

PNWJETAA

# Monthly Meeting Agenda

## December 2019

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December 5, 2019 | 18:30 | WeWork Westlake Tower Conference Room 10A/12F

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

**SPECIAL GUESTS:** None

**Call to Order** (Adam):

**Meeting Minutes Review**

A.

**Treasurer's Report** (Zack)

A. Previous balance

- a. Checking: 10,497.40
- b. Savings: 947.10
- c. Admin: 795.40

B. Current balance

- a. Checking: 10,469.98
- b. Savings: 947.17
- c. Admin:

C. Owing:

- a. NatCon — Jeremy reimbursed? Need receipts!
- b. JCCCW dues? (Admin) About \$150, we need to send a check
- c. Web hosting? - need to poke Grant about this. (Admin)
- d. Remote Outreach gas for Adam

D. Budget approved for JASSW Holiday Dinner and other upcoming events?

- a. Approved?

**Upcoming Events**

\* denotes inclusion in upcoming newsletter

A. **By-laws!! (recurring):** Every other Monday, 19:30 onward, virtual meeting

a. Next meeting: Dec. 9

- i. Will work for an hour and carry on the following meeting
- ii. Add suggestions outside of meeting to review together

- b. Updates from last meeting:
    - i.
    - c. Executive Officers must attend, others welcome if interested!
- B. \*2019 Bonenkai: December 7 (Sat), 17:30–20:00, Palace Korean BBQ Federal Way
  - a. Thank you Denise, Cheryl, and Janice for finding us a venue!
  - b. \$20 per person, pay at event
  - c. Registration [here](#), Facebook event page [here](#)
- C. US JETAA Leadership Program: TBD, JCCCW or other venue
  - a. No other updates at this time, Bahia will probably come in Jan/Feb
    - i. Challenges we want to work on with her:
      1. Remote alumni engagement
      2. Pros/cons of 501(c)(3), and would it be worth it for PNWJETAA
      3. 5-year plan
    - ii. Application essay can be found [here](#) (already submitted to Bahia)
- D. \*Elections! 2020–21 Committee: Results announced Jan. 19, 2020 (Shinnenkai)
  - a. Nominations open!
    - i. Zack (?) in charge
    - ii. Nominations: open Dec. 1
    - iii. Platforms: Dec. 6-12
      1. Hard cut-off Jan. 12
    - iv. Voting 13th - Shinnenkai
  - b. Positions that will soon be vacant:
    - i. President
    - ii. Treasurer
    - iii. Transitions
      1. Will Lynn take this over again?
    - iv. Newsletter
      1. Does Denise want to continue?
- E. CLAIR NY Visit from Tomoko Fujiwara: Jan 12-18
  - a. We have changed the scope of the trip, and Tomoko will be in Washington all week.
  - b. Jan 13 dinner together? Or any day that week now.
- F. \*2020 Shinnenkai: January 19, 2020, JCCCW
  - a. Potluck, same as last year
  - b. Zung made reservation at JCCCW — Thank you!
  - c. Who wants to be one of the event leads?
  - d. Event added to calendar on the website!
- G. \*JET Ski 2020: Seattle!: February 15–17 2020, Snoqualmie/Seattle
  - a. Event page on FB [here](#), blurb to be added to website soon (Sam hopes)
  - b. Proposed itinerary:
    - Fri/Sat. Arrive in Seattle
    - Sat. day Sightseeing in Seattle, open schedule
    - Sat. PM Welcome happy hour
    - Sun. day Skiing & boarding @ Snoqualmie

- Mon. day (holiday), return to BC/OR
- c. Annual event name — JET Ski: Seattle
- d. \$10 per ski participant contributed by BC & PNW; Portland to find another way to support (possibly sponsor appetizers etc. at welcome happy hour)
- H. **Ikebana meets Tech**: February 27th (Consulate General Event)
  - a. Volunteers needed; more info to come
- I. **Tea History & Ceremony Experience**: January or March, TBD, JCCCW?
  - a. Relaying info from Pat:
    - i. He will most likely do a tasting of 3 teas: green, oolong, pu'er
    - ii. Max. class size 12
    - iii. Self-funded, proposing \$8 per person general, \$10 for admission + sample of tea to bring home
    - iv. Won't be able to decide on a date until Pat's work travel has been confirmed (hence January or March)
- J. Potential Future Events
  - a. Seward Park Torii opening — maybe this summer? Next summer?
  - b. Escape Room!
  - c. Mariners Game? (baseball)
  - d. Seattle Reign FC Game? (women's soccer)
  - e. SKSCA-JETAA-JASNET Karaoke Event
  - f. Tacoma Art Museum visit — Zoe Donelle

