

PNWJETAA

Monthly Meeting Minutes

June 2019

June 6, 2019 | 18:30 | WeWork Westlake Tower 10/12F Conference Room

ROLE CALL: ~~Lynn Miyauchi~~ | ~~Zung Do~~ | ~~Cheryl Hou~~ | Adam Ledyard | Michelle Kato (call) | Zack Williams | Sam Corpuz | Jessica Record (call) | Jeremy Odden | Janice Laureano (call) | Dawn Wyruchowski (call)

SPECIAL GUESTS: Patrick Penny | Nick McKay

Call to Order (Adam): 18:39

Meeting Minutes Review

- A. Jeremy & Lynn approved via email, Zack approved by typing it here
- B. Adam also says they're okay
- C. Approved!

Treasurer's Report (Zack)

- A. Previous balance
 - a. Checking: 8,850.40
 - b. Savings: 906.64
 - c. Admin: Approx. \$900
- B. Current balance:
 - a. Checking: 8,850.74
 - b. Savings: 906.71
 - c. Admin: Approx. \$900
- C. GiA Application from Aki received via email — Zack will tackle it next weekend
 - a. Increase summer picnic budget
 - b. Shinnenkai — potluck-style? Shift budget to Bonenkai instead
 - c. Ski Trip! — \$10/skier contribution from JETAA to discount lift tickets
 - d. GiA Application Deadline: June 28
- D. Budget for MoFA — sent (next signature will be in June)
 - a. New JET Training — Pictures? Ask Dan if he can take some pics Sat. AM
- E. Owing: Lynn, Michelle
 - a. Transitions: receipts received — never got back some of them, but let's just forget about it this time
 - i. Next year: have a sheet so people can sign off on receiving their honorariums

- b. Send-off swag still owing (Lynn) — will be purchasing more towels & fans, will provide receipts post purchase(s)
- c. JASSW Annual Meeting registration fee (invoice from Carolyn) — Check to JASSW
 - i. Zack didn't see an invoice, but Michelle just forwarded it, will take care of it

Upcoming Events

- A. **Walk for Rice:** Saturday, June 22, 9 am–1 pm, Seward Park, Optional lunch following location TBD
 - a. Adam, any thoughts? Shall we try to coordinate with the JTScrew's lunch or go solo for WFR participants?
 - b. Team Page is now live!!! http://acrs.walkforrice.org/goto/PNWJETAA_TEAM
 - c. Yuki will Captain the team (Lynn will hold her leash) & we'll hope to have our PNWJETAA puppy brigade again! High interest from FOJ's (Friends of JET) this year!
 - d. Adam will try to schedule fewer volunteers for morning of Training Day 1 so that more folks can go to Walk for Rice
- B. **JET Training:** June 22–23 (Sat–Sun), Seattle University Pigott Building
 - a. Leads & communication:
 - i. Adam = presenters, overall logistics
 - ii. Sam = new JETs, day-of logistics/scheduling
 - iii. Got enough volunteers & presenters! Adam will add Gabriel & Natsumi Rebeck, & Kiyomi Mozley (Jessica will send her contact info to Adam)
 - b. Schedule based on last year's docs
 - i. Adam will have a rough draft done tomorrow
 - ii. Topics will be similar, but pared down
 - iii. Will give more guidelines for each presentation to ensure there is not as much overlap
 - iv. Incorporate feedback from Post-Arrival surveys
 - c. Seattle U has confirmed our reservation
 - i. Cost will be around \$860 for two rooms (insurance also!), one for large presentation, and a smaller one for breakout sessions
 - ii. Break out session room is only available from 12–4pm
 - d. Adam is beginning to get presenters signed up; tentative list:
 - i. Taiso: Dawn & Michelle — bring *beefy* speakers (courtesy of Janice)
 - ii. Tools of the Trade: Jeremy & Bryna
 - iii. Japanese Education System: Landon & Nick
 - iv. Living in Japan: Pat & Janice
 - v. Consent & Accountability: Adam & Cheryl
 - vi. Mental Health: Sam & Jessica
 - vii. AJET: Janice
 - viii. Tourons/Promise Letters/Etiquette: Lynn & Jessica
 - ix. Dress code (bad examples): Pat & Dawn

