

PNWJETAA

Monthly Meeting Agenda

February 2020

February 6, 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 | Devyn Couch

SPECIAL GUESTS: None

Call to Order (Adam):

Meeting Minutes Review

- A. Lynn approves Jan MTG minutes by email

Treasurer's Report (Zack)

- A. Previous balance
 - a. Checking: \$9,084.54
 - b. Savings: \$947.26
 - c. Admin: 795.40
 - d. Cash: \$552.75
- B. Current balance
 - a. Checking: 9797.82
 - b. Savings: 947.33
 - c. Admin:
 - d. Cash: (deposited?)
- C. Cash will be deposited back into the account
- D. Owing:
 - a. NatCon — 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)
- E. Transitions and other receipts? — hard copies needed please!
- F. JASSW Holiday Dinner invoice submitted. Not paid yet. — won't result in much changes
- G. We are about 10% over budget

- a. Zack emailed Aki asking if moving funds from admin budget would be okay — have we heard back yet?
 - b. 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)
- H. 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. **By-laws!! (recurring):** Every other Monday, 19:30 onward, virtual meeting
 - a. Next meeting: ?
 - b. Updates from last meeting: Monday, February 3
 - 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
- B. ***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. Have you registered?!
 - b. Welcome dinner at Pike Brewing (5:30–8:30 reservation)
 - i. Two large tables in main dining area, no food/bev. Minimum
 - ii. Contacted Queen Anne Beer Hall, but they required food to be preordered — not ideal for our needs, Pike Brewing was more flexible
 - c. Nijikai karaoke
 - i. Contacted RockBox, reservation only for 8pp at 9:15pm — might cancel this (within 24hrs to avoid charges)
 - ii. Moonwalk reservation also made for 15pp at 9pm
 - d. Après-ski dinner (Sunday)
 - i. Coco Izakaya — maybe make a reservation for ~15 people?
 - e. Sightseeing:
 - i. Saturday: Japanese American Remembrance Trail ([self-guided walking tour](#))
 - 1. Potential “tour guides”: Adam, Denise, Dawn, maybe Cheryl & Zung & Jeremy (if they are not dead from volunteering in the morning)
 - ii. Monday: Hiking with Adam
 - f. 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), hike / return to BC/OR

- C. **Day of Remembrance Taiko Concert:** February 16 (Sun), 13:00 onward, Seattle U
a. Shared by Lynn
- D. **GiA Report due to CLAIR, N.Y**
a. (1) Form 6, (2) Form 6-2, (3) Form 6-3, (4) Form 4, (5) Original receipts or documents serving as proof of payment
b. All documents due to CLAIR, N.Y by **February 21, 2020 (Thursday)**
c. Submit (1) and (3) as Excel file, (2) and (4) as Word file, and 5) as scanned files
- E. **Ikebana meets Tech:** February 27th (Consulate General Event)
a. Denise will attend
- F. **USJETAA Leadership Program:** March 7th, JCCCW or other venue
a. Bahia confirmed with Laurel, they will be visiting 3/7
b. JCCCW was available as of 1/17, but Sam will also check with WeWork as a venue option
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. Bahia & Laurel have 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)
- G. ***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)
e. Cheryl is donating the room, but will charge participants
i. Donation to JCCCW?— Cheryl will check with Carolyn
- H. **Tea History & Ceremony Experience:** March 21 or 22, TBD, JCCCW or BCA
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

- b. 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.
- c. 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?
- I. **Sakuracon**: April 10 (Fri) - 12 (Sun) at WA State Convention Center
 - a. Event info [here](#)
 - b. Volunteers needed - Sign up with Lynn/Maggie
 - i. Michelle is available for any of those days, any hours
- J. **Joe Hisaishi Symphonic Concert**: April 9, 10, or 11, Benaroya Hall
 - a. Sam wants to get a group together, groups of 10 or more get a discount
 - b. Event info [here](#)
- K. **Seattle Cherry Blossom Festival**: April 24 (Fri), 25 (Sat), 26 (Sun) at Seattle Center
 - a. Event info [here](#)
 - b. Volunteers needed - Consulate would like to request that volunteers be coordinated by PNWJETAA (Social?) as in the past.
 - i. Michelle is available for any of those days, any hours
- L. **Japanese Conversation Table**: Someday, Ongoing event, TBD
 - a. Lynn, Gabriel, Adam, & Sam have discussed the possibility, may look into funding from Japan Foundation (through USJETAA)
- M. Update on PNWJETAA 30th anniversary event - Michelle???
- N. Potential Future Events
 - a. Seward Park Torii opening
 - b. Escape Room
 - c. Mariners Game?(baseball)
 - d. Seattle Reign FC Game?(women's soccer)
 - e. Tacoma Art Museum visit — Zoe Donelle

Past Events

- A. CLAIRNY Visit from Tomoko Fujiwara: Jan 12-15
 - a. Tomoko came to Seattle for research in STEM
- B. Elections! 2020–21 Committee: Results announced Jan. 19, 2020 (Shinnenkai)
 - a.
- C. 2020 Shinnenkai: January 19, 2020, 16:00–19:00, JCCCW
 - a.

- D. Education Symposium “Rethinking Leadership”: January 30, 2020 (Thurs), Official Residence
 - a.

Tech and Website Update

- A. Copyright check (Jeremy)
 - a. On hold, busy time
- B. New website is [launched](#)!! Awesome work, Janice (and Landon!)
 - a. Sidebar now static on homepage
 - b. Subscribe to Google Calendar button on calendar page
 - c. Number of post columns from 2 to 1 on homepage
 - d. Photos added to image header
 - e. Need logo and official (green) color? Any ideas where to put logo?
 - f. Add link to newsletter.
- C. New Logo! (Michelle)
 - a. Unveiled!
 - 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. Mascot still in the works
- 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)

Membership Update (Lynn)

- A. Two new members via the website. Both are transfers in from other departure locations

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 RECYCLED, remove from inventory

- 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](#))

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Newsletter (Denise)

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

Misc. Final Business

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

Meeting Adjourned:

Next Meeting Date and Location:

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