

PNWJETAA

Monthly Meeting Minutes

March 2019

March 7, 2019 | 18:30 | WeWork (Westlake Tower), 10/12F Conference Room

ROLE CALL: Lynn Miyauchi | ~~Zung De~~ | Cheryl Hou | Adam Ledyard | Michelle Kato | Zack Williams | Sam Corpuz | ~~Jessica Record~~ | ~~Jeremy Odden~~ | Janice ~~Laureano~~ | Dawn Wyruchowski

SPECIAL GUESTS: Carolyn Peterson

Call to Order (Adam): 19:54

Meeting Minutes Review

- A. Approved! Lynn, Michelle, & Jeremy by email

Treasurer's Report (Zack)

- A. Previous balance
 - a. Checking: 10,445.80
 - b. Savings: 906.41
 - c. Admin budget: 283.43
- B. Current balance:
 - a. Checking: 8,440.82
 - b. Savings: 906.48
 - c. Admin budget: ~100
- C. Report was sent to CLAIR a bit late, but with approval from admins; we were \$200 under budget, we'll probably get a check for the difference
 - a. We'll get better at budgeting next year, it's a learning process
 - b. Picnic invoice was sent late, and figuring out exchange rate (ski trip), these are the only two things holding us up
- D. Budget for MoFA sent to Yoko-san, Zack will update it with budget for pins, coins, etc; JASSW holiday dinner will be included here too
- E. Owing: Lynn, Michelle
 - a. Adam cashed out!
 - b. Transitions: Honorariums cashed, waiting on 3 receipts — Jessica is working on getting them
 - c. Send-off swag still owing (Lynn)
 - d. Stands for JASSW holiday dinner (Michelle)
- F. 2019 Budget Meeting (Adam, Michelle, Zack)

- a. Otsukare!

Upcoming Events

- A. **2019 Shinnenkai & Potluck 2.0:** March 16 (Sat), 16:00–19:00, JCCCW
 - a. Rescheduled due to poor weather, back on track now!
 - i. Potluck-style, no ticket sales
 - ii. Alcoholic beverages will be sold onsite: \$5 / 2 drink tickets
 - b. 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, 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. Official Invitees — Adam has contacted them!
 1. SKSCA
 2. Allen Nakamoto (Japan Fair)
 3. Carolyn (JASSW)
 4. Kumamoto Kenjinkai
 5. Cherry Blossom
 6. Maggie, Yoko-san (Consulate)
 7. JCCCW
 8. Fukushima Club
 - c. Membership sign-ups via the laptop at the reception
 - d. Zack is working on getting banquet license for the event
 - B. **Handover Meeting:** March 31 (Sun) 13:00, Adam's abode
 - a. Share info, get acquainted with positions
 - b. Theme: Sunday brunch! Food, beverages, snacks; Adam will make waffles!
 - c. Have tea ceremony event at the same time — caffeinated run?
 - d. Committee bios & interviews
 - i. Individual photos: recent headshot preferred, we'll use our new mascot as a placeholder if you don't want yours online
 - ii. Done in pairs, interviewing each other and writing the other's bio
 - iii. Sam will give everyone some questions and prompts to help write bios!
 - C. **Tea History & Chinese Tea Ceremony Demonstration:** March 31 (Sun), Adam's abode
 - a. To be held in conjunction with handover!
 - b. Casual Chinese *gongfu* tea ceremony with a light sprinkling of education
 - D. **Song of the Earth, Yuichi Kimura & Daichi no Kai Taiko Tour:** April 14 (Sun) 14:00, Broadway Performance Hall, Seattle Central College
 - a. Hosted by HBCC, discount code for JET alumni TBA
 - E. **JASSW Annual Meeting:** April 18 (Thu) 17:00–20:15, Wing Luke Museum