- x. \$\$: Zack
 - xi. Legal & Safety: Michelle — Sunday
 - xii. JTE: Haruka
 - xiii. Teaching in the Target Language: Suzan
 - xiv. LGBTQ+ meet-up: Chelsea? — different day, they're out of town that weekend
- e. Color coordinated stickers for staff/volunteer name badges during Q&A
 - i. Color legend — print-out with colours rather than using the projector (difficult to read last year)
 - f. Sam has sent out registration form to new JETs; follow-up email to be sent this weekend or next
 - g. Bentos: \$10–12
 - i. Cash or Square on the day-of
 - ii. Likely use Uwajimaya like last year
 - iii. Cheryl will pick up bentos on her way over from Walk for Rice
 - iv. Presenters/volunteers let Adam know what bento you want ASAP
 - h. Training meeting to be scheduled between June 13–19 — Doodle poll to be sent out soon
 - i. Deadlines:
 - i. Final schedule: June 14 (Fri)
 - ii. Powerpoint presentations submitted to Adam: Training Meeting
 - j. Zack will lead the effort to make sure pictures get taken for MoFA — maybe ask Dan to bring his camera for the morning of the 22nd
- C **Pizza JET-Together**: June 23 (Sun), 4pm onward, Optimism Brewery
- a. Jeremy in charge
 - b. Very casual, new JETs are free, alumni are \$5; some funding available from GiA
 - c. At Optimism Brewery in Cap Hill!
 - d. Order from Pagliacci — budget 3 slices per person, look into Vegan/GF options
- D **Happy Hour @ Teinei**: mid-July (on a Friday), Teinei Izakaya
- a. Adam will connect Dawn with the head chef
- E **Bon Odori**: July 20 (Sat), 16:00 onward, Seattle Betsuin Buddhist Temple
- a. Dance practice dates: July 8, 9, 11, 15, and 16 from 7:30 – 9:00pm
 - b. Happy hour / spot reserved the night before
 - c. Wear your yukata! Get ready to SWEAT
- F **Auburn Bon Odori**: July 27 (Sat), Auburn Whiteriver Buddhist Temple
- a. Adam, Zack, & Jeremy will likely attend
- G **JASSW 59th Annual Golf Tournament**: July 31st (Wed), 11:00–19:30, Golf Club at Newcastle
- a. \$200 early-bird for golfers, \$60 for dinner only
 - b. Probably no one is going... :/
 - c. Registration [here](#)
- H **Tacoma Bon Odori**: August 3 (Sat), somewhere...?
- a. Jeremy might go

- I. **Summer Picnic:** Aug 17 (Sat), Luther Burbank Park
 - a. Lead: Zack — he has done nothing so far
 - b. Adam will give Uwajimaya gift cards to Zack for purchasing food
 - c. Full-day reservation made; Portland invited, extend invite to BC as well?
 - d. Next year: consider a new venue
 - e. Date shared with Portland JETAA
- J. Future events
 - a. Japan Week (September 28th)
 - b. Leavenworth Oktoberfest 2019? (Sam & Jessica, possibly)
 - c. Remote Outreach to WWU in fall? (Zack)
 - d. Tea History & Chinese Tea Ceremony Demo & Education
 - e. Seward Park Torii opening — maybe this summer? Next summer?
 - f. Escape Room!
 - g. Mariners Game?
 - h. SKSCA-JETAA-JASNET Karaoke Event: Sometime 2019, Rock Box
 - i. Cheryl will kick it off, leave it to Dawn to follow up.
 - ii. Dennis is JASNET contact

Past Events

- A. Iron Chef 2019: Saturday, May 4, 11:00 onwards, Portland JETAA
 - a. Adam and Cheryl attended, came home with the prize!
 - b. Adam says it was awesome
 - c. Judges are usually members of the community, local Japanese chefs, etc.
- B. Wine-tasting in Woodinville: Sunday, May 19, 12:00 onward, Gorman Winery
 - a. Dawn, Jessica, Michelle, Sam, Pat, Carolyn, & Jerome attended
 - b. Good wine, good pizza, good times!
 - c. Dawn's first event as Social Coordinator
 - d. Another year: walking winery tour

Membership Update (Lynn)

- A. Adam still needing to work on database
 - a. He will work on it soon, wanting to get it done sooner than later
 - b. "It'll happen!" — Adam, 06/06/2019
- B. 1 new recent sign up via our website — Nick! Who is at tonight's meeting! Welcome Nick!

