

PNWJETAA

# Monthly Meeting Agenda

## (07 December 2018)

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

ROLE CALL: Cheryl Hou (in absentia) / Lynn Miyauchi / Zung Do (in absentia) / Grant Laughlin (in absentia) / Adam Ledyard / Michelle Kato / Zack Williams / Sam Corpuz / Jessica Record / Jeremy Odden (in absentia)

SPECIAL GUESTS: Patrick Penny / Janice Laureano

Call to Order (Adam):

Meeting Minutes Review

- A. Officers sent approval via email

Treasurer's Report (Zack)

- A. Previous balance
  - a. Checking: 11,431.48
  - b. Savings: 906.18
- B. Current balance:
  - a. Checking: 11,274.30
  - b. Savings: 906.25
- C. Owing: Zung (check written, not yet picked up?), Pat/Sam, Denise, Adam, Cheryl, Lynn
  - a. Spreadsheet for collecting mailing addresses sent to Zack? (Adam)
  - b. Jessica will send a list of honorariums to Zack for Transitions? Honorariums sent out but still need address for Karen
- D. JASSW Grassroots
  - a. All check honorariums sent? Yep!
- E. Receipts — Jessica has receipts from Lynn (departure swag & map lamination)
- F. Japan America Society Holiday Dinner Budget Proposal (Adam)
- G. JCCCW membership not yet renewed (Zack): \$150 - Renewed
- H. Budget for outreach was approved, check is on the way - Received!
- I. Budget proposal for dinner also approved - Invoice on the way!

Upcoming Events

- A. 2018 Bōnenkai: Dec 15th (Sat), 17:00–20:00 (tentative), The Box & Burgers Eatery, Kirkland
  - a. Michelle & Sam are in charge! Details:
    - i. Early-bird: \$20/person (ends tomorrow!); Regular price: \$25/person; children <10 free
    - ii. Include dietary restrictions by 12/8 to send to chefs

- iii. Includes appetizers (buffet-style), entree, dessert, and soft drink ([menu](#))
    - iv. 30 paying attendees needed, max capacity 47
  - b. Google registration form is online ([link](#)), currently at 24 paying attendees
    - i. Yoko-san from CGJ and Dale from JASSW — not yet registered, but Adam sent an invite to them (JASSW's Carolyn & Josephine unable to attend)
  - c. Officers! Bring desserts, drinks? More?
- B. Ski & Board with JETAABC: **Jan 26th, 2019 (Sat), Grouse Mountain, North Vancouver**
  - a. [Registration google form](#) is ready to go live! Sign-up will be included in the next newsletter, already on website; FB event page to be created before newsletter launch
  - b. Questions for PNWJETAA:
    - i. Any funds available to use for this trip? Is it possible to subsidize some of lift ticket costs or provide some appies at dinner?
    - ii. Collecting payment for lift passes: want to collect \$\$ for lift passes prior to event — should PNW collect \$ from US attendees, then send it as a lump-sum to JETAABC? What is the best/easiest way to do this?
  - c. Sam & Danielle ([external@jetaabc.ca](mailto:external@jetaabc.ca)) leading; Details:
    - i. 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)
    - ii. Possibly have Vancouver-area JET alumni to host visitors (couchsurfing-style)
    - iii. JETAABC might be able to subsidize lift tickets (depending on number of signups); or use it as an early-bird incentive?
    - iv. JETAABC member might be able to get discounted tickets to sightseeing locations in Vancouver
  - d. 2019 Shinnenkai: a Saturday mid- to-late-February, JCCCW
  - e. Need someone in charge who's not Cheryl — Michelle & Jeremy & Gabriel?
  - f. Keep it traditional: announce results of elections, new logo, send out *nengajo*
- C. Possible wine-tasting happy hour in Woodinville (Jessica & Sam?) — January?
- D. Possible Tea History & Chinese Tea Ceremony Demonstration? (Pat)
  - a. Include Japanese tea education so we can get funding?
- E. Future: Leavenworth Oktoberfest 2019? (Sam & Jessica, possibly)
- F. Seattle Central businesses seeking internships posting in our newsletter
- G. Remote Outreach to WWU? Possibly before interviews?

## Past Events

- A. APSIA Graduate School Fair: Nov 15th (Thu), 11:00–13:00 ET, Online
  - a.
- B. JCS Musical Bridge Benefit Concert: Nov 17th (Sat), 13:30–15:30, Renton Ikea Performing Arts Center
  - a.
- C. JASSW Holiday Dinner: Nov 27th (Tue), 17:00–21:00, Westin Seattle Grand Ballroom
  - a.
- D. JET Returnees Welcome Back Reception: Nov 29th (Thu), CGJ Official Residence
  - a.

- 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. Call for photos from Federway now wanted for exhibit in Hachinohe - Jan 2019 (sam has article for newsletter)
  - b. Great success! Thanks for everyone who went - Angelica & Hachinohe gang really appreciated PNWJETAA's support! Over 350 visitors to the exhibit! Yay!

## Membership Update (Lynn)

- A. 2 new sign-ups via website, 1 via form from CGJ, 1 update via website

## Transitions/Jobs (Jessica & Lynn)

- A. Transitions meeting to be held post-meeting tonight!

## 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
- 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. Remove & catalogue all images (Jeremy)
    - i. Initial review looks more complicated than first thought
    - ii. Will double-check what constitutes Fair Use vs Copyright Infringement (For example, So Long Farewell used in July of this year. Does meme-ifying count as Fair Use?)
    - iii. Other problems: older platform incompatibilities (photo of Lynn & PM Abe is gone, etc)
- B. New Logo contest! (Michelle)
  - a. Kicked off on mailchimp, deadline end of Jan.
  - b. Back-up plan: Adam's face
  - c. Website space created for logo information
- C. Membership database coding underway! (Adam)
  - a. 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-ish after monthly meetings, please email [secretary@pnwjetaa.org](mailto:secretary@pnwjetaa.org) for submissions!
- B. Montana alumni to do seasonal updates (Michelle)
  - a. First message received from Randi
- C. Request from Maggie
  - a. JET Interviewers & interview assistant needed (Feb. 6-8, 2019)
  - b. We Are Tomodachi newsletter ([link](#))
  - c. Spring outreach: unis, community colleges, and high schools! Looking for volunteers
    - i. Also looking for JET alumni who attended UW to be a part of a info panel

## Misc. Final Business

- A. 2019 Elections
  - a. Call-out for nominations by the end of December, voting open until *shinnenkai*
  - b. All traditional positions, plus anything we're missing (e.g. social coordinator), or anything else people want to create for themselves
- B. Young Professionals Fund
  - a. Updates?
- C. Agendas & minutes on website (Grant & Sam)
  - a. Also 2018 Training to be put online... sometime
- D. From the JET Desk (Maggie & CGJ)
  - a. Invoice and photo report due to Yoko-san
    - i. Yoko-san: Request to start thinking about 2019 JETAA Annual Plan! Submit in Feb. or March
  - b. Post arrival survey for new JETs: 52% response rate! Maggie will share relevant info with JETAA soon
- E. Thank you card & wine for Allen re: Japan Fair
  - a. Did the thing happen?
- F. 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:

Next Meeting Date and Location:

03.01.2019 (woo!) / 18:30–19:30 / WeWork (Westlake Tower), 10F Conference Room A