

PNWJETAA

# Monthly Meeting Minutes

## April 2020

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April 2, 2020 | 18:30 | Google HangOuts

**ROLE CALL:** Lynn Miyauchi | Zung Do | Cheryl Hou | Adam Ledyard | Michelle Kato | Sam Corpuz | Jessica Record | Jeremy Odden | Janice Laureano | Dawn Wyruchowski | Denise Sawyer | Devyn Couch

**SPECIAL GUESTS:** Maggie Thorpe | Yoko Yanagimoto

**Call to Order (Sam):** 18:37

### COVID-19 Check-in

- A. Supporting each other and our partners, families, roommates through this challenge
- B. New hobbies/ways of coping
  - a. Fermenting things!
  - b. Cooking
  - c. Making masks
  - d. Volunteering
  - e. Playing video games and board games

### Meeting Minutes Review

- A. Approved: Denise
- B. Seconded: Jeremy, Michelle, Lynn (digitally)

### Treasurer's Report (Jeremy)

- A. Previous balance
  - a. Checking: \$9278.24
  - b. Savings: \$947.42
  - c. Admin: \$0
- B. Current balance
  - a. Checking: \$8777.93 (-500.31)
  - b. Savings: \$947.48 (+0.06)
  - c. Admin: \$0
  - d. Petty Cash: \$577.75
- C. Breakdown:
  - a. Checking
    - i. Check 1328 for Transitions (-\$289.34) - cleared 3/10/20

- ii. JASSW Holiday Dinner Invoice (-\$925.00) - Zack paid 3/11/20
    - iii. March interest (\$0.30) - received 3/21/20
    - iv. CLAIR Deposit (713.73) - received 3/25/20
    - v. **Total for March: -500.31**
  - b. Savings
    - i. March interest (\$0.06) - received 3/28/20
    - ii. **Total for March: +0.06**
- D. Owing:
  - a. Adam owing for JET Ski — he can take it out himself and will note the transaction number to add to next meeting minutes. Jeremy reminded him.
- E. Treasurer handover: Jeremy needs to get his info attached to the bank account at BECU, but two-factor authentication/online account handling has been taken over.
  - a. Zack and Jeremy to meet up in person when possible, exchange checkbook, etc
  - b. (Stay-at-home order in place until May)
    - i. Sam and Adam will also need to meet in person
    - ii. Will work on handing over account access remotely

## Upcoming Events

\* denotes inclusion in upcoming newsletter

- A. **By-laws— THIS ISN'T EVEN MY FINAL FORM**: April 8, 6:30 PM, virtual meeting
  - a. Next meeting: bylaw review for new council
    - i. Virtual meeting for FINAL REVIEW
    - ii. Please go over the bylaws ahead of time and comment with any suggestions etc
      - 1. Please don't make changes directly in the document
    - iii. All 2020 Steering Council members are required to attend when it comes time to approving the new bylaws (by consensus if possible)
  - b. Current version: [0.9 near-final draft](#)
  - c. Amendments for 501(c)3 — to be discussed and added at a later date
- B. **Joe Hisaishi Symphonic Concert**: April 9, Benaroya Hall
  - a. UPDATE: No more tickets available, and cancelled due to COVID-19 :(
  - b. Rescheduled for July 15-17, 2021 and will honor tickets bought this year
    - i. We have another chance!
  - c. Event info [here](#)
- C. **Sakura-Con — Volunteers needed**: April 10–12 (Fri–Sun), WA State Convention Center
  - a. Event has been cancelled due to COVID-19, all volunteers have been notified.
- D. **\*JCCCW Tomodachi Gala**: April 11 (Sat)
  - a. Postponed until October 31, 2020.
  - b. Event info [here](#)
  - c. Has anyone registered for that? Maybe Zung is volunteering
    - i. Denise may also volunteer, unsure
  - d. Denise will advertise it in the upcoming newsletter
- E. **\*Seattle Cherry Blossom Festival — Volunteers needed**: April 24–26 (Fri–Sun), Seattle Center
  - a. Event info [here](#)

