

PNWJETAA

Monthly Meeting Minutes

May 2020

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): 18:47

COVID-19 Check-in

- A. Mini Scavenger Hunt! Find a thing that brings you joy.

Meeting Minutes Review

- A. Approved: Sam
- B. Seconded: Michelle, Jeremy, Lynn, Everyone

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 (as of 11:38 on 5/7/20)
 - a. Checking: \$8769.70 (-8.23)
 - b. Savings: \$947.52 (+0.04)
 - c. Admin: \$0
 - d. Petty Cash: \$577.75
- C. Breakdown:
 - a. Checking
 - i. +\$0.07 interest on 4/17/20
 - ii. -\$8.30 for postage on 4/24/20
 - iii. **Total for April: -\$8.23**
 - b. Savings
 - i. +\$0.04 interest on 4/24/20
 - ii. **Total for April: +\$0.04**

- D. Owing:
 - a. Adam owing for JET Ski — completed?
 - i. Not yet... Adam, do it! Or someone do it for him if he runs out of time.
- E. Treasurer handover:
 - a. Currently finalizing the changes to submit to BECU for signatories.
 - b. Adam and Sam working on ownership transfer, too.
 - c. Pending signatures, bylaw proof of transfer

Upcoming Events

* denotes inclusion in upcoming newsletter

Everyone okay with committee positions below?

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](#)
 - ii. She lived around here but moved north. Into films. A TOYAMA ALUM!!
 - 1. Possibly a movie to honor Nate
 - 2. Cheryl vouches for her movie taste
 - iii. Let's show our support :)
 - iv. Promote in Newsletter? Other support? Devyn to reach out
- c. **JETAA Hawai'i Virtual Game Night:** May 16, (Sat) **22:00-00:00 PDT**
 - i. [RSVP here](#) by Friday May 15, 19:00
 - ii. Posted on their insta (Thanks, Michelle, for sharing!)
 - iii. Same concept as Chicago Game Night (You can join or observe)
 - iv. Michelle, Jeremy will lurk. Dawn might, too.
- 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-Zoom
 - i. Zoom Happy Hour Group Handover - Virtual brunch?
 - 1. Debrief Leadership Workshop
 - 2. Eat brunch separately together
 - 3. Make bios

- ii. Sam will send further details via LINE/Slack
 - iii. Do we want/need headshots?
 - 1. Fun mask group photo?
 - 2. Sam and Pat have a contact for handmade masks if anyone wants/needs one. Fun themes, proceeds to charity! \$10 each
 - b. *Tasting Tea, and other stories: TBD, Virtual/JCCCW/BCA?
 - i. Devyn and Pat working on details (Sam can support)
 - 1. Tea delivery and virtual tasting?
 - 2. Tasting 3 teas: green tea, oolong, pu'erh
 - a. Reevaluating tea options to support local distributors
 - 3. Faye from Michigan interested in virtual lurking - open for other viewers? Focus on PNW. Evaluate interest from wider audience.
 - ii. Update [registration](#), limited to 12 guests
 - 1. Currently 3 registrants, Adam is also interested
 - a. Postponement communicated
 - b. Any further updates?
 - iii. For in-person:
 - 1. Venue options
 - a. JCCCW - our original plan
 - b. Bellevue Children's Academy
 - i. Contact: Yuka Shimizu, through Lynn. Variety of spaces (10-12人, and larger). Transitions option? Free parking
 - c. *Chinatown-International District Spring Clean: Cancelled
 - i. Takeout Bingo/Relief Fund options
 - ii. Details on [FB page](#)
 - iii. Share in Newsletter/FB maybe
 - iv. Support Loving Hut (Vegetarian, broken into twice in last week)
 - d. *Walk for Rice: Virtual, Ongoing Campaign, 30th Anniversary
 - i. [Online crowdfunding event](#)
 - 1. PNWJETAA Team? Lynn will investigate.
 - 2. FB/website boost?
 - a. Denise and Devyn can support if we focus on boosting
 - 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)
 - a. Slack poll from Sam
 - b. Include Maggie and Yoko

- 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
 1. Lynn - JET 30 expertise
 2. Cheryl - connect with other chapters (Monica wants to come!)
 3. Let's show off and make it a party!

- ii. Virtual options if necessary
 - 1. Anniversary week?
 - a. Series of bite-sized events
 - b. Happy Hour, etc
 - c. End week big, happy, exciting
- 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
 - c. Webinar, then leadership meeting with Bahia...
 - d. Good to see people and see handoff
- B. **Seattle Cherry Blossom Festival**: April 24-26, Virtual Festival
 - a. Event info [here](#)
 - b. Did anyone attend?
 - c. Friday was rough. Access issues. Audio issues, people didn't turn off mics... And it was live streaming on fb :(
 - d. Saturday/Sunday were good.
 - e. They REALLY needed to consult with Cheryl, Zung, Lynn, etc on tech details

- f. A lot of footage available on various programs - nice to check out, especially if you're usually stuck in a booth
- g. Cherry Blossoms in Outer Space!
- 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?** May not have existed...
- E. **JETAA BC Happy Hour:** April 16, 17:30-19:00, Virtual
 - a. Very fun! ~15 attendees, including Sam, Jeremy, Devyn
- F. **Budget Meeting:** April 18, 14:00, Virtual
 - a. Sam, Jeremy, Adam, Michelle, Denise participated (Cheryl showed up for tea)
 - b. Minutes can be found [here](#)
 - c. Basically, we have a lot of flexibility with budget this year (both for MOFA and GIA), which allowed us to purchase Zoom Pro using GIA
 - d. Other items discussed
 - i. Upcoming events that could be a concern budget-wise (unspent budget)
 - ii. Sending/delivering event materials or care packages to participants
 - iii. Possibility of providing honoraria for volunteer deliverers
 - e. Submission date pushed back compared to usual (June). Reassess in summer
- G. **PNWJETAA Happy Hour:** May 1, 20:00, Virtual
 - a. Three cheers for Devyn!! And Janice!!
 - b. Lots of participants from other chapters
 - c. AND incoming JETs!! Welcome! (Be sure to direct their questions to Maggie)
- H. **Chicago JETAA Trivia Night:** May 2, 20:00, Virtual
 - a. Very enjoyable, Jeremy & Devyn went.
 - b. Jeremy was wonderful, he's a champion and did a good job, as always

Membership Update (Lynn)

- A. No new members have registered & no new activity via website since mid-Feb.
- B. Question - How much do our membership numbers tie in with our budget?
 - a. Registered membership has made a difference in past - does it now?
 - i. Doesn't hurt, but the major thing is using your budget consistently
 - ii. Could be a reason to boost registration?
 - 1. Tie-in to Anniversary discussion and increase membership

Transitions/Jobs (Jessica & Lynn)

- A. See JET Reunion
- B. 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. 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. Also added Google Drive, GIFs, Bitmoji integrations
 - i. Zoom, Google Calendar, and other integrations would also be good — maybe Janice can look into it?
- 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. Before next meeting would be ideal
 - 2. Pins and printed things may take longer
 - 3. Hard deadline 30th Aniv. Celebration
 - iii. Fonts - *Michelle*
 - 1. Nice blocky font
 - 2. One vote among 1-6
 - 3. One vote among 7-10
 - iv. Email signatures
 - 1. Sam draft a demo
 - 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?
 - b. Carolyn's successor is Katie (Volunteer coordinator for Cherry Blossom Festival!)
 - i. Either should have more information about JASSW board and operations
- 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: 8:20

Next Meeting Date and Location:

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