

Monthly Meeting Minutes

(06 November 2018)

06.11.2018 / 18:30 / WeWork (Westlake Tower), 10F Conference Room A

ROLECALL: Cheryl Hou / Lynn Miyauchi / Zung Do / ~~Grant Laughlin~~ / Adam Ledyard / Michelle Kato / Zack Williams (via google) / Sam Corpuz / ~~Jessica Record~~

SPECIAL GUESTS: Jeremy Odden / Patrick Penny / Gabriel Rebeck

Call to Order (Adam): 18:42

Meeting Minutes Review

- A Lynn & Jessica sent approvals via email (also Zack <3)
- B Adam approved also

Treasurer's Report (Zack)

- A Previous balance
 - a. Checking: \$12,566.43
 - b. Savings: 906.11
- B. Current balance:
 - a. Checking: 11,431.48
 - b. Savings: 906.18
- C. Zung needing to pick up check from Zack
- D Cheryl & Zack paid back, other \$100 checks from GRS have also been cashed (see below)
- E Honorariums owing for Pat & Denise
- F JASSW Grassroots
 - a. Check received and deposited from MFA for \$1,200
 - b. Checks sent to 7 of the participants via regular mail, one returned
 - c. \$4.50 check needs to go to JASSW for transportation budget (see email) — Adam will email Josephine/Carolyn for address to send it to

- G Receipts — Jessica has receipts from Lynn (departure swag & map lamination)
- H Japan America Society Holiday Dinner Budget Proposal sent in by Adam
- I Still owing: Adam, Zung, Cheryl, Lynn, Sam(?) — will send it out via mail, Adam will share spreadsheet for collecting mailing addresses
- J Jessica will send a list of honorariums to Zack for Transitions
- K Confusion about check for JET training — was taken care of
- L JCCCW membership not yet renewed (Zack)
- M Budget for outreach was approved, check is on the way
- N Budget proposal for dinner also approved
- O Transitions check from brownpaper tickets was received at Adam's address, will update it to Zack's domicile

Upcoming Events

- A APSIA Graduate School Fair: **Nov 15th (Thu), 11:00–13:00 ET, Online**
 - a. Free— registration [here](#)
 - b. Grad school programs available at many schools in the US, Europe, and Asia (including Japan)
- B JCS Musical Bridge Benefit Concert: **Nov 17th (Sat), 13:30–15:30, Renton Ikea Performing Arts Center**
 - a. \$20 adults, \$10 for students/seniors
 - b. All proceeds after expenses will go to the Seattle Japanese Language School
 - c. Fb event page [here](#)
- C JASSW Holiday Dinner: **Nov 27th (Tue), 17:00–21:00, Westin Seattle Grand Ballroom**
 - a. Cheryl has a table for JETAA
 - i. 10 seats from Cheryl (current & past board members plus recent returnees, will email people); so far 8 seats filled (Megan, Dan, ??)
 - ii. 5 seats from Yoko-san (3 of these should be Michelle, Sam, & Zack, [officers] + Gabriel)
 - iii. Adam may not be able to attend due to travel, but will try to join if we need to fill more seats
 - b. Adam will register everyone using the JETAA bank account — no reimbursements needed
 - c. JETAA rep for the Holiday Dinner committee (Cheryl)
 - d. More details: Carolyn (cpeterson@jassw.org)
- D JET Returnees Welcome Back Reception: **Nov 29th (Thu), CGJ Official Residence**
 - a. Official invitations should have gone out 11/6/18
 - b. Happy Hour after reception in Queen Anne, somewhere walking distance from koutei — maybe Vietnamese? Dive bar? Somewhere with drinks (Cheryl)
- E Hidden Gems: Hachinohe and Federal Way Sister City 25th Anniversary Photo Exhibit: **Nov 29th (Thu) – Dec 5th (Wed), Federal Way Performing Arts & Event Center**