- i. Physical event cancelled and volunteers have been notified.
  - ii. Sakura Matsuri organizers are exploring alternative options; however, the details & logistics are unclear at this time. Lynn will keep JETAA posted.
- F. \*Chinatown-International District Spring Clean: April 25 (Sat), 08:00–12:00, Chinatown-ID
  - a. Can anyone confirm whether this has been cancelled?
    - i. Maybe we could help with fundraising efforts instead?
  - b. More details will be released soon on their [FB page](#)
  - c. Need to register a team by 4/8 — who wants to lead?
    - i. Dawn will coordinate
- G. USJC Happy Hour: May 12th (TBC), 17:30–19:30, Optimism Brewing
  - a. March 10 event postponed due to COVID-19, tentatively rescheduled for 5/12
- H. JAS-JET-NET Karaoke: March 12th (Thu), 18:00–20:00, Rock Box
  - a. JASSW cancelled/postponed in light of COVID-19
    - i. Reschedule TBD
    - ii. \$5 per person, drink not included
    - iii. Will need to update [Registration](#)
  - b. Confirmed, paid for, cancelled, and refunded (Thank you, Cheryl!)
- I. \*Tasting Tea, and other stories: March 21st (Sat), 13:00–15:00, JCCCW Room 202
  - a. Postponed due to COVID-19
    - i. Reschedule TBD. At JCCCW or BCA perhaps (see “e.”)
  - b. Update [registration](#), limited to 12 guests
    - i. Currently 3 registrants, Adam is also interested
    - ii. Registrants have been emailed with news about postponement, also added to the FB and website
  - c. Set-up from 12:30 or so, late lunch/casual happy hour at Humble Pie after?
  - d. Tasting 3 teas: green tea, oolong, pu’erh
  - e. JCCCW this time, but maybe we can try Bellevue Children’s Academy if we do the event again?
    - i. From Lynn: Bellevue Children’s Academy (BCA) is interested in working together with PNWJETAA.
    - ii. 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.
    - iii. Also has free parking - quite plentiful. If anyone is interested in contacting BCA let Lynn know.
- J. Walk for Rice: Seward Park, June 20 - 30th Anniversary
  - a. Registration opened on March 11
  - b. Unclear whether this event may be pushed later in the year or not.
    - i. Lynn will keep JETAA posted and has
      - 1. left a voicemail with organizers, still waiting to hear back
- K. New JET Training: July 11 & 12 (tentative) (JAPAN FAIR CANCELLED)

- a. Leads?
- b. Format
  - i. Stay up to date with shelter-in-place timeline
  - ii. Evaluate digital options
- c. Incoming JET numbers!
  - i. ALT - 47 (Regular departure), 3 (Early departure)
  - ii. CIR - 4
  - iii. Final numbers yet to come
    - 1. Nice messages coming in from short-listers!
- d. COVID-19 Changes
  - i. Documents and paperwork timeline pushed later
    - 1. Short-list, alternate announcements sent - responses in May
    - 2. Evaluating digital document submission options
  - ii. Incoming JETs will have lots of questions
    - 1. Let the consulate answer these sorts of questions and keep an eye out for other commenting alums
    - 2. The current incoming JET experience will be different from years past and the consulate has the best information for them
    - 3. April early departures were postponed
  - iii. Current JETs may also have concerns
    - 1. Please help forward concerns to Maggie to forward to CLAIR
- L. **Bon Odori:** July 18 & 19 - according to website this event is still scheduled.
  - a. Rosie (Portland) and Danielle (BC) have expressed interest in making this a summer *trifecta* event
- M. **Summer Picnic:** August 22 (Sat), Mercer Island (final year)
  - a. Reserved and paid for by Cheryl and Adam
  - b. Date was shared with Rosie (PDX) & Danielle (YVR)
- N. **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 — Sam will connect with him about it sometime
- O. **JET Send-Off:** Sept. 8 (Tues), SeaTac Airport
  - a. Delayed departure for this year due to Olympics
    - i. Will JETs still depart in September?
  - b. Reception tentatively to be the day before (9/7)
- P. **USJETAA Reunion:** Sept. 25–27 (Fri–Sun), TBD (May be postponed)
  - a. Sam is in contact with Bahia about event status
    - i. Virtual? Postpone?
      - 1. Financial limitations are a big concern
    - ii. Jessica - likely that USJETAA will still partner with us on Transitions regardless of reunion status - Great news!
    - iii. Yoko - Budget from MOFA possible
      - 1. Contact Yoko to inquire once we know more about event status

