

PNWJETAA

Monthly Meeting Agenda

(07 February 2019)

07.02.2019 / 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: None

Call to Order (Adam):

Meeting Minutes Review

- A. Adam, Zack approved by email

Treasurer's Report (Zack)

- A. Previous balance
 - a. Checking: 10,585.40
 - b. Savings: 906.34
 - c. Admin budget: \$306 remaining
- B. Current balance:
 - a. Checking:
 - b. Savings:
 - c. Admin budget: 283.43
- C. Owing: Adam (bounenkai), Lynn, Michelle
 - a. Transitions: Honorariums cashed, waiting on 3 receipts — Jessica is working on getting them
 - b. Send-off swag (Lynn)
 - c. Double checked cashed checks. All checks have been cashed except for 3 (same three as Transitions Honorariums)
 - d. Bounenkai — check needs to go to Adam because he paid with the wrong debit card, \$1537.50
 - e. VanSki - Adam wrote a personal check for funding the lift tickets - \$455.39
 - f. Stands for JASSW holiday dinner (Michelle)
- D. Ski trip — Adam gave a personal check, has not been cashed yet
- E. 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
- F. 2019 Budget Meeting!! — 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
 - b. Scanner is working, Adam will buy ink for printing
 - c. Snow very likely...
- G. Last year’s 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. 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
 - iv. Invitees
 1. SKSCA will be there
 2. Allen Nakamoto will be there (Japan Fair)
 3. Carolyn will represent JASSW
 4. Kumamoto Kenjinkai can’t make it
 5. No official response from Cherry Blossom
 6. Yoko can’t make it, no word from Maggie for Consulate
 7. No response from JCCCW
 8. No response from Fukushima Club
 - 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
- B. Elections! **Feb 16 (Sat), during shinnenkai, JCCCW**
- a. Nominations period has closed, voting until 02/15, announce new council at shinnenkai
- C. Possible Tea History & Chinese Tea Ceremony Demonstration? (Pat) — March-ish?
- D. Possible wine-tasting happy hour in Woodinville (Jessica & Sam?) — ??
- E. Summer Picnic: **Aug 17 (Sat), Luther Burbank Park**
- a. Full-day reservation!
- 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

Past Events

- A. JASSW Shinnenkai 2019: Jan 17th (Thu), 17:30–20:00, David Wright Tremaine LLP
 - a. Sam, Pat, Gabriel, Cheryl, Lynn attended
- B. SIFF Screening of *Mirai*: Jan 19th (Sat), 11:00–, Uptown Theatre in Queen Anne
 - a. Adam, Sam, Pat, and Stacie
- C. Ski & Board with JETAABC: Jan 26th (Sat), Grouse Mountain, North Vancouver
 - a. OMG IT HAPPENED AND SAM HOPES IT WENT OK
- D. JET Interviews: Feb 6–8 (Wed–Fri), 09:00–16:00, Consulate-General of Japan
 - a. Is anyone an interviewer?

Membership Update (Lynn)

- A. Adam to work on membership database some day
- B. No new sign-ups/updates via website

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, 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. Slideshows and PDFs have been removed (except 2018 documents) and replaced with a link to the contact page.
 - b. Other problems: older platform incompatibilities (photo of Lynn & PM Abe is gone, etc) — Grant holds all the knowledge, when we have a new media/web person we can transfer knowledge
- B. New Logo contest! (Michelle)
 - a. Submission period ended

- 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 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)
- 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. 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:

Next Meeting Date and Location:

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