

PNWJETAA

Monthly Meeting Agenda

September 2019

September 9, 2019 | 18:30 | WeWork Westlake Tower, 10/12F Conference Room

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

SPECIAL GUESTS:

Call to Order (Adam):

Meeting Minutes Review

A.

Treasurer's Report (Zack)

A. Previous balance

- a. Checking: 8847.63
- b. Savings: 946.87
- c. Admin: 813.39

B. Current balance:

- a. Checking:
- b. Savings:
- c. Admin:

C. Owing:

- a. New JET Training — any purchases outstanding?
 - i. Jessica honorarium paid
 - ii. Lynn submitted receipts related to training to Zack - 26.42 out of Admin budget?
 - iii. Budget for Remote Outreach (see below)
- b. Summer Picnic?

Upcoming Events

* denotes inclusion in upcoming newsletter

A **By-laws!!**: TBD

- a. Executive Officers must attend, others welcome if interested!
- b. Adam to send out a Doodle poll to vote on a new date
- c. Elmira H. Utz experienced with 501(c)3 status and by-laws

- i. Adam to reach out for by-law revision meeting details
- B. *** (mini) Welcome Back / September Happy Hour: September 20 (Fri), 18:00–20:00, JCCCW**
 - a. Registration [here](#)
 - b. Refreshments by donation
 - c. Consulate welcome back to be held at a later date
- C. **National Conference: September 26–29 (Thu–Sun), Chicago JETAA**
 - a. Jeremy and Sam registered — send airfare receipts/confirmations to Treasurer
 - b. Chapter surveys — completed
 - c. Topics to learn about or share knowledge about:
 - i. Engagement in remote regions of the chapter
 - ii. 501(c)3 status
 - iii. Inter-chapter & international JETAA collaborations
 - iv. Others?
- D. ***Japan Week Festival at Bellevue College: September 28 (Sat), 10:00–17:00, Bellevue College**
 - a. Volunteers needed at the JET Program booth run by the Consulate
 - b. Contacted Maggie with list of volunteers (8/19): Elmira, Michelle, Landon
 - c. Please contact Hana Sova at the Consulate if you're willing/able to help: hana.sova@se.mofa.go.jp
- E. ***Transitions: November 9 (Sat), 09:30–15:00, Northwest University**
 - a. Jessica & Lynn working out details
 - b. Possible schedule:
 - i. Guest speaker (30 mins)
 - ii. Keynote speaker (90 mins)
 - iii. Japanese skills panel (30 mins)
 - iv. Lunch (60 mins)
 - 1. Special this year
 - v. JET info session (13:00, 30 mins)
 - vi. Expo (13:00–15:00, open to public, raffle held throughout)
 - c. Resume review offered in the morning, but no headshots this year
 - d. Hoping the new schedule will encourage more networking and community-building for recent returnees/re-locators
- F. **Potential Future Events**
 - a. Leavenworth Oktoberfest (could be a good outreach activity)
 - i. 3 different weekends
 - ii. 10/4-5; 10/11-12; 10/18-19
 - b. Remote Outreach to WWU at (Zack)
 - i. September or October
 - c. Tea History & Chinese Tea Ceremony Demo & Education
 - d. Seward Park Torii opening — maybe this summer? Next summer?
 - e. Escape Room!
 - f. Mariners Game? (baseball)

- g. Seattle Reign FC Game? (women's soccer)
- 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 Yamashita (denyama@gmail.com) is JASNET contact

Past Events

- A. Summer Picnic: Aug 17 (Sat), 11:00–14:00 (or later), Luther Burbank Park
 - a. Next year: consider a new venue due to reservation \$\$\$
- B. Happy Hour @ Teinei: August 23, 2019 (Friday)
 - a.

Membership Update (Lynn)

- A. 6 new members via website / 1 reconnected alumni via email
- B. Adam still needing to work on database (2019/06/06)

Transitions/ Jobs (Jessica & Lynn)

- A. Please send jobs to transitions email & cc zuttojetto@gmail.com
- B. Position for Assistant Director at HBCC now open, please post to website
- C. Jessica sent out Transitions news via email (8/16) — see Events for details
- D. Other ideas for this year
 - a. Get rid of recruiters/job expo, sets up the wrong expectations
 - b. Focus more on other “transitional” aspects of life post-JET, not just 100% career-focused
 - c. Live stream or record (and post on website) for remote alumni to access
 - i. Depending on budget/priority, Jeremy can organize streaming

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 (Costco has some on sale for a good price)
 - l. Mr. Coffee coffee maker
- B. Cheryl:
 - a. Deep storage for items used once a year at Cheryl's storage unit
- C. Lynn:

- a. ASK ME Buttons
 - b. “old” PNWJETAA pins
 - c. Newsletter binder
 - d. New JETs bye-bye swag
- D. Michelle:
- a. *More* ASK ME Buttons and “old” pins
 - b. Brochures
 - c. Holiday decorations
 - d. Plastic sign stand
- E. Please update the inventory list on the Dashboard! ([spreadsheet here](#))

Tech and Website Update

- A. Copyright check (Jeremy)
- B. New Logo! (Michelle)
 - a. Showcase some color options (Adam)
 - b. Michelle still working on re-working the mascot (Miwa)
 - c. Pinmark.com and Lynn may have contacts
 - d. Northwest Trophies
- C. 30th Anniversary Logo / pins / merch
 - a. New design no longer feasible, but still possible to make pin in special gold outline or behind “30”
- D. Membership database coding underway (Adam)
- E. Website overhaul (Janice)
 - a. New Doodle for meet up (<https://doodle.com/poll/c34cqnfm95wcycnk>)
 - i. Meet up at Tukwila King County Library or google hangouts
 - b. Personal stock photos to be featured on website please drop here [stock photo drive](#)

Newsletter (Temp Sam)

- A. Sam needs to step back — Anyone able to take over/assist?
 - a. Landon & Denise both mentioned they might be interested
 - b. Adam to do September’s newsletter
- B. Notices to post
 - a. Michelle to ask a northern alumni for “Where Are They Now” section
 - i. Contact old-guard members first?
 - b. Include blurb about instagram account (follow us)

Misc. Final Business

- A. Agendas & minutes on website (Janice & Sam) — someday soon!
 - a. Import document into Mammoth app
 - b. Jan & Sam could discuss at website meeting later this year
- B. By-Laws renewal/update deadline (Adam!)
 - a. Postponed (see Events above)
- C. 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
- D. Back-burner items
 - a. *Nengajo* project (Zack)

Meeting Adjourned:

Next Meeting Date and Location:

October 3, 2019 | 18:30–19:30 | WeWork Westlake Tower 10/12F Conference Room