

PNWJETAA

# Monthly Meeting Agenda

## January 2020

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January 13, 2020 | 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:** Bahia Simons-Lane (USJETAA) | Tomoko Fujiwara (CLAIR) | Landon Himeda

**Call to Order** (Adam):

**Special Addition: USJETAA Reunion** (Sept. 25–27, 2020)

- A. Deciding between Seattle and Nashville to host
- B. Basic info:
  - a. 150–200 people
  - b. Host chapter responsibilities will be giving advice/suggestions for venues and events, finding local talent/panelists, hosting an informal dinner — overall, less work than hosting NatCon
  - c. Possible schedule:
    - i. Friday evening: informal dinner/networking
    - ii. Saturday: opening, panels, keynote, dinner with reception
    - iii. Sunday: social & family-friendly programming, excursions, etc.

**Meeting Minutes Review**

A.

**Treasurer's Report** (Zack)

- A. Previous balance
  - a. Checking: 10,469.98
  - b. Savings: 947.17
  - c. Admin: 795.40
- B. Current balance
  - a. Checking:
  - b. Savings:
  - c. Admin:
- C. Changes:
- D. Owing:

- a. NatCon — Jeremy!! Send your receipts!
- b. Has Adam cashed his check?
- c. Web hosting — paid for another year
- d. 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. 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: Jan. 20
  - b. Updates from last meeting:
    - i.
- B. **CLAIR NY Visit from Tomoko Fujiwara:** Jan 12-15
  - a. Dinner tonight!
- C. \***Elections! 2020–21 Committee:** Results announced Jan. 19, 2020 (Shinnenkai)
  - a. Nominations open!
    - i. Platforms: Dec. 7 – Jan. 12
    - ii. Voting 13th - Shinnenkai
  - b. Positions that will soon be vacant:
    - i. All positions open!
- D. \***2020 Shinnenkai:** January 19, 2020, 16:00–19:00(ish?), JCCCW
  - a. Potluck, same as last year
  - b. 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
  - c. 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*
  - d. Year in review — Adam’s speech
  - e. Set up the evening before (1/18) or morning of
- E. Education Symposium “Rethinking Leadership”: January 30, 2020 @ Official Residence. This is a Consulate Event - Invitations were sent to all four officers - RSVP’s requested - *Deadline this Friday 1/17*
- F. \*JET Ski 2020: Seattle!: February 15–17 2020, Snoqualmie/Seattle
  - a. Event page on FB [here](#), blurb and registration should go live soon (Sam)
    - i. Working with Danielle (BC) and Rosie (PDX) to get these ready to go
    - ii. Need to set up Brown Paper Ticket for Snoqualmie tickets, waiting on confirmation of services first from Snoqualmie
  - b. Welcome dinner possibly at Pike Place Brewing
    - i. \$1,000 food & bev minimum (before taxes, gratuity, fees)
    - ii. Requires a \$500 deposit due before the event; Sam inquired about our options, waiting on a response
    - iii. Two possible venues within Pike Place:
      - 1. [Event proposal](#) for Tankard & Tun (Chef’s Loft), [menu](#)
        - a. Pros: no room rental fee, up to 32 ppl seated, more affordable overall (\$1,400 including taxes, fees, gratuity)
        - b. Cons: individual menu items more expensive (\$25–40 for mains), not ADA accessible
      - 2. [Event proposal](#) for Pike Place Brewing (Microbrewery Museum), [menu](#)
        - a. Pros: up to 50ppl seated, menu items more affordable (mains \$16–30), possibly ADA accessible (waiting for confirmation)
        - b. Cons: \$250 room rental fee, more expensive overall (\$1,700+ inclusive)
    - iv. Feedback? Other venues to consider?
  - c. Après-ski dinner (Sunday)
    - i. Looking at east side, maybe ramen or Japanese curry (looking for traditional post-ski fare à la Nihon)
    - ii. Any suggestions?
  - d. Sightseeing ideas:
    - i. Japanese-American history? Uwajimaya? JCCCW tour?
    - ii. Prefer something more local/unique, rather than the usual tourist spots
  - e. 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

