

PNWJETAA

# Monthly Meeting Agenda

## May 2020

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May 7, 2020 | 18:30 | Zoom

**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):

**COVID-19 Check-in**

A.

**Meeting Minutes Review**

- A. Approved:
- B. Seconded:

**Treasurer's Report** (Jeremy)

- A. Previous balance
  - a. Checking: \$8777.93
  - b. Savings: \$947.48
  - c. Admin: \$0
  - d. Petty Cash: \$577.75
- B. Current balance
  - a. Checking:
  - b. Savings:
  - c. Admin:
  - d. Petty Cash:
- C. Breakdown:
  - a. Checking
  - b. Savings
- D. Owing:
  - a. Adam owing for JET Ski — completed?
- E. Treasurer handover:
  - a. Updates?

## Upcoming Events

\* denotes inclusion in upcoming newsletter

### A. Scheduled Events

- a. **By-laws— THIS ISN'T EVEN MY FINAL FORM:** May 13, 6:30 PM, virtual meeting
  - i. Bylaw review for new council - not quite ready
    - 1. FINAL REVIEW: Maybe the 13th (Wed), but could be shifted
      - a. (Sam will confirm date with Cheryl)
    - 2. All 2020 Steering Council members are required to attend when it comes time to approving the new bylaws (by consensus if possible)
  - ii. Current version: [0.9 near-final draft](#)
  - iii. Amendments for 501(c)3 — to be discussed and added at a later date
- b. **PNWJETAA Movie Night/Chat with Rebekah O'Brien:** May 9, (Sat) **18:30-20:00**
  - i. [FB Event](#)
- c. **JETAA Hawai'i Virtual Game Night:** May 16, (Sat) **22:00-00:00 PDT**
  - i. [RSVP here](#) by Friday May 15, 19:00
- d. **JETAA Chicago Watch Party: Midnight Diner (Netflix):** May 17, (Sun) **13:00-14:00 PDT (15:00-16:00 CDT)**
  - i. Joined by a rep of "[Just One Cookbook](#)" - love this site!
  - ii. [More info on FB](#)
  - iii. [Register here](#) (Inclusive of those w/o social media!)

### B. Virtual Event Options - (PNWZoooooom!)

- a. **Council Handover Brunch:** May 23 (Sat) (most likely), Zoom
  - i. Zoom Happy Hour Group Handover - Virtual brunch?
- b. \***Tasting Tea, and other stories:** TBD, Virtual/JCCCW/BCA?
  - i. Devyn and Pat working on details (Sam can support)
  - ii. Update [registration](#), limited to 12 guests
    - 1. Currently 3 registrants
      - a. Postponement communicated
      - b. Any further updates?
- c. \***Chinatown-International District Spring Clean:** Cancelled
  - i. Takeout Bingo/Relief Fund options
  - ii. Details on [FB page](#)
  - iii. Share in Newsletter/FB maybe
- d. \***Walk for Rice:** Virtual, Ongoing Campaign, 30th Anniversary
  - i. [Online crowdfunding event](#)
    - 1. PNWJETAA Team?
    - 2. FB/website boost?
- e. **More Virtual Ideas:**
  - i. Virtual Game Night?
  - ii. Movie nights?
  - iii. International virtual event
  - iv. These virtual events are a good way to participate with other chapters :)

### C. After Shelter-in-Place

- a. **New JET Training: July 11 & 12 (tentative) (JAPAN FAIR CANCELLED)**
  - i. Leads — Sam, Dawn, Jessica, Devyn, Denise. Adam as consultant.
    - 1. First subcommittee meeting date: (w/in next 2 weeks)
    - 2. Asana project may still be in place
  - ii. Format
    - 1. Stay up to date with shelter-in-place timeline
    - 2. Evaluate digital options
  - iii. Incoming JET numbers!
    - 1. ALT - 47 (Regular departure), 3 (Early departure)
    - 2. CIR - 4
    - 3. Final numbers?
  - iv. COVID-19 Changes
    - 1. April early departures postponed
    - 2. Documents and paperwork timeline pushed later
    - 3. Short-list, alternate announcements sent - Responses this month
    - 4. Current and incoming JETs will have lots of questions
      - a. Please help forward concerns>Maggie>CLAIR
      - b. Keep an eye out for other commenting alums
      - c. The current incoming JET experience will be different from years past. The consulate has the best information for them
  - v. Yoko-san has confirmed with us that we will have flexibility with the training budget if we need to move to a completely online event
- b. **Bon Odori: July 18 & 19 - Still scheduled as of now but will be amended pending any updates from the Temple.**
  - i. [Info here](#)
  - ii. Rosie (Portland) and Danielle (BC) summer *trifecta* event!
- c. **Summer Picnic: August 22 (Sat), Mercer Island (final year) -**
  - i. Leads - Jeremy, Denise, Devyn
  - ii. Luther Burbank Park: Reserved and paid for by Cheryl and Adam
    - 1. In June-ish, evaluate if the reservation can still be honored by Mercer Island Parks & Rec - if it needs to be cancelled is a refund possible due to the current situation w/COVID-19?
    - 2. Cheryl will check in (CC Sam and event leads)
    - 3. GiA will cover cancellation fees if we need
  - iii. Date shared with Rosie (PDX) & Danielle (BC)
- d. **JET Send-Off: Sept. 8 (Tues), SeaTac Airport**
  - i. Delayed departure for this year due to Olympics
    - 1. Will JETs still depart in September?
  - ii. Reception tentatively to be the day before (9/7)
- e. **USJETAA Reunion: Postponed, TBD**
  - i. Emails from Bahia re: event status. Will continue to be in touch
    - 1. Virtual? Postpone?
      - a. Financial limitations are a big concern

