

PNWJETAA

# Monthly Meeting Minutes

## June 2020

---

June 4, 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~~ | Amelia Hagen

Call to Order (Sam): 6:36

Check-in

Meeting Minutes Review

- A. Approved: Sam
- B. Seconded: Denise

Bylaws Submission for Approval ([Final draft](#))

- A. Review
- B. Membership Input
- C. Vote: Approved! Officers will sign at a later date

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 19:00 on 6/4/2020)
  - a. Checking: \$8,770.49
  - b. Professional Development Fund: \$947.54
  - c. Admin: \$0
  - d. Petty Cash: \$577.75
- C. Breakdown:
  - a. Checking

- i. PAID \$34.00 to Washington State Department of Revenue on 5/14/20
    - ii. RECEIVED \$0.07 in interest in 5/15/20
    - iii. PAID \$140.28 in reimbursement for our Zoom account on 5/28/20
    - iv. RECEIVED \$ 175.00 from City of Mercer Island for reservation refund on 5/29/20
    - v. Total for May: (-\$7.44)**
  - b. Savings
    - i. RECEIVED \$0.02 in interest on 5/22/20
    - ii. Total for May: (+\$0.02)**
- D. Owing:
  - a. Adam owing for JET Ski — completed?
    - i. >:(
- E. Treasurer handover:
  - a. Final step? Bylaws as proof of transfer?
    - i. Once bylaws are signed, Sam will send a letter of explanation to BECU with our updated signatory forms.
      - 1. Letter should include address, phone number, officer changes.

## Upcoming Events

*\* denotes inclusion in upcoming newsletter*

- A. **June Happy Hour Cancelled**
  - a. How can we better support our wider community?
    - i. Individually
      - 1. Speak out about anti-black racism. Educate. Donate if you can. Hold each other accountable.
    - ii. Organization
      - 1. Expand access to opportunities - remote outreach and engagement
        - a. Incorporate minority colleges, community colleges, in our university visits. Fill in gaps of where Consulate visits.
        - b. Visits outside of college/education - libraries, job fairs, community festivals, farmer's markets, additional events, youth programs (Teach for America, Americorps, YMCA, Girl Scouts)
      - 2. Website Statement
        - a. Organizational statement of solidarity, share resources
        - b. Acknowledge black JETs in our community
        - c. Michelle will draft a statement
          - i. Promise to support black businesses as an organization - eg pins
      - 3. Promote and protect JET board diversity, equity, and inclusion
        - a. Incorporate DEI statement in bylaws
      - 4. Create PNWJETAA Handbook/Code of Conduct

- a. Include through expectations for day-to-day behavior
    - 5. Training to Dismantle Anti-Racism and White Supremacy
      - a. Pre-work
        - i. Book list, discussion before we work with a professional educator
      - b. Leadership workshop
        - i. Secure budget
          - 1. USJETAA partnership - to access non-profit funds?
        - ii. Search for an educator
          - 1. Jeremy, Sam, Cheryl, everyone search
          - 2. Goal: list by July meeting, choose 3 to reach out to
      - c. Require anti-racism training to be a JET Alum interview panelist - discuss with Maggie, Yoko-san**
      - d. New JET Training Anti-Racism Workshop
    - 6. This is a marathon. Not a sprint. There are no quick fixes. We have to put in the work.
- B. **\*Walk for Rice:** Virtual, Ongoing Campaign
  - a. [Online crowdfunding event](#)
    - i. PNWJETAA Team - do we still want to have a team this year?
    - ii. FB/website boost? - *Denise, Devyn*
- C. **New JET Training:** July - August, Online Content and Zoom Event Series
  - a. Leads — Sam, Dawn, Jessica, Devyn, Denise. Adam as consultant.
    - i. Dawn updating [Asana Project](#)
    - ii. Sam and Jessica reaching out to New JETs and Presenters — draft email can be found [here](#)
  - b. USJETAA Upcoming Webinar - sharing digital resources among chapters**
    - i. Great opportunity to learn and contribute**
  - c. Format - Virtual Content and Zoom Series
    - i. Eight topics (Study Courses), released in pairs
    - ii. Release podcasts/videos and online content at least 1 week before Q&A
      - 1. Google Classroom platform, supplemented with Google Form for anonymous questions
    - iii. Presenters prepare content, serve on Zoom panel, council member moderates
    - iv. Zoom Meeting Schedule
      - 1. July 1
        - a. Moderator - Sam/Jessica
        - b. Happy Hour and New JET Welcome
      - 2. July 11
        - a. Moderator - Amelia
        - b. Living in Japan/Culture Shock - Dawn, Jeremy

