

# Monthly Meeting Minutes

(04 October 2018)

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04.10.2018 / 18:30 / WeWork (Westlake Tower), 10F Conference Room A

**ROLECALL:** Cheryl Hou / Adam Ledyard / Michelle Kato / Zack Williams / Sam Corpuz / Jessica Record

**SPECIAL GUESTS:** Recent Returnees! Jeremy Odden / Dawn Wyruchowski / Alana Yao

Call to Order (Adam): 18:44

## Meeting Minutes Review

- A Officers have approved via email

## Treasurer's Report (Zack)

- A Previous balance
  - a. Checking: \$12,565.84
  - b. Savings: \$906.02
- B. Current balance:
  - a. Checking: \$12,566.43
  - b. Savings: 906.11
- C. Cheryl (check issued), Zung needing to pick up check from Zack
  - a. Honorariums owing for Pat (possibly via Sam?) & Denise
- D. JASSW Grassroots
  - a. Need to get budget invoice approval from MbFA
  - b. Adam will collect address and signatures for honorarium receipt — Zack will send checks once emails are collected
  - c. \$4.50 check needs to go to JASSW for transportation budget (see email)
- E Remote Outreach
  - a. Budget approved!
  - b. Admin budget for gifts and a donation (\$150-\$200)

- F. Receipts — Jessica has receipts from Lynn for departure swag & map lamination — they are in Jessica's car, will bring them next time

## Upcoming Events

- A. Japan Week “Matsuri”(formerly Aki Matsuri): **Oct 6th (Sat), Bellevue College**
  - a. Jessica is volunteering at Consulate Booth
  - b. Cheryl is volunteering for SKSCA
  - c. Matsuri is smaller than previous years— more like a crash-course in Japan
- B. Transitions 2018: **Oct 13th (Sat), Northwest University**
  - a. Email sent out, registration/brownpapertickets setup
  - b. We need to know:
    - i. How many volunteers needed? — should have enough, but more is always great!
    - ii. Keynote speaker? — Rob Uy (skills, jobs, and linkedin)
    - iii. Lecturers/break-out section leaders? — Suzan (NW) doing welcome speech; education masters; panels: using Japanese that you've learned & keeping connected to Japan
    - iv. Career fair/networking? — NINIENDO\* (3 recruiters) \*specifically looking for Japanese language ability
  - c. Need more signups!! Get all your friends to register!
  - d. Highlight in upcoming Newsletter (Sam)
  - e. Blast it on FB (Jessica)
- C. Karaoke Taikai with JASSW: **Oct. 15 (Mon), 18:00–20:00, Lagunitas Brewing Taproom, Ballard**
  - a. Carolyn is our contact, 2nd JAS-NET event
  - b. Money from select beers goes to JASSW
  - c. Halloween theme — wear a costume to get a \$2 rebate at the door
  - d. Great networking event, diverse group to meet with
  - e. YPF approved — not yet on website, but will be approved for any alumni wanting to go
- D. Remote Volunteer Outreach Activity — Visit to Montana: **Oct. 19th (Fri), All-day in Missoula, MT**
  - a. Missoula, MT; Arrive PMon Oct. 18 (Thurs); depart AMon Oct. 20 (Sat); airfare and hotel booked
  - b. Donation to Mansfield Center: \$100; other funds for *amiyage* for Mansfield Center, Jpns Dpt Staff
  - c. Visit JPNS201 (10:00-10:50); on preparing to apply for JET Program (20-30 min) — how to set yourself apart & earn your letter of recommendation!
  - d. Visit JPNS306 (11:00-11:50); on application process (paper application through interview), Japanese work ethics (what was day-to-day life like? What expectations did Japanese people have of you as a JET?), being a JET (whole lecture)

- e. Lunch and Engagement Discussion at University Center (12:00-14:50)
- f. Mansfield Center Celebration Reception with Mansfield Center Director (15:00-17:00) — family event? New plaque for the Mansfield statue
- g. Networking Hour at Kettlehouse Brewing (18:00-21:00) — Japanese dept. Staff, Mansfield staff, and some alumni
- h. PR actions
  - i. Action: Email list of Montana, Idaho JET alumni (Zack)
  - ii. Action: UMJapanese Dpt. staff to help PR event on Facebook (Michelle)
  - iii. Facebook post, website post, and Newsletter announcement (Michelle)
  - i. Adam, Colorado JETAA president may join for outreach with other alumni
- E Fukushima Kenjinkai 100th Anniversary: **Oct. 27th (Sat), 11:00, Seattle Airport Marriott Hotel**
  - a. Registration form [here](#)
  - b. JETAA already signed up (Lynn and Jana, Patsy Yamada's daughter)
  - c. Cheryl purchased two adult tickets for whoever can attend from the council, Zung, Cheryl are volunteering
    - i. Sam & Michelle will represent
  - d. JETAA Sake Barrel is in the care of Lynn
- F November Happy Hour & JET Returnees Welcome Back: Nov 17th (tentative), Woodinville?
  - a. Maybe Sam & Jessica will host/plan? — Waiting on more info from Maggie & CGJ
- G JCS Musical Bridge Benefit Concert: **Nov 17th (Sat), 13:30–15:30, Renton Ikea Performing Arts Center**
  - a. \$20 adults, \$15 for students/seniors
  - b. All proceeds after expenses will go to the Seattle Japanese Language School
- H JASSW Holiday Dinner: **Nov 27th (Tues)**
  - a. Cheryl attended planning meeting (Sept 14)
    - i. Traditionally an auction, lots of speeches — this year, changing up the auction to raise more money than last year, and also shortening the speeches
    - ii. Cheryl may pay to have a table for JETAA (maybe?)
  - b. JETAA rep for the Holiday Dinner committee (Cheryl) — looking for volunteers?
  - c. JETAA usually sends a rep, but not this time (not enough funding)
  - d. More details: Carolyn ([cpeterson@jassw.org](mailto:cpeterson@jassw.org))
- I Ski & Board with JETABC: **Jan 26th, 2019 (Sat), Grouse Mountain, North Vancouver**
  - a. Sam & Danielle ([external@jetaabc.ca](mailto:external@jetaabc.ca)) met via skype to start initial planning

