

Monthly Meeting Minutes

January 2020

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

Call to Order (Adam): 18:31

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

- A. Welcome Bahia & Tomoko!
 - a. Bahia: Executive Director at USJETAA, former Gunma JET
- B. Cheryl has already talked about this a bit with Bahia
- C. After JET 30, wanted to have a reunion for 5th anniversary of USJETAA's founding
- D. Deciding between Seattle and Nashville to host
 - a. Decided against having it at Washington, DC like JET 30
 - b. Committee is helping with this process
 - c. Before making a decision, Bahia wants to touch base with the chapters in both areas
- E. Wanting to reduce workload for the local chapter
 - a. This is different than NatCon or JET 30, so the goals and needs of the event will be lower intensity
 - b. Cheryl: There is a lot of work that goes into NatCon or other conferences, but want to stress that the heavy-lifting will be done by the reunion committee; there's a strong case to be made for Seattle
 - c. Bahia: We want to make sure that the chapter is excited to get involved and that it's a location that other alumni will want to visit
- F. Bahia hasn't yet heard from Nashville, but has spoken to Ashley (President at JETAA Music City), but will be following up with them again next week if no response
- G. Dates are 9/25–27 due to price of travel/accommodations in the summer and other holidays in Sept.
 - a. Will NatCon be held near that date? — no firm answer yet, the prospective host chapter is looking at dates in October
 - b. Other Seattle events that might conflict?
 - i. City-wide conference on 9/24

- ii. State fair
- H. Cheryl has already contacted about 50 hotels, but a number of places are already booked up or quite expensive (\$200+ per night)
 - a. Seattle's high tourism season is still through Sept., but tail end
 - b. Idea to only have the conference space booked through a hotel, and have attendees book their own accommodation
- I. Bahia believes that the USJETAA board will approve of whatever recommendation/proposal that they come up with
 - a. Most important is the chapter's interest and enthusiasm to support the event — want to be fair to the host chapter
 - b. Will need a team of volunteers to help the event run (conference support, dinner group leaders, etc.)
 - c. Bahia would like to know if PNW is 100% good to go by next week (1/21)
- J. Internal discussion
 - a. We will be hosting the chapter 30th anniversary as well, need to keep that in mind
 - b. Chapter's responsibilities will be mostly hospitality-related and day-of coordination
 - c. The proposed date might be difficult for a number of reasons
 - d. We don't know who the new council will be until after Shinnenkai, we don't want to decide anything without the new council's input — as Bahia said, we want to make sure the committee and the chapter are excited
 - e. What was JET30 like? More focused on reminiscing, politics, where are they now, etc.
 - f. Next steps for us:
 - i. We will let Bahia know that we are waiting until the new council is decided
 - ii. Discuss the event with the new council sometime at shinnenkai or soon after...?
 - iii. Can we get consulate involved for funding? If possible!
 - iv. Decide when we will have our own chapter 30th — could we piggyback off the reunion?
 - v. We can get USJETAA funding by hosting — could be used toward new banners, materials, etc.
 - vi. General funding questions
- K. Basic info:
 - a. Decision date: Jan. 25th
 - b. 150–200 people (Bahia seems to think we may have closer to 250, similar to JET 30)
 - c. 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
 - d. 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. Jeremy & Lynn approve by email
- B. Motioned to approve

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: \$9,084.54
 - b. Savings: \$947.26
 - c. Admin: 795.40
 - d. Cash: \$552.75
- C. Changes: money came out for honorariums for Transitions, bonenkai
- D. Cash will be deposited back into the account
- E. Owing:
 - a. Nat Con — Jeremy gave receipts to Adam, will pass that to Zack at Shinnenkai
 - b. Jessica will be bringing receipts to Shinnenkai as well
 - c. Has Adam cashed his check? — not yet, will do that soon?
 - d. Web hosting — paid for another year by the good will of Grant (we will try to reimburse him the \$16-ish)
 - e. Remote Outreach gas for Adam (Check #1326)
- F. Transitions and other receipts? — hard copies needed please!
- G. JASSW Holiday Dinner invoice submitted. Not paid yet. — won't result in much changes
- H. We are short ~\$300 (about 10% over budget) — money we budgeted for Training and Transitions was off by quite a bit
 - a. There is some money available in admin
 - b. Zack emailed Aki asking if moving budget around would be okay, but haven't heard back yet
 - c. Once we hear what the total for admin budget is, we can decide as a committee what we want to use for the chapter (needs to be spent next month)
- I. Zack is stepping down, will connect with the new treasurer to pass over knowledge
 - a. Budget request meeting usually involves exec members, not just treasurer or president
- J. Report will be ready to go before Ski Trip (last receipts will be from that event); deadline for submission is 2/21

