

PNWJETAA

Monthly Meeting Agenda

August 2020

August , 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):

Check-in

Meeting Minutes Review

- A. Approved:
- B. Seconded:

Treasurer's Report (Jeremy)

- A. Jeremy has removed Admin from the balance statements. It will reappear in the next evolution of his reporting format next month.
- B. Previous balance
 - a. Checking: \$8022.57
 - b. Professional Development Fund: \$947.56
 - c. Petty Cash: \$577.75
- C. Current balance (as of 22:30 on 2020-08-05)
 - a. Checking: \$8770.63
 - b. Professional Development Fund: \$947.57
 - c. Petty Cash: \$577.75
- D. Breakdown:
 - a. Checking
 - i. RECEIVED \$0.06 in interest on 20-07-17
 - ii. RECEIVED \$748.00 refund from Discount Mugs for USBs on 20-08-05
 - iii. **Total for June: (+\$748.06)**
 - b. Savings
 - i. RECEIVED \$0.01 in interest on 20-07-24

ii. Total for June: (+\$0.01)

- E. Owing:
 - a. Adam owing for JET Ski — If not claimed by 8/31, will be considered a donation to PNWJETAA
- F. Bank Handover:
 - a. Paperwork emailed off, heard no response.
 - b. Sam is going to e-fax the paperwork in.
- G. GIA budget proposal:
 - a. Sam, Jeremy, and Michelle signed GiA application (Dawn witnessed) and sent it off to JLGC on Thursday 8/6 (8 days before the 8/14 deadline)
 - b. We are NOT requesting prepayment this year because things are so in flux with scheduling. Our reserves are flush enough to cover our expenses with plenty of room to spare, so it seemed wiser to avoid potentially paying money back if events (and expenses) change drastically.

Upcoming Events

* denotes inclusion in upcoming newsletter

A. Anti-Racism Work

- a. Updates: Slack channel added #racial-equity-and-justice
 - i. Sam added a [podcast](#) (there's video but it kinda runs like a podcast) and [blog](#) there in case anyone is interested!
 - ii. The blog in particular aligns really well (in Sam's opinion) with our goals as an organization — written by a Black JET alumna who continues to work in US-Japan relations (Mya Fisher, was previously with USJC as the director of education)
- b. JETAA Leadership and Community
 - i. Bylaws - Anti-racism section
 - ii. Handbook/Code of Conduct - Behavioral standards
 - iii. Training
 - 1. Pre-work - Readings/Viewings & Discussion
 - a. Updates from Cheryl, Devyn, and Michelle?
 - b. Potential material: *White Fragility, So You Want to Talk About Race*, online webinars. [Humanities Washington](#). Free [IAT](#) (Implicit Association Test).
 - 2. Leadership workshop
 - a. Secure budget - USJETAA partnership?
 - b. Educator - Jeremy, Sam, Cheryl, everyone search
 - i. From TPS (Jeremy): [Racial Equity Consultants](#)
 - ii. From Bryna:
 - 1. [Cultures Connecting](#)

2. [Anu Taranath](#) -- Focus on travel, which could be especially interesting from a JET perspective
 3. [Equity Matters](#)
 4. [Maketa Wilborn](#)
 5. [Racial Equity Institute](#)
3. New JETs Training, Equitable Hiring
- B. **New JET Training:** July - August, Online Content and Zoom Event Series
- a. Leads — Sam, Dawn, Jessica, Devyn, Denise. Tech - Adam & Janice
 - i. August 15 - Michelle
 1. AJET & Socializing - Amelia, Denise
 2. Mental Health - Marlow, Elan
 - ii. August 29 - Sam
 1. JETs on the Ground: COVID-19 — current JETs Joesph, Nevil, and Aoi, plus Matt Gillam from CLAIR NY
 2. Wrap-Up Happy Hour
 - b. Mentorship Program - Accepting applications, in the process of matching!
 - i. Mentor sign-up form [here](#), matching spreadsheet [here](#)
 - ii. We have a few new JETs with specific hobbies/interests: koi farming, architecture, martial arts
 1. Do we know any alumni with these interests?
 - c. Departure Swag
 - i. USBs probably not happening...
 - ii. Organize delivery/pick-up of swag - Adam, Lynn?
- C. **Summer Picnic:** August 22 (Sat) **(Date flexible)**, Mercer Island (final year) -
- a. Leads - Jeremy, Denise, Devyn
 - b. Working on alternatives!
 - i. Reserve park?
 - ii. Virtual only? (JETAABC, PDX invited already)
 - iii. Online social media campaign — post your picnic photos to win prizes?
- D. **Transitions 2020:**
- a. September 20th-26th
 - i. Free to participate - Please consider coming for networking.
 - ii. Schedule will be confirmed end of month.
 - iii. Start promoting?
 1. Registration should go live on Monday.
 - b. Volunteers
 - i. Jessica might reach out for help moderating panels, but likely will lead it herself with Bahia.
 - c. Planned with Bahia/Lynn/Jessica
 - d. National J-Link
 - i. Hosted on Transitions website
 - e. Jobs

