

PNWJETAA

Monthly Meeting Minutes

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): 18:39

Meeting Minutes Review

- A. Lynn approves Jan meeting minutes by email
- B. Move to approve minutes

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: 26.95
 - d. Cash: deposited? No
- C. Cash will be deposited back into the account
- D. Changes:
 - a. Adam cashed checks
 - b. Still waiting on JASSW Holiday Dinner Invoice? — Zack will check
- E. Budget Report: We were off by a few hundred \$\$
 - a. For preparing the budget for next year, use the actual expenses from this year
 - b. Admin budget was reduced to \$400 from \$900, moved the rest toward where we were lacking: Summer Picnic, Transitions, and Pizza JET Together
 - c. We'll need to make sure our budget is solid this year so that we don't overestimate on the next budget
- F. Owing:
 - a. NatCon: Jeremy's receipts are submitted

- b. Jessica still owing for Transitions, Zack has receipts
- c. Web hosting — Grant has donated it to us
- d. Remote Outreach gas for Adam (Check #1326) — cashed
- G. Zack will hash out the budget report this weekend
- H. MOFA budget request needs to be done before the end of Feb
 - a. Adam & Zack will ask Jeremy to handle it, good learning experience
- I. Ski trip receipts will be the last! — Zack will pick up from Sam on Feb 17
 - a. Invoice for lift tickets and welcome dinner food
- 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. **By-laws!! (recurring):** Every other Monday, 19:30 onward, virtual meeting
 - a. Next meetings: Feb 17, March 2
 - b. Almost done with the version 1.0!
 - c. We should have something ready for the new council by April
 - d. Will start drafting up amendments for approval at a later date (e.g. if we decide to pursue 501c3)
 - e. Definitions for advisory board and committee also added
 - i. Including powers and responsibilities
- 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. Snoqualmie events
 - i. Cancel & refund Devyn’s ticket on BPT due to injury :(
 - e. Après-ski dinner (Sunday)
 - i. Coco Izakaya — maybe make a reservation for ~15 people?
 - f. 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 from 10am, but flexible start time — some ideas for locations:
 - 1. Poo Poo Point (good view, a bit more intense)
 - 2. **Discovery Park!** — can wander by the beach, flat terrain
 - 3. Adam will send a pin for the meeting location this weekend
 - g. 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), 12:30 doors open, Seattle U
 - a. Shared by Lynn
 - b. Brown Paper Ticket for sales (link [here](#)) <https://dor2020.bpt.me/>
 - c. Fundraiser for [Minidoka Pilgrimage](#) (takes place in June each year) - <http://www.minidokapilgrimage.org/>
- 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. **JASSW - Empowering Women in Japan & the US:** February 25, 11 am - 1:30 pm, Washington Athletic Club
 - a. All registered members of PNWJETAA are able to get the “member price” on this & future JASSW events under our “Associate” Membership for 2020. Michelle will be the main PNWJETAA representative for PNWJETAA with voting privileges.
- F. **Ikebana meets Tech:** February 27th (Consulate General Event)
 - a. Denise will attend
- G. **USJETAA Leadership Program:** March 7th, WeWork Westlake Tower
 - 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)
 - 1. Devyn will coordinate the Happy Hour

- 2. Aside: We should create a list of happy hour venues that we've used and liked
 - 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)
- H. *JAS-PNWJETAA Karaoke: March 12, 18:00–20:00, Rock Box
 - a. 40 people max, priority given to members
 - i. 20 spaces just for JETAA members, 20 spaces for JASSW members
 - b. Confirmed and paid for (by Cheryl)
 - c. Official registration will be set up by Carolyn
 - d. Digital flyer
 - i. Denise & Cheryl are finalizing
 - e. Cheryl is donating the room, but will charge participants
 - i. \$10 donation to JAS-NET recommended
- I. *Takarazuka: March 19
 - a. Some members will be touring and performing in Seattle area
 - b. Adam will send info to Denise
- J. 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
 - ii. Adam will contact Zung about availability at JCCCW
 - 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?
- K. 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
- L. 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](#)
- M. **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
- N. **Walk for Rice**: Seward Park, June 20
- O. **New JET Training**: July 11 & 12 (tentative)
- P. **Bon Odori**: July 18 & 19
- Q. **Summer Picnic**: August 15, 16, or 22, Mercer Island (final year)
- R. **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)
 - b. Gabriel as committee chair for conversation group
- S. Karaoke Club with Fukuoka Kenjinkai
- T. Update on PNWJETAA 30th anniversary event - Michelle???
- U. 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
 - f. White-Water Rafting

Past Events

- A. **CLAIR NY Visit from Tomoko Fujiwara**: Jan 12-15
 - a. Tomoko came to Seattle for research in STEM
 - b. Jeremy organized and showed her around
 - c. 4 committee members joined for dinner
- B. **Elections! 2020–21 Committee**: Results announced Jan. 19, 2020 (Shinnenkai)
 - a. Elections went well
 - b. April meeting will be the start of the new council
 - c. Handover meeting to be scheduled in March or April at Adam's, probably a Sunday afternoon
 - d. Aside: Adam wants to create a software developer role for himself!
- C. **25th Anniversary of the Great Hanshin (Kobe) Earthquake**: January 16th
 - a. A lot of alumni attended
- D. **2020 Shinnenkai**: January 19, 2020, 16:00–19:00, JCCCW
 - a. Went well!
 - b. Potluck was awesome, great food and much better than catering
 - c. Unveiled new logo and voted on shades of green, but came back with a tie
 - i. There is a form online for members to vote
 - d. Good raffle prizes

- e. Had to cancel karaoke because there wasn't enough interest, but some people went to nijikai at Fort St. George
- E. Education Symposium "Rethinking Leadership": January 30, 2020 (Thurs), Official Residence
 - a. Adam, Sam, Lynn, Gabriel, Alejandro (new returnee) attended
 - b. 2 JET alumni (Rob and Dale) also were panelists

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. Newsletter link under Events.
 - g. Other ideas?
 - i. Could we request photos from JETAA members? We can put an announcement in the Newsletter!
 - 1. Janice will send it to Denise
 - ii. Can we embed the newsletter archives into the website?
 - 1. Janice & Landon will look into it
- C. New Logo! (Michelle)
 - a. Unveiled!
 - b. Continued voting [here](#) via Google Forms
 - c. 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
 - d. Mascot still in the works
- D. 30th Anniversary Logo / pins / merch
 - a. Request funding from MoFA
 - b. Ask Lynn for advice about getting pins etc made
 - c. Use usual logo in gold
 - d. 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 (Miami & Rocky Mountain)

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 *
 - b. Direct folks to the new website
 - c. Share link for voting on new logo color
- B. Will send it out on Monday

Misc. Final Business

- A. Adam is officially running for JETAA USA Country Rep!
 - a. Adam will be writing a platform and filming a campaign ad!
 - b. Planning to work on the membership database system to implement in all JETAA US chapters

Meeting Adjourned: 20:09

Next Meeting Date and Location:

March 6, 2020 | 18:00–19:00 | WeWork Westlake Tower, 10A/12C Conference Room