- b. Need to determine a project lead from PNW to liaise with USJETAA's planning committee
  - i. Responsibilities will mainly be gathering volunteers and leading groups of guests (similar to JASSW's Grassroots Summit)
  - ii. Michelle, Dawn, Denise are interested
    - 1. Jeremy behind scenes
    - 2. Cheryl will be involved in helping, but NOT a PNWJETAA lead!
  - iii. If we do include some career and include Transitions — Jessica & Lynn would also be on board
- c. At this time, we're not sure how many volunteers we'll need, but we need to tap into the local community to get involved
  - i. Bahia is also looking at enticing perks to offer volunteers
  - ii. Lunch & dinner during the conference will be provided to volunteers
- d. Bahia is also looking at what to offer paying USJETAA members
  - i. Maybe have different membership tiers, paying members can get a certain percentage off of the conference fee
- e. Also wanting to encourage other Japan-related organizations who are in the community to attend/support
  - i. JASSW responded positively already
- f. Bahia (and Cheryl) will be visiting potential venues in Seattle
  - i. Bahia is visiting 3 hotels and 1 convention center
  - ii. Also met with JASSW
  - iii. Hoping for funding from the Consulate — Bahia will meet with Yoko-san soon to do a proper *aisatsu*
- g. Potential Schedule
  - i. Friday: Casual dinner/reception
  - ii. Saturday: "Conference", mostly panel discussions, Japan relations, maybe George Takei... showcase the role of JET alumni in US-Japan relations; followed by reception
    - 1. Career-related workshops could also be possible — could we wrap this in with Transitions?
  - iii. Sunday: family-friendly, casual social activity
    - 1. Could go to Mercer Island or Seward Park
    - 2. Greenlake is also an option
    - 3. Seattle Center
    - 4. Japanese American Heritage Walking Tour
    - 5. Beer trolley (21+)
    - 6. Alki Beach — easily accessible by water taxi from Downtown
- h. Wrapping up some networking/career/professional development into the reunion — Transitions as part of it
  - i. Speed mentoring
  - ii. Bring in a specialist for 1-on-1 career counselling
  - iii. Jessica & Lynn will speak in more detail with Bahia at the meeting on Monday

Q. PNWJETAA 30th Anniversary Gala: Late 2020

- a. Project lead? — Sam, Devyn, Jeremy
    - i. Lynn - JET 30 expertise
    - ii. Cheryl - connect with other chapters (Monica wants to come!)
    - iii. Let's show off and make it a party!
  - b. Virtual options if necessary
    - i. Anniversary week?
      - 1. Series of bite-sized events
      - 2. Happy Hour, etc
      - 3. End week big, happy, exciting
  - c. Funding requested from MOFA for venue rental, otherwise self-funded through ticket sales
    - i. Maybe combine with bonenkai so we don't stretch ourselves too thin with events at the end of the year?
    - ii. Slightly more elevated and celebratory, but not too big a lift
- R. Potential Future Events
- a. Virtual Social Options
    - i. Virtual happy hour et
    - ii. Use Cheryl's Zoom account
    - iii. Use Devyn's awesome ideas
  - b. Karaoke Club with Fukuoka Kenjinkai
  - c. Seward Park Torii opening
  - d. Escape Room
  - e. Mariners Game? (baseball)
  - f. Seattle Reign FC Game? (women's soccer)
  - g. Tacoma Art Museum visit — Zoe Donelle
  - h. White-Water Rafting