- b. Grant secured, but participant fees may still be a challenge
      - c. Yoko - Budget from MOFA possible.
        - i. Contact Yoko once we know event status
- ii. PNW Reunion Project leads
  - 1. Michelle, Denise.
    - a. Dawn, Jeremy behind scenes
    - b. Responsibilities: gathering volunteers and leading groups of guests (similar to JASSW's Grassroots Summit)
  - 2. Cheryl involved but NOT a PNWJETAA lead!
- iii. Volunteers
  - 1. Number needed: TBD
    - a. Tap into local community
  - 2. Perks: Bahia is looking into this
    - a. Lunch & dinner provided to volunteers
- iv. Fees: Bahia also looking into tiers/discounts
  - 1. Tiers for USJETAA members, non-members, etc.
- v. Japan-related community org. partners - attend/support
  - 1. JASSW responded positively
  - 2. Consulate
- vi. Venue: Bahia (and Cheryl) visited potential venues in Seattle
  - 1. 3 hotels, 1 convention center
- vii. Potential Schedule
  - 1. Friday: Casual dinner/reception
  - 2. Saturday: "Conference:" panel discussions, Japan relations, (George Takei!), showcase the role of JET alumni in US-Japan relations, reception
    - a. Career-related workshops? — merge with Transitions?
  - 3. Sunday: family-friendly, casual social activity
    - a. Mercer Island, Seward Park, Greenlake, Alki Beach?
    - b. Seattle Center
    - c. Japanese American Heritage Walking Tour
    - d. Beer trolley (21+)
- viii. Transitions Partnership with USJETAA:
  - 1. Jessica and Lynn
  - 2. Any updates?
  - 3. Networking/career/professional development — Transitions as part of it
    - a. Speed mentoring
    - b. Bring in a specialist for 1-on-1 career counselling
- f. \*JCCCW Tomodachi Gala: Oct. 31, 2020 (Sat)
  - i. Event info [here](#)
- g. PNWJETAA 30th Anniversary Gala: Late 2020
  - i. Project lead? — Sam, Devyn, Jeremy

- ii. Virtual options if necessary
- iii. Funding requested from MOFA for venue rental, otherwise self-funded through ticket sales
  - 1. Maybe combine with bonenkai so we don't stretch ourselves too thin with events at the end of the year?
  - 2. Slightly more elevated and celebratory, but not too big a lift
- h. **JAS-JET-NET Karaoke**: TBD, 18:00–20:00, Rock Box
  - i. In partnership with JASSW
  - ii. \$5 per person, drink not included
- i. **Japanese Conversation Table**: Someday, Ongoing event, TBD
  - i. Lynn, Gabriel, Adam, & Sam have discussed the possibility
  - ii. Currently on the back-burner due to coronavirus
  - iii. If anyone is interested in joining a non-JET-affiliated conversation group, Sam can possibly connect you to one through her organization
- j. **Joe Hisaishi Symphonic Concert**: July 15-17, 2021, Benaroya Hall
  - i. Event info [here](#)
- k. Potential Future Events
  - i. Karaoke Club with Fukuoka Kenjinkai
  - ii. Seward Park Torii opening
  - iii. Escape Room
  - iv. Mariners Game?(baseball)
    - 1. There doesn't seem to be a Japan night this season (not that it matters at this point)
  - v. Seattle Reign FC Game?(women's soccer)
  - vi. Tacoma Art Museum visit — Zoe Donelle
  - vii. White-Water Rafting

## Past Events

- A. **JASSW Annual Meeting**: April 22, Virtual Event & happy hour
  - a. Lynn, Michelle, Cheryl, Sam (and others?) attended
  - b. Cheryl confirmed as Board Member! Michelle is still on board, too
- B. **Seattle Cherry Blossom Festival**: April 24-26, Virtual Festival
  - a. Event info [here](#)
  - b. Did anyone attend?
- C. **USJC Happy Hour**: April 10, 16:00-17:00, Virtual
  - a. Previously rescheduled to May 12
  - b. Did anyone attend?
- D. **USJETAA Happy Hour?**
- E. **JETAA BC Happy Hour**: April 16, 17:30-19:00, Virtual
- F. **Budget Meeting**: April 18, 14:00, Virtual
- G. **PNWJETAA Happy Hour**: May 1, 20:00, Virtual
- H. **Chicago JETAA Trivia Night**: May 2, 20:00, Virtual

## Membership Update (Lynn)

A.