- a. Whiskey tasting and discussion
- F. **Sakura-Con Panel & Booth:** April 19-21 (panel April 19), Washington Convention Center
 - a. Needing volunteers
 - i. Panel — Contact Maggie directly @ Consulate: jet@se.mofa.go.jp
 - ii. Booth — Contact Lynn directly @ Consulate: lynn.miyauchi@se.mofa.go.jp
- G. **Sakura Matsuri:** April 26-28, Seattle Center Fisher Pavilion
 - a. Can JETAA arrange own volunteers for booth & share w/Consulate? Social maybe?
- H. **Kyoto Art & Antiques:** April 25–May 5, 11:00–19:00, warehouse in Georgetown
- I. **JAS-NET Event:** April 30 (Tue), 17:30–19:30 Teinei
 - a. Carolyn (JASSW) is our contact
- J. **Wine-tasting in Woodinville:** April Happy Hour?
 - a. Dawn to lead! She has a friend in the industry
- K. **SKCSA-JETAA-JASNET Karaoke Event:** Spring 2019, Rock Box
 - a. Cheryl will kick it off, leave it Dawn to follow up
- L. **Summer Picnic:** Aug 17 (Sat), Luther Burbank Park
 - a. Full-day reservation made
 - b. Next year: consider a new venue
- M. Future events
 - a. Leavenworth Oktoberfest 2019? (Sam & Jessica, possibly)
 - b. Remote Outreach to WWU in fall? (Zack)

Past Events

- A. Elections! Feb 16 (Sat), online
 - a. WELCOME! いらっしゃい! めんそーね! Bienvenue! Willkommen!
 - b. New committee announced via website, Facebook, etc.
 - c. Upcoming newsletter: committee bios! (see Newsletter below)

Membership Update (Lynn)

- A. Adam still needing to work on database
 - a. Adam found a thing called CoLab, basically you can run a database with visuals: graphs, charts, cool things, hooked up to Google Drive
- B. No new sign-ups/updates via website

Transitions/Jobs (Jessica & Lynn)

- A. Please send jobs to “transitions” & cc zuttojetto@gmail.com — Lynn / Jessica will post on website, if urgent plz text Lynn to give heads up

PNWJETAA Inventory

- A. Adam:
 - a. Vertical & Horizontal banners

- b. Binders, folders, USBs
- c. Beverage condiments & coffee
- d. Voice recorders
- e. Thank you cards
- f. Computer, now with Office 2007!
- g. Projector
- h. Sake barrel & mallets
- B. Cheryl:
 - a. Event booth box o'stuff
 - b. Deep storage for items used once a year at Cheryl's storage unit
- C. Lynn:
 - a. ASK ME Buttons
 - b. "old" PNWJETAA pins
- D. Michelle: Brochures
- E. Lynn: Newsletter binders
- F. Please update the inventory list on Drive! ([spreadsheet here](#))

Tech and Website Update

- A. Copyright check (Jeremy)
 - a. I believe the website is up to compliance, but I need to do a good old-fashioned page-by-page to make sure.
- B. New Logo! (Michelle)
 - a. Discuss more at the handover
 - b. New Logo and Mascot (Miwa-chan) nearly ready for unveiling!
- C. 30th Anniversary Logo / pins / merch
 - a. No further updates, need to check funding
- D. 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. Committee bios!
 - a. Mini-preview in newsletter along with a group photo
 - b. Full bios + photos on the website
- C. "Postcards from Montana" — next edition in March/April newsletter
- D. "Where are they now" section in newsletter
 - a. First issue in April/May, Ryan Hart to be first profiled alumni, or Sandra, Bruce, Jennifer Kawakami, Ashley, Casey...

Misc. Final Business

- A. New monthly meeting location
 - a. Michelle will no longer be at WeWork, April's meeting will be at a different venue

- b. Downtown if possible, maybe go back to JCCCW?
 - c. Dawn will try for Central Library, if not we'll go to JCCCW
- B. JETAA representation on the JASSW board
 - a. Michelle is our rep! We will touch base with her again to ensure her position
- C. 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 — test it together at the handover
- D. Thank you card & wine for Allen re: Japan Fair — mission not accomplished (Adam!!!!!!)
 - a. Invited Allen to shinnenkai, will try to pass it off then
- E. By-Laws renewal/update deadline (Adam!)
 - a. Adam will touch base with everyone at handover, will aim for May to schedule a meeting via doodle poll
- F. Old binders and notes (Adam & Sam) — will take a look during handover!
- G. Back-burner items
 - a. *Nengajo* project (Zack)

Meeting Adjourned: 20:27

Next Meeting Date and Location:

April 4, 2019 | 18:30–19:30 | Central Library? JCCCW? Who knows!