## Past Events

- A. **March Happy Hour:** March 6th (Fri), 19:30 onward, Tap House Grill
- a. Co-sponsored by US JETAA (Thank you, Bahia!)
  - b. Good turnout (~15), several newer faces, even met a JET alum by chance!
    - i. Lynn got their pictures and will find them for membership somehow
  - c. Yoko-san and Shinori (previously at CLAIR) also joined
  - d. Very successful and fun, good turnout from council
  - e. Branched out to non-Japanese place - gave more options
    - i. Something we can continue in the future
- B. **US JETAA Leadership Program:** March 7th (Sat), WeWork Westlake Tower
- a. Bahia led a great workshop, visited Consulate, visited potential USJETAA Reunion venues
  - b. Laurel and Janice called in
  - c. Lynn brought a treasure trove of hand sanitizer - thank you!
  - d. Workshop notes [here](#) — Bahia also added her comments and notes
    - i. Successful and productive day - good job everyone!

- ii. Pictures coming to Google Drive from Bahia too!
  - iii. Maggie and Yoko-san - contact Dawn for any access assistance
- C. **John McMillen from JETAA Rocky Mountain Visiting:** March 11th (Wed), 17:30–19:30, Cloudburst Brewing
  - a. Adam, Sam, Cheryl, and Pat met with John and Jojo (Friend of JET who moved recently from Denver to Seattle)
- D. **JASSW at Emerald City Comic Con — Volunteers needed:** March 12-15 (Thu-Sun), WA Convention Center
  - a. As of 3/6/2020 - ECCC has been [postponed](#) due to COVID-19
- E. **Takarazuka:** March 19th (Thu)
  - a. Cancelled
- F. **Council Handover Brunch:** March 22nd (Sun), 11:00–14:00, Adam's house!
  - a. Had to go virtual due to COVID-19. Hopefully we can have brunch when we can see each other in person again.
  - b. Zoom Happy Hour Group Handover - VIRTUAL BRUNCH!
    - i. Debrief Leadership Workshop
    - ii. Sam will send out doodle poll
  - c. Did everyone get a chance to meet?
    - i. President (Adam and Sam) - virtual brunch!
      - 1. Bank account transition in process - see treasurers notes
    - ii. Vice President (Michelle) - quiet but excellent
    - iii. Treasurer (Zack and Jeremy) - able to meet and
    - iv. Secretary (Sam and Dawn) - went well, good chat
    - v. Social Coordinator (Dawn and Devyn) - went well, good chat
    - vi. Website Coordinator (Janice)
    - vii. Newsletter Coordinator (Denise) - still going strong with newsletter
    - viii. Transitions Coordinator (Jessica)
  - d. Do we want/need headshots?

## Membership Update (Lynn)

- A. No new members have registered

## Transitions/ Jobs (Jessica & Lynn)

- A. See JET Reunion
- B. 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. Projector
  - h. Sake barrel & mallets (one mallet on loan to Jeremy)
  - i. Event booth box o'stuff — Adam will put in a spare luggage
  - j. 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. New cloth table cloths? (size? & total number?)
- E. Jeremy:
- a. Tablet computer
    - i. Square card readers (x2)
  - b. One sake mallet (on loan from Adam)
- F. Please update the inventory list on the Dashboard! ([spreadsheet here](#))

## Tech and Website Update

- A. Shift to Zoom for meetings?
- a. Cheryl is offering account access
  - b. That way we can all see each other's lovely faces!
  - c. Dawn, Sam, Cheryl will connect to make this happen
- B. Copyright check (Jeremy)
- a. Copyright check is complete, now all that's left to do is the non-essential repairing of old posts.
- C. New website is [launched](#) (Janice, Landon)
- a. Other updates
    - i. Photos from other alumni (posted in newsletter)
    - ii. Embed the newsletter archives into the website — possible?
  - b. Logo needs to be put online
- D. New Logo! (Michelle)
- a. Continued voting [here](#) via Google Forms — when should we close it?
    - i. Going forward with color #4
    - ii. Will work with Michelle to get the rest of it done
  - b. Branding consistency
    - i. Leads: Michelle, Lynn, Janice, Denise