Transitions/Jobs (Jessica & Lynn)

- A. Please send jobs to transitions email & cc zuttojetto@gmail.com
- B. Contacted Suzan, waiting for contact — if she does not respond by JET Training, WILL bug her; want to ensure we can peg down a date [Jessica]
- C. To do; contact those who attended last year about thoughts, improvements and what else to see

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. Tablet computer - functional
 - h. Tablet computer - non-functional
 - i. Projector
 - j. Sake barrel & mallets
 - k. Event booth box o'stuff — IT'S FALLING APART! Use Admin. Budget to buy a new one/hardshell suitcase
- B. Jeremy needs the non-functional tablet and a sake mallet!
- C. Cheryl:
 - a. Deep storage for items used once a year at Cheryl's storage unit
- D. Lynn:
 - a. ASKME Buttons
 - b. "old" PNWJETAA pins
 - c. Newsletter binder
 - d. **NEW - kind of** ...Mr. Coffee maker! (donate by Consulate to JETAA) - temporarily at Lynn's until someone else wants to hang on to it? (Adam?)
 - e. New JETs bye-bye swag
- E. Michelle:
 - a. Brochures
 - b. Holiday decorations
 - c. Plastic sign stand
- F. Please update the inventory list on the Dashboard! ([spreadsheet here](#))

Tech and Website Update

- A. Copyright check (Jeremy)
 - a. I'm in the process of doing a page-by-page of the website.
 - b. Archiving materials from 5+ years ago
 - c. May was a terrible month, no time to do anything
- B. New Logo! (Michelle)
 - a. New Logo and Mascot (Miwa-chan) nearly ready for unveiling!
 - b. Michelle — still working on the mascot; Adam & Sam working on color scheme
 - i. Sam has not had time to look at colours :(
 - ii. Neither did Adam... We are sorry
- C. 30th Anniversary Logo / pins / merch
 - a. No further updates
- D. Membership database coding underway (Adam)
- E. Website overhaul

- a. Information to add/delete
- b. Janice will create a doodle poll to Jeremy, Sam, Adam to discuss web changes
- F. Facebook: Janice made Jeremy a Facebook admin.

Newsletter (Temp Sam)

- A. Sam would like access to newsletter@ email address
- B. Sent out the Mon-ish after monthly meetings, please email secretary@pnwjetaa.org for submissions
- C. Advertise YPF, bios on website, Pizza JET-Together in next newsletter
- D. “Where are they now” section in newsletter
 - a. Very behind, on the back-burner for now

Misc. Final Business

- A. Agendas & minutes on website (Janice & Sam) — someday soon!
 - a. Import document into Mammoth app
- B. Web discussion meeting — in person, set up sometime in the next month or so
 - a. Create a doodle poll to decide on a date (Janice)
- C. Thank you card & wine for Allen re: Japan Fair...last year
- D. By-Laws renewal/update deadline (Adam!)
 - a. After May 21st, sometime in early June
 - b. Combined with Training meeting? Most likely the week before training (Sunday)
- E. Old binders and notes (Adam & Sam) — will be processed, scanned, and minimized.
 - a. Adam went through most of the paper documents and made two piles, need a second opinion before scanning and tossing
- F. Back-burner items
 - a. *Nengajo* project (Zack)

Meeting Adjourned: 20:20

Next Meeting Date and Location:

July 11, 2019 (2nd Thurs.) | 18:30–19:30 | WeWork Westlake Tower 10/12F Conference Room