- i. Should we move the job posting from the main website to Transitions?
- E. **JET Send-Off**: Postponed
- F. **USJETAA Reunion**: Postponed, TBD
 - a. Leads - Michelle, Denise. Dawn, Jeremy behind scenes
 - b. Transitions Partnership with USJETAA - Jessica & Lynn (On hold)
- G. **PNWJETAA 30th Anniversary Gala**: Late 2020
 - a. Leads — Sam, Devyn, Jeremy
 - i. Lynn - JET 30 expertise; Cheryl - connect with other chapters
 - b. Virtual format if necessary - event series?
 - 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
- H. **Japanese Conversation Table**: Someday, Ongoing event, TBD
 - a. Lynn, Gabriel, Adam, & Sam
 - b. Currently on the back-burner due to coronavirus
 - c. Boost other JETAA Japanese convo groups - JETAASE? JETAANY?
- I. **JAS-JET-NET Karaoke**: TBD, 18:00–20:00, Rock Box
 - a. In partnership with JASSW
- J. **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 :(
- K. **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. ***Walk for Rice**: Virtual, Ongoing Campaign
 - a. [Online crowdfunding event](#)
 - i. PNWJETAA Team is registered
 - ii. Team link http://acrs.walkforrice.org/goto/2020_Team-PNWJETAA
 - b. Raised over \$156,000 to provide culturally familiar food to thousands each week
- B. **New JET Training Weeks 3 & 4 - Japanese Business Culture + Consent & Accountability**
- C. **New JET Training Week 5 & 6 - Tools of the Trade + Teaching in the Target Language**
- D. **Virtual Bon Odori**: July 18, 16:00
- E. ***JCCCW Virtual Tomodachi Gala**: Aug. 11, 2020 (Sat), 19:00

Membership Update (Lynn)

- A. Adam's membership database is basically ready! Demo will be done next meeting.

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. Website Updates
 - a. Jobs + J-Link
 - i. Move jobs to transitions website

- ii. Keep J-Link, relabel at PNJWJETAA
- B. Mailchimp
 - a. Banner updated
- C. New Logo! (Michelle)
 - a. Leads: Michelle, Lynn, Janice, Denise**
 - b. Fonts - *Michelle*
 - c. Email signatures - *Sam*
 - d. Updated PR materials - ??
 - e. Enamel pins (see F below) - *Lynn*
 - f. Business cards -
 - g. Newsletter sync with logo color scheme etc. - Denise
 - h. Branding guide - Jeremy
 - i. Mascot still in the works
- D. 30th Anniversary Logo / pins / merch
 - a. Requested funding from MoFA - received?
 - b. Pins - ordered (green and gold versions)
 - c. 30th Anniversary Special Edition pins — logo in gold
 - d. 2021 is our best guess for our 30th anniversary
- E. Membership database coding on hold (Adam)
- F. USJETAA Leadership Program blog post (Sam)
 - a. Published to [USJETAA blog](#)
 - 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. Switched to EventBrite for ticketing (Thanks, Jeremy!)

Meeting Adjourned:

Next Meeting Date and Location:

September 3, 2020 | 18:30–19:30 | Virtual/WeWork TBD, 10A/12C Conference Room