

PNWJETAA

# Monthly Meeting Minutes

## (10 January 2019)

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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 / Carolyn Peterson

Call to Order (Adam): 18:39

### Meeting Minutes Review

- A. Adam, Lynn, & Jeremy approved via email
- B. Zack also approved

### 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: Adam (bounenkai), Lynn, Michelle
  - a. Grassroots: done!
  - b. Transitions: Honorariums cashed, waiting on 2 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. Cheryl: check passed off but not cashed, may be missing; Zack will issue a new check if necessary
  - e. Bounenkai — check needs to go to Adam because he paid with the wrong debit card
  - f. Stands for JASSW holiday dinner (Michelle) — giving to Zack now-ish
- D. JASSW Holiday Dinner — Paid for
- E. Ski trip — should be fine, need to re-submit the proposal (exact amounts, how many people, how much)
- 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?

- b. Or create a separate venmo account just for the treasurer (unattached), then transfer the \$\$ to somewhere — Zack & Lynn will look into it
- G. Going forward for MoFA funded events: provide Yoko Yanagimoto a short report and photo evidence
  - a. Includes nengajo & something else
    - i. When is the 30th anniversary? Maybe 2020, or we can just make it 2020!
  - b. Do we know what we're doing? Funds need to be used this month
- H. Schedule budget meeting asap — open to anyone, but Pres, VP, and Treasurer must attend to sign
  - a. Scheduled for 13:00–16:00 on Feb. 9th at Adam's place
- I. Summer Picnic: reserved for a half-day (we thought), but Cheryl actually reserved a full day and we paid for a full day; but are we over what we budgeted?

## 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. Gabriel already signed up, Sam & Pat planning to sign up soon
  - c. Appetizers, 2 glasses of wine, door prizes, networking!
  - d. JETAA is officially corporate members of JASSW! We get member pricing for this year!
    - i. Next year: perhaps have JETAA become an associate for \$350/year
    - ii. If we become 501(c) nonprofit we'll have a more independent stream of funding and can do membership
    - iii. Perks for having membership: we can piggy-back off of insurance or other things with JASSW
- 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. Sam and maybe Zack will rep!
- 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? \$10 CA cash back when picking up lift passes
    - ii. When to send \$\$ to BC?
  - c. Sam & Danielle ([external@jetaabc.ca](mailto: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. Still need interviewers? Adam, Jessica, Sam, Pat, Zack may have volunteered at the last meeting...
    - i. Carolyn & Michelle also volunteer!
    - ii. Sam emailed Maggie, no other interviewers needed

- E. 2019 Shinnenkai: **Feb 16 (Sat), 16:00–19:00, JCCCW**
  - a. Michelle & Jeremy & maybe more in charge ([see google drive folder](#))
    - i. Team leads would be in charge of budget and coordination
    - ii. Teams:
      - 1. Set-up (Adam-L & Zack-L)
      - 2. Break-down (Cheryl-L, Zung-L, Lynn-L, Carolyn)
      - 3. Entertainment/donations (Carolyn-L, Sam-L)
      - 4. Entertainment/karaoke (Jeremy-L, Zack)
      - 5. Catering (Michelle-L, Pat)
    - iii. Michelle & Jeremy as MC
  - b. Action points:
    - i. Contact/put call out for volunteers via fb/email/newsletter
    - ii. **Make sure there is kimchi mac & cheese**
  - c. Cost via brown paper ticket: \$20 = just food, \$25 = food + 2 alc. bevs (plus bpt service fees)
    - i. Cash or square on site for day-of with higher price: \$30 / \$35
    - ii. Extra drink tickets sold onsite: \$5 / 2 tickets
- F. Elections! **Feb 16 (Sat), during shinnenkai, JCCCW**
  - a. Nominations being accepted til 01/31
  - b. Voting until 02/15, announce new council at shinnenkai
  - c. Add CC to ballot; remove membership (Sam)
  - d. Who else would we want to nominate? new-Dawn (social), Janice (web/media), Landon (social)
- G. Possible Tea History & Chinese Tea Ceremony Demonstration? (Pat) — March-ish?
- H. Possible wine-tasting happy hour in Woodinville (Jessica & Sam?) — ??
- I. Summer Picnic: **Aug 17 (Sat), Luther Burbank Park**
  - a. Full-day reservation!
- J. Future: Leavenworth Oktoberfest 2019? (Sam & Jessica, possibly)
- K. 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! Great work Michelle~!
  - b. We went over budget, but maybe for future we'll add more GiA funding
  - c. Future bounenkai: move to different venues year-to-year
  - d. Great feedback from participants and venue; participants really appreciated going somewhere new; inspired SKSCA to have their Shinnenkai at The Box!

## Membership Update (Lynn)

- A. Adam to work on membership database some day
- 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 = Adam
- M. Sake barrel & mallets = Adam
- N. Deep storage for items used once a year at Cheryl's storage unit
- O. Please update the inventory list on Drive! ([spreadsheet here](#))

## Tech and Website Update

- A. Remove & catalogue all images (Jeremy)
  - a. 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.
  - b. 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. — to be safe: remove from website, archive it on Drive, and put a link to request the document
  - c. Other problems we still have: older platform incompatibilities (photo of Lynn & PM Abe is gone, etc) — Grant holds all the knowledge, when we have a new media/web person (Janice?) we will be able to answer some of these questions
- B. New Logo contest! (Michelle)
  - a. Still open for submission
  - b. Michelle made 10! Will bring them for voting
  - c. 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 — haven't had luck contacting him yet
    - ii. Uses & special events — 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](mailto:secretary@pnwjetaa.org) for submissions!
- B. Add note for new job opportunities next newsletter
- C. Rotate content management every two months amongst officers, secretary will continue to send them out
- D. “Where are they now” section in newsletter
  - a. profile showcasing alum, promote networking
  - b. Cheryl, Lynn, Sandra, Ryan Hart, Jennifer Kawakami, Jeff Huffman
  - c. Sam will get in touch with Ryan Hart for first issue (Feb/Mar)! Will draft questions, have a preview in newsletter and link full article to website

## Misc. Final Business

- A. JETAA representation on the JASSW board
  - a. Dale approached Adam at one of the Consulate receptions in November and asked about the possibility
    - i. Dale would like more established members, but ultimately it’s up to JETAA
    - ii. Needs to be decided by Feb/March
  - b. Gabriel expressed interest, Jeremy is also interested
  - c. New board announced in April, commitment on the board is minimal (aka: 4 board meetings per year, Jan, Apr, June, Sept/Oct, runs 1.5 hrs; 3 years)
  - d. We will decide next meeting
- B. 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 — Adam will test the plugin and we’ll go from there
- C. 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
    - ii. Congratulation card for Yoko-san for her marriage!
- D. Thank you card & wine for Allen re: Japan Fair — mission not accomplished (Adam!!!!!!)
  - a. Invite Allen to shinnenkai
  - b. Also maybe have a tour at Nikkei Vets place? As a raffle prize for shinnenkai
- E. 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: 20:55

**Next Meeting Date and Location:**

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