

PNWJETAA

Monthly Meeting Minutes

December 2019

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

ROLE CALL: Lynn Miyauchi | ~~Zung De~~ | 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): 18:35

Meeting Minutes Review

- A. Adam moves to approve!

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. Doesn't look like much has changed, but there were a lot of transactions
 - a. Transitions checks were cashed, brownpaperticket cash (came in
- D. Owing:
 - a. NatCon — Jeremy!! Send your receipts!
 - b. JCCCW dues — Paid for, dues good until 12/2020
 - c. Adam has not yet cashed his check
 - d. Web hosting? - need to poke Grant about this. (Admin)
 - e. Remote Outreach gas for Adam
- E. Transitions and other receipts? — hard copies needed please!
- F. Budget approved for JASSW Holiday Dinner and other upcoming events?
 - a. Approved?
 - b. Zack has not yet sent in check for JASSW Holiday Dinner invoice; working on photos and write-up

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. Good involvement from Michelle & Jeremy, articles being worked on
 - ii. Janice also attended
 - iii. We should be able to get it to a good state for the next council to vote in!
 - iv. Biggest decision: Bylaw supplemental document (procedures, guidelines, etc.)
 - v. Bylaws do not need to be nonprofit compliant — we have amendments ready if we decide to go that route in the future
 - 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](#)
 - d. 37 registered, only about 5 were not early-bird; expecting up to 45!
 - i. $32 \text{ pp} \times \$20 = \640
 - ii. $5 \text{ pp} \times \$25 = \125
 - e. Denise was waiting on a call from restaurant today, but so far no word; she will visit the restaurant tomorrow to iron out details
 - i. Soft-drinks for all guests, paid in a lump-sum beforehand
 - ii. Denise will also visit 2 karaoke places near the restaurant, reserve for 20 people; split it into two rooms of 10 people
 - f. Overall, moving bonenkai to different locales each year seems successful!
- C. **US JETAA Leadership Program**: TBD, JCCCW or other venue
 - a. No other updates at this time, Bahia will probably come in Jan/Feb
 - b. Sam will email Bahia before next week to check-in, let her know when shinnenkai is
 - 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: finished election nomination forms — will be live and announced at Bonenkai
 - ii. Nominations: open Dec. 7 (bounenkai)
 - iii. Platforms: Dec. 7 – Jan. 12

