

PNWJETAA

# Monthly Meeting Agenda

## March 2019

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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):

Meeting Minutes Review

A.

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:
  - b. Savings:
  - c. Admin budget:
- C. Owing: Adam (bounenkai), Lynn, Michelle
  - a. Transitions: Honorariums cashed, waiting on 3 receipts — Jessica is working on getting them
    - i. 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. Bounenkai — Adam, \$1,537.50
  - d. VanSki — Adam, \$455.39
  - e. Stands for JASSW holiday dinner (Michelle)
- D. 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
      - 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
- B. **Handover Meeting:** March 31 (Sun), Adam's abode
  - a. Share info, get acquainted with positions
- C. **Tea History & Chinese Tea Ceremony Demonstration:** March?
  - a. Limit attendees to 12
  - b. Maybe hold it in conjunction with handover?
- D. **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](mailto:jet@se.mofa.go.jp)
    - ii. Booth — Contact Lynn directly @ Consulate: [lynn.miyauchi@se.mofa.go.jp](mailto:lynn.miyauchi@se.mofa.go.jp)
- E. **Sakura Matsuri:** April 26-28, Seattle Center Fisher Pavilion
  - a. Can JETAA arrange own volunteers for booth & share w/Consulate? Social maybe?
- F. **JAS-NET Event:** April 30 (Tue), Teinei
  - a. More details coming soon, Carolyn (JASSW) is our contact
- G. **Wine-tasting in Woodinville:** April Happy Hour?
  - a. Jessica & Sam to lead, or Dawn
- H. **SKCSA-JETAA-JASNET Karaoke Event:** Spring 2019, Rock Box
  - a. Cheryl will kick it off, leave it Dawn to follow up

- I. **Summer Picnic:** Aug 17 (Sat), Luther Burbank Park
  - a. Full-day reservation made
  - b. Next year: consider a new venue
- J. 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. Next newsletter: committee bios! (see Newsletter below)

## Membership Update (Lynn)

- A. Adam still needing to work on database
- B. No new sign-ups/updates via website

## Transitions/Jobs (Jessica & Lynn)

- A. Please send jobs to “transitions” & cc [zuttojetto@gmail.com](mailto: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](#)) — please grant Lynn access via zutto!

## 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. 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](mailto: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. Individual photos: recent headshot preferred, we'll use our new mascot as a placeholder if you don't want yours online
  - d. Done in pairs, interviewing each other and writing the other's bio (maybe we can do this at the handover?)
  - e. Sam will give everyone some questions and prompts to help write bios!
- C. "Postcards from Montana" — next edition in March/April newsletter
- D. "Where are they now" section in newsletter
  - a. First issue in April/May, please send Sam contact info for someone that you think should be our first showcased member!

## 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 Panama Hotel?
- B. JETAA representation on the JASSW board
  - a. Michelle (soft yes), Jeremy, and Gabriel — joint representation might be an option, but communication is key
  - 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)
- 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 — Adam will test the plugin
- D. Thank you card & wine for Allen re: Japan Fair — mission not accomplished (Adam!!!!!!)
- E. Back-burner items

- a. *Nengajo* project (Zack)
- b. By-Laws renewal/update deadline (Adam!)
  - 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:

April 4, 2019 | 18:30–19:30 | ??