- G. **US JETAA Leadership Program**: TBD (end of Feb or beginning of March), JCCCW or other venue
  - a. Bahia is confirming her colleague's schedule, she will be visiting with Laurel (most likely); current possible dates are weekend of 2/29 (leap day!), or 3/7
  - b. Challenges we want to work on with her:
    - i. Remote alumni engagement
    - ii. Pros/cons of 501(c)(3), and would it be worth it for PNWJETAA
    - iii. 5-year plan
    - iv. Application essay can be found [here](#) (already submitted to Bahia)
- H. **Ikebana meets Tech**: February 27th (Consulate General Event)
  - a. Volunteers from PNWJETAA no longer needed
  - b. RSVP's from Adam & Michelle needed
- I. **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
- J. **Tea History & Ceremony Experience**: March 21 or 22, TBD, JCCCW?
  - a. Still looking into a venue, JCCCW would probably be the best location (if there is a smaller room we can use)
    - i. March 21/22 would be best date, but sometime in April could work as well
    - ii. Other ideas for venues?
      - 1. Bellevue Children's Academy (BCA) is interested in working together with PNWJETAA and has a variety of spaces to offer. Officers should contact Yuka Shimizu to request more details, prices, etc. They do have intimate meeting spaces which can easily accommodate 10-12 people (for tea event?) and larger spaces if we ever want to hold a larger event like Transitions. Also has free parking - quite plentiful. If anyone is interested in contacting BCA let Lynn know.
  - 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. Possibly go to Humble Pie for pizza after?
- 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. 2019 Bonenkai: December 7 (Sat), 17:30–20:00, Palace Korean BBQ Federal Way
  - a.

## Membership Update (Lynn)

- A. No new sign-ups during the month of December.

## Transitions/Jobs (Jessica & Lynn)

- A. Please send jobs to [transitions@pnwjetaa.org](mailto:transitions@pnwjetaa.org) & [lynn@pnwjetaa.org](mailto:lynn@pnwjetaa.org)

## 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)

- a. On hold during holiday season, trying to get it started up again soon.
- B. New website is [launched](#)!! Awesome work, Janice (and Landon)!
  - i. New theme, Alizee.
  - ii. Color scheme?
  - iii. Instagram integration
  - iv. Landing banner with PNWJETAA blurb
  - v. Sidebar for newsletter
  - vi. Changes to posting events ([document](#))
  - vii. How many google calendars are being used for PNWJETAA? Are they public calendars? Will users be able to subscribe?
  - viii. Where should new logo/mascot be posted?
  - ix. Any suggestions?
- C. New Logo! (Michelle)
  - a. Final version ready & printed?
    - i. Gold for 30th Anniv.
    - ii. Official description needed - Jeremy willing to write
  - b. Symbolism:
    - i. 3 pine trees for 3 state trees of WA, MT, ID
    - ii. Roots show interconnectedness
    - iii. Resembling coin, like students pass to each other in Japan
  - c. Michelle still re-working the mascot, Miwa
- D. 30th Anniversary Logo / pins / merch
  - a. Use usual logo in gold
  - b. 2021 is our best guess for our 30th anniversary
- E. Membership database coding on hold (Adam)

### Newsletter (Denise)

- A. Notices to post
  - a. See Events above for \*
  - b. Sam will share the JET Ski info with Denise asap!

### Misc. Final Business

- A. Old binders and notes (Adam & Sam) — will be processed, scanned, and minimized.
- B. Back-burner items
  - a. *Nengajo* project (Zack)

### Meeting Adjourned:

### Next Meeting Date and Location:

February 6, 2020 | 18:30–19:30 | WeWork Westlake Tower, 10A/12C Conference Room