- ii. Timeline? TBD
  - 1. Before next meeting would be ideal
  - 2. Pins and printed things may take longer
  - 3. Hard deadline 30th Aniv. Celebration
- iii. Fonts - *Michelle*
- iv. Email signatures
- v. Updated PR materials
- vi. Enamel pins (see E below) - *Lynn*
- vii. Business cards
- viii. Newsletter and website in sync with logo color scheme etc.
  - 1. Janice and Denise
- c. Mascot still in the works
- E. 30th Anniversary Logo / pins / merch
  - a. Requested funding from MoFA
  - b. Pins - we used a company called **The Studio** - <https://www.thestudio.com/>
    - i. We purchased 200 pins for \$400 I believe it included the design & mold price, but these were 2017 prices. Over all the company was good but there might be other companies out there that can do better
  - c. 30th Anniversary Special Edition pins — logo in gold
  - d. 2021 is our best guess for our 30th anniversary
- F. Membership database coding on hold (Adam)

## Newsletter (Denise)

- A. Notices to post
  - a. See Events above for \*
  - b. Direct folks to the new website
  - c. Share COVID-19 Blurb?

## Misc. Final Business

- A. Mailing address - discuss during April 8 bylaw meeting
  - a. Currently with JCCCW
    - i. Possible records of P.O. Box payments with them
    - ii. Seems like the more long-term stable option
    - iii. Options for checking mail regularly? (Lynn, Maggie?)
  - b. Move to the Consulate Office?
    - i. Would need to be proposed to Consulate
    - ii. Dependent on staff at consulate
      - 1. Staff changes may mean we have to move
      - 2. Could get lost in office circulation
- B. Cheryl invited to JASSW Board!
  - a. Will keep us updated on whether she joins
  - b. Michelle is on Board of Directors (PNWJETAA rep) until 2022
    - i. Anyone want to tag-team and get more involved?

- c. Carolyn's successor is Katie (Volunteer coordinator for Cherry Blossom Festival!)
  - i. Either should have more information about JASSW board and operations
- d. Great opportunity to stay connected and involved with local partner org.
- C. Adam is officially running for JETAA USA Country Rep!
  - a. [Watch Adam's campaign ad](#) if you haven't already!
  - b. Planning to work on the membership database system to implement in all JETAA US chapters
  - c. Spoiler: he won
- D. Contact Database
  - a. Proposed by Dawn
    - i. Began in Social drive. Transfer ownership to Secretary?
  - b. Collect and organize all contacts for PNWJETAA: organizations we already have relationships with, individuals/orgs we want to connect, venues used in the past, etc.
    - i. Please contribute! This will function best as a living document
  - c. Add contacts made during the JET Ski walking tour, also JCCCW, BCA (ask Lynn for contact info), JASSW, SKCSA, Seattle-USJC, Consulate contacts...
- E. Need to establish the following committees for upcoming projects — Sam has some suggestions for who could be on each, *but you are free to volunteer or decline as is right for you!*
  - a. Branding — including website, newsletter, PR & print materials, etc. (also, make sure we're all using consistent email signatures with our new logo)
    - i. Sam puts forth Michelle, Lynn, Janice, and Denise,
  - b. New JET Training — need 2 leads: one to manage presenters & content, another to manage communication with JETs
    - i. Sam will co-lead, puts forth Dawn
  - c. USJETAA Reunion — at least 2 leads to liaise with USJETAA, coordinate volunteers, possibly incorporate career development (Transitions)
    - i. Michelle already volunteered, Sam also suggests Jessica & Lynn (especially if Transitions will be part of that event)
  - d. 30th Anniversary Celebration — at least 2 leads; considering combining 30th with bonenkai, so that we don't stretch ourselves thin
    - i. Sam can help oversee, but also puts forth Jeremy and Devyn

Meeting Adjourned: 8:06

Next Meeting Date and Location:

May 7?, 2020 | 18:30–19:30 | WeWork Westlake Tower, 10A/12C Conference Room