- a. Shared by Angelica, new JET CIR in Hachinohe, Aomori (departed from Seattle in July)
 - b. <http://hachinohe-kanko.com/english/about>
 - c. Also looking for any photos of Federal Way to exhibit in Hachinohe in January, [more details in the doc on google drive](#); put it on FB as well!
 - d. Sam will contact Angelica about specific dates for visiting, maybe try to organize a group to attend together?
- F. 2018 Bōnenkai: **Dec 15th (Sat), 17:00–20:00 (tentative), The Box & Burgers Eatery, Kirkland**
- a. Michelle & Sam are in charge! Visited the venue and sampled the menu ;)
 - i. Early-bird: \$20/person; Regular price: \$25/person (no bpt to avoid service fee, pay at door using cash or square); children under 10 are free
 - ii. Include dietary restrictions by 12/8 to send to chefs
 - iii. Includes appetizers (buffet-style), entree, dessert, and soft drink ([menu](#))
 - iv. Officers will provide desserts, plus alcohol? Maybe? Enough to have 1 alcoholic beverage per 21+ person - b. Full venue is bought out! Need at least 30 paying attendees, max capacity 47 (people will come & go as they please, not too worried about space)
 - c. Should be right on budget if we have at least 30 people (including 20% gratuity); if not, we can rework GAsince we were under budget for NatCon
 - d. Facebook & website event pages are up! Google registration is online ([link](#))
 - i. Ensure the google sheets can be edited by people outside of PNWJETAA (might be locked to @pnwjetaa.org emails) — google form (Sam)
 - ii. Push the RSVP link higher in the Description so people know about it?
 - e. Michelle met with Reis on Sunday, went well! Owner & his wife are both from Hawaii!
 - f. Karaoke to be held after *shinnenkai*
 - i. Njikai? Probably not this time
 - ii. No raffle this year, will save it for shinnenkai
- G. Ski & Board with JETAABC: **Jan 26th, 2019 (Sat), Grouse Mountain, North Vancouver**
- a. Sam & Danielle (external@jetaabc.ca) leading
 - 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. Draft [registration google form](#) in progress
 - d. Notes from JETAABC's last meeting (via Danielle):
 - i. Possibly have Vancouver-area JET alumni to host visitors

- ii. JETAABC might be able to subsidize lift tickets (depending on number of signups)
 - iii. One JETAABC member might be able to get discounted tickets to sightseeing locations in Vancouver
- e. Questions to ask JETAABC:
 - i. Subsidized lift tickets: maybe as an early-bird incentive?
 - ii. Registration: collected together, or separated by group affiliation (BC/ PNW)?
- H 2019 Shinnenkai: a Saturday mid- to-late-February, JCCCW
 - a. Need someone in charge who's not Cheryl — Michelle & Jeremy & Gabriel?
 - b. Keep it traditional: announce results of elections, new logo, send out *nengajo*
- I. Possible wine-tasting happy hour in Woodinville (Jessica & Sam?) — January?
- J. Possible Tea History & Chinese Tea Ceremony Demonstration? (Pat)
 - a. Michelle & Sam came up with an idea! Possibly borrow space from JCCCW?
 - b. Pat can do some Japanese tea education if we want funding for an official event
- K. Future: Leavenworth Oktoberfest 2019? (Sam & Jessica, possibly)

Past Events

- A. Japan Week at Bellevue College (formerly Aki Matsuri): Oct 6th (Sat), Bellevue College
 - a. Jessica volunteered at Consulate Booth; Lynn rep'd Consulate
 - b. Cheryl volunteered for SKSCA
 - c. It was great, but very busy, lots of kids; better than Aki Matsuri (according to Cheryl)
- B. Transitions 2018: Oct 13th (Sat), Northwest University
 - a. Request for photos from Consulate please send to Yanagimoto-san directly:
Yoko.yanagimoto@mofa.go.jp
 - b. Very successful!
 - c. (Almost) all food & beverages were consumed, little waste
 - d. Schedule separate meeting to discuss Transitions
- C. Karaoke Taikai with JASSW: Oct. 15 (Mon), 18:00–20:00, Lagunitas Brewing Taproom, Ballard
 - a. Several JETAA members attended, but overall low turnout — still very fun, hoping to see more events from JAS-NET
 - b. Successful nijikai at Scottish pub; got new returnees to come and was able to chat with them more
- D. Remote Volunteer Outreach Activity — Visit to Montana: Oct. 19th (Fri), All-day in Missoula, MT
 - a. Very successful!
 - b. Met with Ama-sensei, he gave great feedback and insight for the visit, and wants JETAA to come out again next year