Upcoming Events

* denotes inclusion in upcoming newsletter

- A. **CLAIR NY Visit from Tomoko Fujiwara: Jan 12-15**
 - a. Dinner tonight!
 - b. Tomoko came to Seattle for research in STEM, Jeremy is helping her this trip
- B. **By-laws!! (recurring):** Every other Monday, 19:30 onward, virtual meeting
 - a. Next meeting: Jan. 20
 - b. Updates from last meeting:
 - i. Officer descriptions
 - ii. Definition of membership
 - iii. Executive board and steering council, vacancies
 - c. Next step
 - i. Committees
 - ii. Advisory board
 - iii. Administrative and financial provisions
 - d. Should be on track to have a bylaw draft ready for next council
 - i. Currently on version 0.3
 - ii. Chugging along!
- C. ***Elections! 2020–21 Committee:** Results announced Jan. 19, 2020 (Shinnenkai)
 - a. Nominations closed
 - i. Voting starts probably Wed. AM until Shinnenkai
 - 1. Use new tablet to have people vote at shinnenkai
 - 2. Old tablet has a PNWJETAA app, can we move that into the new tablet? — Adam says maybe, but it's complicated-ish; could create a new position for software developer if we want to make that work
 - ii. Everyone is currently running unopposed
- D. ***2020 Shinnenkai:** January 19, 2020, 16:00–19:00(ish?), JCCCW
 - a. Potluck, same as last year
 - b. Registration form is on website and Facebook
 - c. Registration table
 - i. Name tags
 - ii. Signs for potluck dishes
 - iii. Tablet for voting or registering membership
 - iv. Square for purchasing drink tickets (pink tickets) — \$5 for 2 tickets
 - v. Raffle tickets (blue tickets)
 - vi. JETAAUSA luggage tags and pens
 - d. Raffle prizes
 - i. Fill out the spreadsheet (link to be added after the meeting)
 - e. 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

1. Beer
 2. Wine
 3. Ice
 4. Banquet permit
 - 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
 - f. Logo unveil!!
 - i. Adam has a high-res version ready for coloring — Thank you Michelle
 1. Adam will go have it printed this week using admin budget
 2. Logo will be in gold for our 30th anniversary — have it signed by current and new council members
 - ii. Adam has an easel to present it on
 1. Michelle will explain the meaning behind the symbols
 - iii. Vote on which green for the regular logo
 1. Will print out the logo 4 different shades of green
 - iv. Lynn will bring a fancy table cloth — in *aubergine*
 - g. Year in review — Adam's speech
 - h. Set up the evening before (1/18) or morning of
 - i. Zung will call to find out when would be the best time to set up for JCCCW, Adam will relay message from Zung later
 - ii. Adam, Dawn, Michelle, possibly Jeremy
- E. Education Symposium “Rethinking Leadership”: January 30, 2020 (Thurs), Official Residence
- a. This is a Consulate Event - Invitations were sent to all four officers - RSVP's requested - *Deadline this Friday 1/17*
 - b. Sam and Adam will be attending (Adam needs to double-check)
- 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)

- I. **US JETAA Leadership Program:** March 7th, JCCCW or other venue
 - a. Bahia confirmed with Laurel, they will be visiting 3/7!
 - b. Venue requirements
 - i. Pretty low-tech, not a presentation so not too many technical needs
 - ii. Might be nice to have the option to have wifi or a projector/screen
 - iii. Flexible! Just needs to be comfortable for an extended workshop
 - c. There is budget for a hotel, they welcome recommendations (around \$150 per night for two nights)
 - d. Schedule
 - i. Bahia & Laurel will arrive Friday morning
 - ii. Return to DC Sunday evening (could do a happy hour/networking event on that Sunday)
 - iii. Bahia will be booking flights soon, will let us know when that is done
 - e. 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)
- J. **JAS-SKSCA-PNWJETAA Karaoke:** March 12, 18:00–20:00, Rock Box
 - a. 40 people max, priority given to members
 - b. Confirmed and paid for (by Cheryl)
 - c. Official registration will be set up by Carolyn
 - d. Digital flyer — Denise will design it
 - e. Adam will add to the calendar, wait til closer to the event to post to website
 - f. 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. **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?
- L. 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. Went very well! Great work Denise & Janice!
 - b. Denise: Restaurant was good, service was fine and payment seemed easy (Zack & Adam talked to the owner/manager and everything went smoothly)
 - c. Attracted a lot of new faces to bonenkai, keep rotating the location year after year!

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 & 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? Make green the same green as whatever we vote on for logo
 - iii. Instagram integration
 - iv. Landing banner with PNWJETAA blurb
 - v. Sidebar for newsletter
 - vi. Changes to posting events ([document](#))
 - 1. Wordpress is pulling from Google calendar directly
 - 2. Access is not public yet — can we make it public? Can we make sure no private events are posted there? ← Adam: should be okay; how does this work with the Google Meet integration and any shared documents (we need to make sure shared documents are secure)
 - 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?
 - 1. ‘Post a Job’ shouldn’t be visible to other visitors, just have Jobs tab
 - 2. Can we make the sidebar default to view when you visit the site? — We probably can (Janice)
- 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!
 - c. Lynn to send job opportunities to Denise as well

Misc. Final Business

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

Meeting Adjourned: 20:47

Next Meeting Date and Location:

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