- c. Finances - Zack and Devyn
- 3. July 25
  - a. Moderator - Denise
  - b. What to Expect from your Japanese Coworkers - Haruka-sensei, CIR rep (Braden)? Michelle as backup
    - i. (Japanese Business Culture)
  - c. Consent & Accountability - Cheryl and Mystery Guest
- 4. August 8
  - a. Moderator - Pat
  - b. Tools of the Trade - Outsource?
  - c. Teaching in the Target Language - Suzan Kobashigawa (hopefully!)
- 5. August 15
  - a. Moderator - Michelle
  - b. AJET & Socializing - Amelia, Denise
    - i. Getting Involved in the Community - presentation from Devyn
  - c. Mental Health - Marlow? Elan?
- 6. August 29
  - a. Moderator - Sam
  - b. General Q&A, Wrap-Up Happy Hour
- d. If you have presentation resources/materials to share, please email to Sam
- e. Volunteers for presenting? — council gets first dibs, then Sam & Jessica will reach out to previous presenters (and Dawn)
  - i. [training@pnwjetaa.org](mailto:training@pnwjetaa.org) - shared email account for JET Training. Janice will set it up
- f. Also will be kicking off the Mentorship (sempai) Program to match new JETs and alumni based on region/placement, special interests, etc.
  - i. Mentor sign-up form [here](#)
  - ii. Would be nice to have a mentorship@ email if possible as well
- g. Budget Uses:
  - i. Departure Swag — [Rain City Promotions](#) suggested (Janice); also see Tech & Website below for other producers
  - ii. Organize delivery/pick-up of swag — we need a team lead to coordinate this!
  - iii. Technical Equipment — Zoom Webinar subscription, video editing software, extras
  - iv. Honoraria for presenter volunteers (council members not eligible)
  - v. **Jeremy needs to send a budget proposal to Yoko-san very soon, need to get our number straight**
    - 1. Jeremy and Sam will meet re: budget this weekend, present at New JET Training meeting next week

- D. **Bon Odori:** July 18 & 19 - Still scheduled as of now although Seafair 2020 has been cancelled and this is an official Seafair event. Incorporate in New JET event series?
  - a. [Info here](#)
  - b. Rosie (Portland) and Danielle (BC) summer *trifecta* event!
- E. **Summer Picnic:** August 22 (Sat) **(Date flexible)**, Mercer Island (final year) -
  - a. Still in Phase 1. Earliest Phase 2 might happen is June. Not likely that we can have the kind of summer picnic we're used to
  - b. Leads - Jeremy, Denise, Devyn
    - i. Brainstorm on slack
  - c. Luther Burbank Park: Reserved and paid for by Cheryl and Adam
    - i. Cancelled by City, refund received.
    - ii. GiA will cover cancellation fees if we need (no need)
  - d. Date shared with Rosie (PDX) & Danielle (BC)
  - e. Working on alternatives!
- F. **JET Send-Off:** Sept. 8 (Tues), SeaTac Airport
  - a. Reception tentatively to be the day before (9/7)
- G. **USJETAA Reunion:** Postponed, TBD
  - a. Emails from Bahia re: event status. Will continue to be in touch
  - b. PNW Reunion Project leads - Michelle, Denise. Dawn, Jeremy behind scenes
    - i. Responsibilities: gathering volunteers and leading groups of guests (similar to JASSW's Grassroots Summit)
    - ii. Cheryl involved but NOT a PNWJETAA lead!
  - c. Volunteers/Japan-related community org. partners -
    - i. JASSW
    - ii. Consulate
  - d. Transitions Partnership with USJETAA:
    - i. Jessica and Lynn
    - ii. Planning on hold; seeing how training goes.
- H. **\*JCCCW Tomodachi Gala:** Oct. 31, 2020 (Sat)
  - a. Event info [here](#)
- I. **PNWJETAA 30th Anniversary Gala:** Late 2020
  - a. Leads — Sam, Devyn, Jeremy
    - i. Lynn - JET 30 expertise; Cheryl - connect with other chapters
  - b. Virtual options if necessary
    - i. Anniversary week? Bite-sized event series, end big
  - c. MOFA funding requested for venue, otherwise self-funded through ticket sales
    - i. Combine with bonenkai?
    - ii. Slightly more elevated and celebratory, but not too big a lift
- J. **JAS-JET-NET Karaoke:** TBD, 18:00–20:00, Rock Box
  - a. In partnership with JASSW
- K. **Japanese Conversation Table:** Someday, Ongoing event, TBD
  - a. Lynn, Gabriel, Adam, & Sam have discussed the possibility
  - b. Currently on the back-burner due to coronavirus

- c. If anyone is interested in joining a non-JET-affiliated conversation group, Sam can possibly connect you to one through her organization
- L. **Joe Hisaishi Symphonic Concert:** July 15-17, 2021, Benaroya Hall
  - a. Event info [here](#)
  - b. Jeremy has still not been contacted about either the rescheduling or a refund :(
- M. **Potential Future Events**
  - a. Karaoke Club with Fukuoka Kenjinkai
  - b. Seward Park Torii opening
  - c. Escape Room
  - d. Mariners Game? (baseball)
  - e. Seattle Reign FC Game? (women's soccer)
  - f. Tacoma Art Museum visit — Zoe Donelle
  - g. White-Water Rafting