## 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?) Michelle will fill in

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. PNWJETAA Zoom!

- a. Thank you Cheryl, Sam, Janice, Devyn, etc!

B. Slack/Discord for PNWJETAA?

- a. Sam has started set-up for Slack! You should have received an email to your JETAA account ([click here](#) if you didn't receive it)
  - b. Route official business here: events, budget, etc
- C. Copyright check (Jeremy)
  - a. Complete!
  - b. Non-essential repairing of old posts: essentially dead in the water.
- D. 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 online?
- E. New Logo! (Michelle)
  - a. Continued voting [here](#) via Google Forms — Closed.
    - 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? How we doing?
      - 1. Hard deadline 30th Aniv. Celebration
    - iii. Fonts - *Michelle*
    - iv. Email signatures
    - v. Updated PR materials
    - vi. Enamel pins (see F below) - *Lynn*
    - vii. Business cards
    - viii. Newsletter and website in sync with logo color scheme etc.
      - 1. Janice and Denise
    - ix. Once all is said and done, Jeremy will write an official branding guide.
  - c. Mascot still in the works
- F. 30th Anniversary Logo / pins / merch
  - a. Requested funding from MoFA
  - b. Pins - we used a company called [The Studio - https://www.thestudio.com/](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
    - ii. [UMLP](#) in Mass doesn't have a die charge, and they are unionized.
    - iii. [Pin Depot](#) is fairly fast, with free art and shipping.
    - iv. [Local Planning](#) is a small Shikoku company that has good pricing.
  - c. 30th Anniversary Special Edition pins — logo in gold
  - d. 2021 is our best guess for our 30th anniversary
- G. Membership database coding on hold (Adam)
- H. USJETAA Leadership Program blog post (Sam)
  - a. Draft can be found [here](#), will send it to Bahia tomorrow (hopefully!)
  - b. Include it on our website as well? Or maybe just preview it on the website and link to the full article USJETAA?

## 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 - Sticking with JCCCW for now
- B. Cheryl joined JASSW Board~
  - a. Michelle is on Board of Directors (PNWJETAA rep) until 2022
    - i. Anyone want to tag-team and get more involved?
- C. Adam is a JETAA USA Country Rep!
- D. Contact Database
  - a. Dawn (Secretary) to manage
  - b. Began in Social drive. Transfer ownership to Secretary?
  - c. 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.
  - d. Contacts:
    - i. JETski walking tour added
    - ii. JCCCW, BCA (ask Lynn for contact info), JASSW, SKCSA, Seattle-USJC, Consulate contacts...
    - iii. Please contribute! —> link?
- E. Alternative to Brown Paper Tickets (Jeremy) (Thank you!)
  - a. Discuss further on Slack
  - b. [BPT](#) statistics:
    - i. \$0.99 + 5% per ticket
      - 1. \$1.99 on a \$20 ticket
  - c. [EventBrite](#) - highest rated alternative
    - i. Need professional-level to have more than one type of ticket
      - 1. General admission, early bird, etc.
    - ii. 3.5% + \$1.59 per paid ticket for professional-level account
      - 1. If we sell 50 tickets for \$20 and absorb the fees ourself, we bring in \$860.50 (EventBrite takes \$139.50 in fees)
      - 2. If we sell 50 tickets for \$20 and pass the fees on to attendees, we bring in \$1000 (ticket holders pay \$22.85)
  - d. [Eventzilla](#) - more expensive, better customization
    - i. 1.9%+ \$1.50 per ticket for professional-level.
      - 1. If we sell 50 tickets for \$20 and absorb the fees ourself, we bring in \$827.50 (Eventzilla takes \$172.50 in fees)
      - 2. If we sell 50 tickets for \$20 and pass the fees on to attendees, we bring in \$1000 (ticket holders pay \$23.96)



- ii. Appears to have much more flexibility and customization than EventBrite.
- e. [TicketTailor](#) - lowest fees, least amount of customization
  - 1. If we sell 50 tickets for \$20 and absorb the fees ourself, we bring in \$938.50 (TicketTailor takes \$61.50 in fees)
  - 2. If we sell 50 tickets for \$20 and pass the fees on to attendees, we bring in \$1000 (ticket holders pay \$21.23)
- f. Compared to Brown Paper Tickets:
  - i. TicketTailor is cheaper, but has less options
  - ii. Eventzilla is more expensive, but has more options
  - iii. EventBrite is more expensive, but has more options - best value

Meeting Adjourned:

Next Meeting Date and Location:

June 4, 2020 | 18:30–19:30 | Virtual/WeWork TBD, 10A/12C Conference Room