- b. Day of skiing on Grouse Mountain, apres-ski dinner & karaoke to follow in Vancouver; Sunday: possible tour of Vancouver sights for visitors from outside the Lower Mainland (led by Danielle & Sam)
- c. Save the date to be included in upcoming newsletter/e-blast for PNW and BC
- J. Bonenkai: December 2018, Red Lantern & Venus Karaoke
  - a. Michelle & Sam are in charge
- K. Future: Leavenworth Oktoberfest 2019? (Sam & Jessica, possibly)

## Past Events

- A. Bellingham-Tateyama Sister City Mayoral Summit: Sept 4–6 (Tue–Thu), Bellingham
  - a. Lynn attended “Sayonara Gala” (9/6/18)- met up with 2 alumni Jeff Albright & Jeremy Fererra, they are both back on our radar & interested in JETAA their schedules pending.
- B. September Happy Hour: Sept 8 (Sat), 15:00–18:30, Kozue Japanese Restaurant
  - a. 7 attended, would definitely go back!
- C. 2018 JETAA USA National Conference: Sept 13–16 (Thu–Sun), Denver Tech Center Marriott Hotel, Colorado
  - a. Adam & Michelle rep’d PNW
  - b. USJETAA revamped membership, all of use should register! — link in newsletter
  - c. Lots of notes, ideas and energy brought back, might set up a separate meeting to talk about it
    - i. Bylaws: Possibly to start the process next month
    - ii. Adam & Michelle will put all the info together for another day
- D. Volunteering for Grassroots Summit: Sept 18th (Tue), 17:30–20:00
  - a. 12 JETAA volunteers
  - b. about 60 - 70 Summit attendees, junior high kids all the way up to retirees
  - c. Went to Carlile Room, Pacific Place, Tutta Bella, Blue Acre and Uwajimaya
  - d. Awesome! Feedback from Josephine — all participants had a fantastic time!
  - e. Reimbursement (from MbFA) will be sent out soon
- E. Vashon Japan Festival: Sept 22nd (Sat), 10:00–16:00, Mukai Farm & Garden
  - a. Casey attended? Pics spotted on the socials
  - b. Annual event, should attend next year

## Membership Update (Lynn)

- A. Add to sign up form: 12 new sign ups via website including 2 of the guests today
- B. Thank you Jeremy & Dawn for registering via website as new members! Alana please officially join PNWJETAA! (Lynn)

## Transitions/ Jobs (Jessica & Lynn)

- A Transitions!
  - a. More staff needed
  - b. We need attendees
  - c. Post event meeting for future? Possibly Nov-Jan
  - d. Needs to be revamped for future

## PNWJETAA Inventory

- A Vertical & Horizontal banners = Adam
- B. ASKME Buttons = Lynn
- C. New PNWJETAA pins = Lynn
- D Binders, folders, USBs = Adam
- E Beverage condiments & coffee = Adam
- F Voice recorders = Adam
- G Newsletter binders = Zing
- H Thank you cards = Adam
- I. Computer = Adam
- J. Deep storage for items used once-a-year at Cheryl's storage unit
- K Please update the inventory list on Drive! ([spreadsheet here](#))

## Tech and Website Update

- A Website redesign!
- B. New Logo contest! (Michelle)
  - a. Kicked off on mailchimp, deadline end of Jan.
  - b. Back-up plan: if we don't get enough submissions, Michelle can make one
- C. Membership database coding underway! (Adam)
  - a. Current functionality: takes all form entries and merges the duplicates based on name, last name, name on JET and dumps it to a separate sheet
  - b. Eventual goal: create an app that manages all emails and updates it across all thingies (mailchimp etc.)

## Newsletter (Temp Sam)

- A Sent out the Monday after monthly meetings
- B Think about when to release? Monday/Tuesday mornings (5 or 6am)
- C KenJikai: publish info about it in newsletter — was an initiative last year, facebook groups for alumni of each prefecture

## Misc. Final Business

- A Renew JCCCW membership (Zack)
  - a. Cost: \$150
  - b. Adam will email Zack
- B. Young Professionals Fund
  - a. Put on website (Adam & Grant)
    - i. Need feedback on where to put it. New tab? Under an existing tab? Other information it should be grouped with?
      1. “Join!” tab → changed to “Membership”
      2. “Join!”, “Logo contest”, and YPF will be in the dropdown menu
  - b. Google form started: [here](#)
- C. Agendas & minutes on website (Grant & Sam)
  - a. Also 2018 Training to be put online.. sometime
- D Recruiting! (Maggie & CGJ)
- E Back-burner items
  - a. *Nengejo* project (Zack)
  - b. By-Laws renewal/ update deadline (Adam)
  - c. Old binders and notes (Adam & Sam)

Meeting Adjourned: 20:18

Next Meeting Date and Location:

08.11.2018 / 18:30–19:30 / WeWork (Westlake Tower), 10F Conference Room A