## Past Events

- A. **PNWJETAA Movie Night/Chat with Rebekah O'Brien:** May 9, (Sat) 18:30-20:00
  - a. Cheryl! Hooray! Watched movie separately and discussed. Shared streaming is rocky...
  - b. "Movie Club" as later event option?
    - i. Netflix Party; Twitch - Amazon Party, not as accessible probably
      - Maybe for talking through a movie? Commentary style
- B. **By-laws— THIS ISN'T EVEN MY FINAL FORM:** May 13, 6:30 PM, virtual meeting
  - a. Current version: [Final draft](#)
  - b. Amendments for 501(c)3 — to be discussed and added at a later date
- C. **JETAA Hawai'i Virtual Game Night:** May 16, (Sat) 22:00-00:00 PDT
  - a. Michelle, Jeremy went. 30 people. Icebreakers! Super cool lo-fi cello player.
- D. **JETAA Chicago Watch Party: Midnight Diner (Netflix):** May 17, (Sun) 13:00-14:00 PDT (15:00-16:00 CDT)
  - a. Joined by a rep of "[Just One Cookbook](#)" - love this site!
- E. **Council Handover Brunch:** May 23 (Sat) (most likely), Zoom-Zoom
  - a. Zoom Happy Hour Group Handover - Virtual brunch!
  - b. Please submit bios and headshots by June 26! We want them online before the next Monthly Meeting
    - i. Guidelines & interview prompts can be found [here](#)
    - ii. Pairs:
      - Dawn & Devyn & Cheryl
      - Jessica & Michelle
      - Adam & Janice
      - Sam & Lynn
      - Jeremy & Denise
    - iii. Keep it Twitter-short (280 characters or so)
  - c. Thank you for hanging out! It was fun

- F. **\*Tasting Tea, and other stories:** May 30, Zoom
  - a. Devyn and Pat - Thank you and well done!
  - b. Approx. 15 participants, went very well!
  - c. Winners of tea: Amanda & Heather — Devyn will contact them, Pat will arrange sending them tea samples
- G. **JETAA Hawai'i Virtual Game Night:** May 30, (Fri) 22:00-00:00 PDT
  - a. Michelle, Jeremy. Icebreakers. Talk as the protests started. Good to interact with other chapters.

### Membership Update (Lynn)

- A. Two new sign-ups via website.
  - a. 1 Hawaiian JET - whereabouts not known - waiting to hear back from him
  - b. 1 LA JET - was planning on moving from Chicago to Olympia - again not sure if she made it over here yet - waiting to hear back from her.
- B. Adam - how's the new app going???

### 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. Website Updates
- a. May Agenda, May Minutes uploaded! ([link](#))
  - b. Logo embedded
  - c. Bios webpage
  - d. COVID-19 response web page
  - e. Transitions website updated and consistent with main pnwjetaa webpage
- B. PNWJETAA Zoom!
- a. Do any officers still need access?
- C. Mailchimp
- a. Logo changed?
- D. COVID-19 page & resources
- a. Words of encouragement: write yours [here](#)
  - b. Resources: list [here](#)
- E. New Logo! (Michelle)
- a. **Branding consistency - Needs separate meeting**
    - i. **Leads: Michelle, Lynn, Janice, Denise**
    - ii. Updates?
    - iii. Fonts - *Michelle*
    - iv. Email signatures - *Sam*
    - v. Updated PR materials - ??
    - vi. Enamel pins (see F below) - *Lynn*
    - vii. Business cards -
    - viii. Newsletter sync with logo color scheme etc.
      - 1. Denise
    - ix. Once all is said and done, Jeremy will write an official branding guide.
  - b. 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/>
    - 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 [here](#). Uploaded?
  - b. Include or link on our website?

## Newsletter (Denise)

- A. Notices to post
  - a. See Events above for \*
  - b. Direct folks to the new website

## Misc. Final Business

- A. "Remote" Engagement Outreach
  - a. Expand to community colleges/smaller colleges
  - b. Any minority colleges in the area?
  - c. → People/places that have less access to knowing about the program.
- B. Contact Database
  - a. Dawn (Secretary) to manage
    - i. Transfer ownership from Social to Secretary - *Devyn*
  - b. Please contribute! → [link?](#)
- C. Alternative to Brown Paper Tickets (Jeremy) (Thank you!)
  - a. Did we decide? - **EventBrite!**
  - 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 ourselves, 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: 8:45

Next Meeting Date and Location:

July 2, 2020 | 18:30–19:30 | Virtual/WeWork TBD, 10A/12C Conference Room