

PNWJETAA

Monthly Meeting Minutes

(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): 18:50

Meeting Minutes Review

- A. Adam, Zack approved by email
- B. Cheryl, Michelle, Lynn also approve

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: 10,445.80
 - b. Savings: 906.41
 - 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
 - i. Everyone who has cashed a check has sent a receipt
 - ii. For future (GiA-funded events): give honorariums on the day of an event, have volunteers sign a receipt before giving the check
 - b. Send-off swag still owing (Lynn)
 - c. Cheryl — check was cashed, mystery solved
 - d. Zack double checked cashed checks. All checks have been cashed except for 3 (same three as Transitions Honorariums)
 - e. Bounenkai — check needs to go to Adam because he paid with the wrong debit card, \$1,537.50
 - f. VanSki — Adam wrote a personal check for funding the lift tickets, \$455.39
 - g. Stands for JASSW holiday dinner (Michelle)
- D. JCCCW membership renewed!

- E. Receipts
 - a. Iron Chef: where does it belong? — Slush fund
 - b. Receipt for coffee/tea/tea bags — who is it from? Maybe Jessica? Maybe Montana trip omiyage? — confirmed by Michelle, Montana omiyage
- F. Bounenkai
 - a. One outstanding payment
 - b. Under budget so everything is okay
- G. Venmo or other online payment option for PNWJETAA (Zack)
 - a. Waiting on non-profit status
- H. 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 (will do a test print)— hooray!
 - c. Snow very likely... Will check-in on skype!

Upcoming Events

- A. 2019 Shinnenkai: **Feb 16 (Sat), 16:00–19:00, JCCCW**
 - a. Possibility of snow all week, worries about parking and driving conditions; push it back a week?
 - i. What do we do with \$\$\$? Logistically gets difficult with the new fiscal year
 - ii. How do we anticipate numbers and order food with inclement weather?
 - iii. Fully cancel the event? Or do we reschedule? Do we keep the same date and expect smaller numbers?
 - iv. Move into March, expect smaller numbers — self-fund the whole event, have a potluck with byob? Then we don't have to worry about GiA funding; use funds for other supplies
 - v. **MICHELLE!!! Decide by Wed. at noon (2/13) whether or not to cancel & reschedule Shinnenkai for March instead of 2/16; Michelle will send a quick fb announcement giving people a head's up to check for an official announcement the following Wed.**
 - vi. If we don't cancel 2/16 but people don't feel like they can make the trip, we will give them a refund
 - vii. Michelle will also contact team leads to update re: OPERATION SNOWPOCALYPSE
 - viii. Adam will contact organizations initially invited re: cancellation
 - 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, 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
- 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
 - b. If shinnenkai is rescheduled, we will still announce new council on facebook/website/etc
 - C. Possible Tea History & Chinese Tea Ceremony Demonstration? (Pat) — March-ish?
 - a. Maybe 3/3? A Sunday in March or another date
 - b. Limit attendees to 12
 - c. Maybe at the Panama Hotel (private room) or at JCCCW
 - d. Leave it to Dawn to inquire as she'll be the new Social Rep!
 - D. SKCSA-JETAA-JASNET Karaoke Event! — Sometime? Rock Box
 - a. Cheryl will kick it off, leave it Dawn to follow up
 - E. Possible wine-tasting happy hour in Woodinville (Jessica & Sam?) — ??
 - F. Summer Picnic: **Aug 17 (Sat), Luther Burbank Park**
 - a. Full-day reservation!
 - b. More expensive because of reasons, we will make sure to budget for it
 - c. Next year: consider a new venue
 - G. Future: Leavenworth Oktoberfest 2019? (Sam & Jessica, possibly)
 - H. Remote Outreach to WWU? (Zack)
 - a. Will reschedule for later in the year (maybe fall?)

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. Good event, nice art!
- B. SIFF Screening of *Mirai*: Jan 19th (Sat), 11:00–, Uptown Theatre in Queen Anne
 - a. Adam, Sam, Pat, and Stacie
 - b. Great movie, free donuts & coffee
- C. Ski & Board with JETAABC: Jan 26th (Sat), Grouse Mountain, North Vancouver
 - a. “Super-success! Amazing!” — Adam
 - b. 1st Day: Poor visibility but great snowboarding, met a lot of BC JETs!
 - c. 2nd Day: hiking, spa/sento, dimsum
 - d. [Photos on Google](#)
 - e. Next year: JETAABC and Portland JETAA event in Seattle?! Trifecta!!
 - f. Sam & Danielle will plan again for next year, will have a debrief soon
- D. JET Interviews: Feb 6–8 (Wed–Fri), 09:00–16:00, Consulate-General of Japan

- a. JETAA screeners - Cheryl, Jennifer, Jason, Amanda, Jessica, Shannon, Dan, Gabriel
- b. Good representation from alumni

Membership Update (Lynn)

- A. Adam still needing to work on database
- 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. New Logo contest! (Michelle)
 - a. Submission period ended
 - b. Michelle made 13! Time to vote!
 - c. Michelle will work on #10 & #13, we will look at it again after Michelle does some alterations; let's not rush it, take your time designing, Michelle!
 - i. #10 = Official new Logo!
 - ii. #13 = New MASCOT!
 - d. 30th Anniversary *PREMIUM* Logo / pins / merch
 - i. No further updates, will wait until the next fiscal year to look at funding
- 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. “Where are they now” section in newsletter
 - a. First issue tba

Misc. Final Business

- A. JETAA representation on the JASSW board
 - a. Michelle (soft yes), Jeremy, and Gabriel — Adam will contact all three to touch base (with details); joint representation might be an option, but communication is key (i.e. if Michelle can’t make it one meeting, Gabriel/Jeremy need to be in the loop)
 - b. 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. Thank you card & wine for Allen re: Japan Fair — mission not accomplished (Adam!!!!!!)
 - a. Invite Allen to shinnenkai
- D. Call for reviewers for Education About Asia journal articles. Lead received through Mary Bernson.
 - a. Sam & Michelle will volunteer, Lynn will send out info to officers’ email
- E. Back-burner items
 - a. *Nengajo* project (Zack)
 - b. By-Laws renewal/update deadline (Adam) — Adam says he will set up a meeting, 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: 20:38

Next Meeting Date and Location:

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