- c. Went to a 200-level and 300-level class
 - i. 200-level: how to make yourself stand out in your classes (for applying for JED)
 - ii. 300-level: practical information about JET and JETAA
 - d. Lots of networking and discussions with members of the Japanese community & friends, looking to visit again next year, or perhaps visiting other universities
 - e. Met MFJET alumni! Kaith (1 year) and Randy (5 years, recent returnee); acquaintances of Michelle through university courses
 - i. Begin a mini-chapter with Kaithe & Randi: find ways to keep them engaged through activities or newsletter updates
 - ii. Randi also posted in the FB group, found alum in Idaho
 - f. Blog post on website about Missoula outreach (Michelle & Zack)
- E Fukushima Kenjinkai 100th Anniversary: Oct. 27th (Sat), 11:00, Seattle Airport Marriott Hotel
- a. Cheryl, Zung, Lynn volunteered, Sam & Michelle rep'd JETAA
 - b. Went well! Great event, very good turn out
 - c. What happened to the hammers for our sake barrel
 - i. We can make new ones (Jeremy's dad is a carpenter)

Membership Update (Lynn)

- A 2 new sign ups via website & 4 updates

Transitions/ Jobs (Jessica & Lynn)

- A Transitions happened! (see above)
 - a. Doodle poll for follow up meeting sent out
 - b. Maybe we can add it on after the December meeting? Move the meeting to Friday, Dec. 7th (tentatively)
- B. Send pictures to Yanagimoto-san

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 Brochures = Michelle (maybe around 10 given out?)
- K Deep storage for items used once-a-year at Cheryl's storage unit
- L Please update the inventory list on Drive! ([spreadsheet here](#))

Tech and Website Update

- A Copyright infringement for photos!
 - a. Another chapter (Northern California) got dinged for this on a really old PDF newsletter on their site
 - b. We need to go through the entire website and remove / catalog every image accessible...
 - c. Create a google sheet with image name, where it's hosted, and whether or not it needs to be removed
 - i. Create a repository on Drive to put all the safe images for cataloguing (Jeremy)
 - ii. Creating a new email for Jeremy: compliance@pnwjetaa.org; New position: Compliance Coordinator
 - iii. Adam will contact Grant about creating an email; Lynn will make *meishi*; will invoice JETAA for business cards
- B. Website redesign!
 - a. Section for signing up for the newsletter added.
 - b. Removed yahoo listserv signup
 - c. Membership tab! Includes new logo, ypf, join
- C. Book club: now on Mailchimp
- D. 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 (or just Adam's face)
 - c. Website space created for logo information
 - d. Another thing to consider: can we turn it into a pin?
- E. 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 Mon/Wed after monthly meetings
- B KenJEIkai: publish info about it in newsletter — was an initiative last year, facebook groups for alumni of each prefecture
- C Approval for Message from Kei Tsukamaki via Chad Frisk — Adam will send out an email to people who might be interested

Misc. Final Business

- A 2019 Elections
 - a Call-out for nominations by the end of December
 - b Set up voting up until *shinnerkai*
 - c All traditional positions, plus anything we're missing (e.g. social coordinator), or anything else people want to create for themselves
- B Renew JCCW membership (Zack)
 - a Cost: \$150
 - b Adam will email Zack
- C Young Professionals Fund
 - a On website! Navigation tabs have been updated
- D Agendas & minutes on website (Grant & Sam)
 - a Also 2018 Training to be put online. . sometime
- E From the JET Desk (Maggie & CG)
 - a Recruiting
 - b Post arrival survey for new JETs (Lynn will relay info CBOMaggie)
- F Email from Chad: looking for a translator to shadow for an AP Japanese high school student
 - a Adam will do a targeted call-out to translators in our network
- G Thank you card & wine for Allen re: Japan Fair
 - a Adam will do the thing!
 - b Needs to be given to him on Thurs (Nov. 8th) at JASSW/GRS thank you reception
- H Back-burner items
 - a *Nengajo* project (Zack) — need to kickstart logo contest
 - b By-Laws renewal/ update deadline (Adam)
 - c Old binders and notes (Adam & Sam)

Meeting Adjourned: 20:30

Next Meeting Date and Location:

07.12.2018 (Friday) / 18:30–19:30 / WeWork (Westlake Tower), 10F Conference Room A