## Past Events

- A. Official Welcome Back: November 8 (Fri), 18:00–20:00, Consul-General's Official Residence
  - a.
- B. Transitions: November 9 (Sat), 09:30–15:00, Northwest University
  - a. Refer to Jessica's Report on Drive.
  - b. Job resulting from Transitions - new staff hired at HBCC!
- C. JAS-NET Happy Hour: November 14 (Thu), 18:00–20:00, Terry's Kitchen, Bellevue
  - a.
- D. Website Revamp Meeting: November 24 (Sun), 14:00, WeWork
  - a.
- E. Dekoboko Taiko Concert — Hibana: November 24 (Sun), 19:00, Theater off Jackson, Seattle
  - a. Awesome!
- F. JASSW Holiday Dinner: December 3 (Tue), 17:00 onward, Westin Hotel Seattle
  - a.

## Membership Update (Lynn)

- A. 7 new members signed up via website.

## Transitions/Jobs (Jessica & Lynn)

- A. Otsukare for another successful year!
- B. Please send jobs to [transitions@pnwjetaa.org](mailto:transitions@pnwjetaa.org) & [lynn@pnwjetaa.org](mailto:lynn@pnwjetaa.org)
- C. Jobs: Hyogo BCC Assistant Manager (job description [here](#)) - Also posted on our homepage

## 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
  - g. Tablet computer - functional (on loan to Jeremy)
  - h. Tablet computer - non-functional (on loan to Jeremy)
  - i. Projector
  - j. Sake barrel & mallets (one mallet on loan to Jeremy)
  - 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)
  - o Nothing new to report at this time, it's been a crazy month.
  - o I have begun the deep dive! I'm doing it in small chunks because it's labor intensive and involves 5 or 6 steps per post.
  - o Everything through 2007 is complete (which isn't much)
  - o Using internet magic, I'm [restoring what images I can find](#) to the website, as well as saving them all to the drive for archival purposes.
    - i. Including Lynn and PM Abe!

- I'm also taking it upon myself to make small edits to the posts where appropriate (removing dead hyperlinks, etc), I hope that's okay Janice!
- Archive is inaccessible because images linked to a website that no longer exists (JETAA Intl.)
  - i. Jeremy inquired with JETAA Intl. (Eden), Dustin to follow up
- B. New Logo! (Michelle)
  - Colors (Adam)
    - i. Fonts need to be determined
      - 1. Michelle will choose a tasteful font
    - ii. Final version ready?
      - 1. Unveiling gold version at Shinnenkai!
        - a. Hype it up!!
        - b. Vote on green color then
      - 2. Variations to come
        - a. Gold for 30th Aniv.
        - b. PNW initials
        - c. Rectangle
        - d. Text
        - e. Pride!
    - iii. Symbolism:
      - 1. 3 pine trees for 3 state trees of WA, MT, ID
      - 2. Roots show interconnectedness
      - 3. Resembling coin, like students pass to each other in Japan
    - iv. Official description needed
  - Michelle still re-working the mascot, Miwa
- C. Request to “temporarily” remove zuttojetto from “Puget” as Lynn@pnw is now active
- D. 30th Anniversary Logo / pins / merch
  - Use usual logo in gold
  - 2021 is our best guess for our 30th anniversary
- E. Membership database coding on hold... (Adam)
- F. Website overhaul underway! (see Past Events)

## Newsletter (Denise)

- A. Notices to post
  - a. See Events above for \*

## Misc. Final Business

- A. Google form for meeting invites
  - a. Form [here](#), thanks Janice!
  - b. Sam made some minor updates
- B. 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
- C. By-Laws renewal/update (Adam)

- a. Recurring, every other Monday until the thing is done!
  - b. Bylaw webinar upcoming!
- D. Old binders and notes (Adam & Sam) — will be processed, scanned, and minimized.
- E. Back-burner items
  - a. *Nengajo* project (Zack)

Meeting Adjourned:

Next Meeting Date and Location:

January 2 or 9, 2020 | 18:30–19:30 | WeWork Westlake Tower, 10A/12C Conference Room