- iv. Voting 13th - Shinnenkai
 - b. Positions that will soon be vacant:
 - i. All positions open!
- 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.
 - c. Jeremy is the primary contact (?)
- F. ***2020 Shinnenkai: January 19, 2020, JCCCW**
 - a. Potluck, same as last year
 - b. Zung made reservation at JCCCW — Thank you!
 - c. Event added to calendar on the website! — Thanks Adam!
 - d. Roles
 - i. Who wants to be one of the event leads?
 - 1. Adam + Dawn
 - 2. Responsibilities: Forms, registration, set-up, communications
 - ii. Donations/raffle items = Adam (but someone else so Adam isn't overwhelmed)
 - iii. Alcohol purchasing = Adam
 - iv. Desserts
 - 1. Dochi donuts = Cheryl
 - 2. Hood Famous = Sam
 - v. Miscellaneous materials
 - 1. Foil, plastic wrap, to go boxes
 - 2. Ask folks to bring reusable containers!
 - 3. Plastic bags and composting bags
 - e. Logo unveil!!
 - i. Need a higher resolution one to print it BIG! For a big unveil
 - 1. Gold for our 30th anniversary
 - 2. Michelle will scale it up
 - ii. Adam has an easel to present it on
 - iii. Vote on which green for the regular logo
 - iv. Adam will be doing printing
 - v. Lynn will bring a fancy table cloth — in *aubergine*
 - f. Year in review — Adam's speech
 - g. Set up the evening before (1/18)
- 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), maybe a hike again?/ 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
 - b. We don't know who added this...
- I. **Tea History & Ceremony Experience**: March, TBD, JCCCW?
 - a. Does JCCCW have a tatami room? ...No?
 - i. Well, it would be nice to have it in a more intimate space than just the dojo
 - ii. Nagomi Tea House? Is that an option?
 - iii. Let's just stick with JCCCW since we can get the space for free!
 - iv. Bellevue Children's Academy has a tea-ish room? Lynn will find out
 - b. 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
- J. **JAS-SKSCA-PNWJETAA Karaoke**: March 12, 18:00–20:00, Rock Box
 - a. 50 people max, priority given to members
 - b. Adam will add to the calendar, wait til closer to the event to post to website
 - c. Cheryl is donating the room! We need to charge people though
 - i. \$5 donation to JASSW? Or another organization
 - ii. Donate to JCCCW! Cheryl will check with Carolyn
- K. 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. Very fun, Adam made a speech
 - b. We had famous Japanese pop stars performing!
 - c. Went to Sitting Room after, got to know the new returnees and extended an invite to Devyn to JASSW Holiday Dinner
- 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. Other ideas:
 - i. Separated workshops? Using Japanese, plus other topics
 - ii. Mock interviews (Michelle) — Michelle will also make an outline
 - iii. Mock technical interviews (Adam)
 - iv. Transitions website — it's a separate wordpress! We need to get the keys from Grant
 - 1. We want to make it a part of the main PNWJETAA website, need it to be more cohesive!
- C. JAS-NET Happy Hour: November 14 (Thu), 18:00–20:00, Terry's Kitchen, Bellevue
 - a. Cheryl went — it was quiet, very Japanese; not too many familiar faces but overall it was good
 - b. We did not go :(But Michelle was in Alaska and saw Mari and other Alaska JETs!
- D. Website Revamp Meeting: November 24 (Sun), 14:00, WeWork
 - a. Very productive meeting
 - b. Good things are coming! — plus INSTAGRAM integration!
 - c. Janice will be taking the website down Sunday 12/8 so that it can be revamped!
 - i. We will announce it at Bonenkai so that everyone knows to expect that
- E. Dekoboko Taiko Concert — Hibana: November 24 (Sun), 19:00, Theater off Jackson, Seattle
 - a. Awesome! Loud and lots of fun!
 - b. Dekoboko are also going to Japan to perform!
 - c. Very good turn out, 10 JETs including Maggie
- F. JASSW Holiday Dinner: December 3 (Tue), 17:00 onward, Westin Hotel Seattle
 - a. Great! Food was better than last year
 - b. 20 JETs attended (19 at our tables, 1 at Starbucks), 3+ working/volunteering with JASSW
 - i. 6 former and current JETAA presidents in attendance!
 - c. Cheryl hosted a table; Adam bought/won a lot of shochu
 - d. Format was good: 3 new returnees, 2 officers; fill in the rest with the committee and previous committee members

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 & 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!
 - o 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!
 - o 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)
- o 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
 - o 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
 - o Use usual logo in gold
 - o 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 *
 - b. Announce that the website will be going down — Janice will send Denise a blurb
- B. Denise has access to the newsletter email — get it to her before Sunday!

Misc. Final Business

- A. Google form for meeting invites
 - a. Form [here](#), thanks Janice!
 - b. Sam made some minor updates
 - c. Adam also made a recurring invite for Google Meet with agenda linked
- B. Agendas & minutes on website (Janice & Sam) — someday soon-ish!
 - a. Import document into Mammoth app
 - b. Jan & Sam could discuss at website meeting later this year
- C. Old binders and notes (Adam & Sam) — will be processed, scanned, and minimized.
- D. Back-burner items
 - a. *Nengajo* project (Zack)

Meeting Adjourned: 19:54

Next Meeting Date and Location:

January 13, 2020 (Monday) | 18:30–19:30 | WeWork Westlake Tower, 10A/12C
Conference Room