review

- A. Adam, Lynn, & Jeremy approved via email

Treasurer's Report (Zack)

- A. Previous balance
 - a. Checking: 11,274.30
 - b. Savings: 906.25
 - c. Admin budget: \$379 remaining
- B. Current balance:
 - a. Checking: 10,585.40
 - b. Savings: 906.34
 - c. Admin budget: \$306 remaining
- C. Owing: Zung (check written, not yet picked up?), Denise, Adam, Cheryl, Lynn
 - a. Spreadsheet for collecting mailing addresses sent to Zack? (Adam)
 - b. Transitions — Honorariums sent out (incl. Karen Lam?), waiting on receipts
 - c. NEW Receipt - (Lynn) \$ 72.86 - towels for 2019 Send-off swag (towels) - finally found cute towels @ Lynwood Daiso! Still need to replenish fans if we still want to go with the fan & towel combo?!?
- D. JASSW Grassroots honorariums sent, all cashed?
- E. Receipts
 - a. 2018 departure swag & map lamination paid @ December meeting
 - b. Stands for JASSW holiday dinner (Michelle)
- F. Venmo or other online payment option for PNWJETAA (Zack)
 - a. Paypal business? If we can be 503(c) nonprofit there might be a discount?
- G. Going forward for MoFA funded events: provide Yoko Yanagimoto a short report and photo evidence

Upcoming Events

- A. JASSW Shinnenkai 2019: **Jan 17th (Thu), 17:30–20:00, David Wright Tremaine LLP**
 - a. Invite sent by Carolyn, \$20 for JETAA members
 - b. Appetizers, 2 glasses of wine, door prizes, networking!
- B. SIFF Screening of *Mirai*: **Jan 19th (Sat), 11:00–, Uptown Theatre in Queen Anne**
 - a. Tickets \$10 at SIFF website
 - b. Film Q&A to follow, free donuts and coffee/tea
- C. Ski & Board with JETAABC: **Jan 26th (Sat), Grouse Mountain, North Vancouver**
 - a. [Registration google form](#) is live! As is FB event page
 - b. Questions for PNWJETAA:
 - i. Funding?
 - ii. When to send \$\$ to BC?
 - c. Sam & Danielle (external@jetaabc.ca) leading: Details:
 - i. Day of skiing on Grouse Mountain, apres-ski dinner (at [Steamworks](#), a VanCity classic) & karaoke to follow in Vancouver; Sunday: possible tour of Vancouver sights for visitors from outside the Lower Mainland (led by Danielle & Sam)
 - ii. Guest suite available for 4–6 people
 - iii. JETAABC will use funding for appies at apres-ski, PNWJETAA = ?
 - iv. JETAABC member might be able to get discounted tickets to sightseeing locations in Vancouver
- D. JET Interviews: **Feb 6–8 (Wed–Fri), 09:00–16:00, Consulate-General of Japan**
 - a. Need interviewers! Adam, Jessica, Sam, Pat, Zack may have volunteered at the last meeting...
- E. 2019 Shinnenkai: **Feb 16 (Sat), 16:00–19:00, JCCCW**
 - a. Michelle & Jeremy & maybe more in charge
 - b. Michelle contacted JCCCW, need to roll out dojo mats the day before, will ask Zung for a key
 - c. Election
 - i. Nominations being accepted til 01/31
 - ii. Voting until 02/15, announce new council at shinnenkai
- F. Possible Tea History & Chinese Tea Ceremony Demonstration? (Pat) — March-ish?
 - a. Include Japanese tea education so we can get funding?
- G. Possible wine-tasting happy hour in Woodinville (Jessica & Sam?) — ??
- H. Future: Leavenworth Oktoberfest 2019? (Sam & Jessica, possibly)
- I. 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

Past Events

- A. 2018 Bōnenkai: Dec 15th (Sat), 17:00–20:00 (tentative), The Box & Burgers Eatery, Kirkland
 - a. We did it!

Membership Update (Lynn)

- A. Adam to work on membership database over the holidays

- B. No new sign ups via the website except - Janice Laureano who signed up during at the December meeting, or at least on the same day! Met a former MT JET - Brandon Page - not sure how to list him - need to discuss w/ board as he lives in both US & Japan.

Transitions/Jobs (Jessica & Lynn)

- A. Part Time ESL Instructor temp position @ Shoreline CC - Posted on PNWJETAA job page

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. I have removed all un-credited images that stand out instantly as being borrowed. I did it the long way around, so the posts are still pretty instead of having big error boxes.
 - ii. Now the hard part begins: going through slideshows and PDFs looking for copyright issues there. But those are also less likely to get us dinged because they can't be found with a search.
 - iii. Other problems we still have: older platform incompatibilities (photo of Lynn & PM Abe is gone, etc)
- B. New Logo contest! (Michelle)
 - a. Still open for submission
 - 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)

Newsletter (Temp Sam)

- A. Sent out the Mon-ish after monthly meetings, please email secretary@pnwjetaa.org for submissions!
- B. Request from Maggie
 - a. JET Interviewers & interview assistant needed (Feb. 6-8, 2019)
 - b. Spring outreach: unis, community colleges, and high schools! Looking for volunteers (Zack & Jessica to volunteer for UW info panel)
- C. New logo contest & elections email sent out at the end of Dec.
- D. “Where are they now” section in newsletter (Zack)
 - a. profile showcasing alum, promote networking

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. JETAA representation on the JASSW board
 - a. Dale approached Adam at one of the Consulate receptions in November and asked about the possibility
 - b. Gabriel expressed interest
- C. Young Professionals Fund
- D. Agendas & minutes on website (Adam & Sam)
 - a. Also 2018 Training to be put online... some day
 - b. Possibly use the Mammoth .docx converter plugin in WordPress. The advantage would be no need to have a google account to read the GoogleDoc
- E. 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
- F. Thank you card & wine for Allen re: Japan Fair — mission accomplished? (Adam)
- G. 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.
 - i. Targeting March - new council members will be involved and it’s a quiet month on the JETAA calendar
 - c. Old binders and notes (Adam & Sam)

Meeting Adjourned:

Next Meeting Date and Location:

07.02.2019 / 18:30–19:30 / WeWork (Westlake Tower), 10/12F Conference Room