

PNWJETAA

Monthly Meeting Minutes

August 2020

August 13, 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 | ~~Dwyn Couch~~

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

Call to Order (Sam): 6:39

Check-in

Meeting Minutes Review

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

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
 - 1. (Anyone know of another provider?)
 - 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 very soon.
- 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.
 - c. Transitions, Gala, 30th Anniversary funding :)

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 - also coming to Transitions!)
 - iii. Feel free to add content, chat, use as a safe space for discussion
- 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. Devyn and Michelle taking lead
 - b. Potential material: *White Fragility, So You Want to Talk About Race*, online webinars. [Humanities Washington](#). Free [IAT](#) (Implicit Association Test).
 - c. Please speak up if you have an idea for structure!
 - 2. Leadership workshop
 - a. Secure budget - USJETAA partnership?

- ii. Gather whatever else we have. Departure decision deadline Sept 30.
 1. Fabric hashi holders? Budget from towels and fans - if departure season means they'd be less needed...
 2. Eco bags? Denise found easy pattern. Logo fabric...?
 3. Towels always an option
 4. Paper soap sheets? If cheap... 12 boxes/\$10
 5. Masks with logo?
 6. Hand sanitizers/holders? With logo (or sticker!)?
 7. Lynn will look into sourcing
 8. Narrow down based on pricing/availability
 - iii. 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. Online campaign (post-JET training)
 - i. Scavenger hunt? Picnic photos?
 - c. 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 - usually at 5:30 each day
 - 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
 - i. Panels/talks: Keynote speaker, resume & job planning, jobs & opportunities, graduate programs, Rob's LinkedIn talk, closing happy hour/networking
 1. Our Zoom? USJETAA Zoom? - It would be nice to extend our webinar subscription if we go that direction. Bahia hasn't used it before/doesn't have an account for that yet. JK Bahia has the budget so she'll do it. Probably.
 - ii. Mentorship - choose someone to talk with 1-1 on a subject they're interested in. May look more like small groups
 - iii. 1-1 job training with professional for New JETs
 - d. National J-Link
 - i. Hosted on Transitions website
 - ii. Alumni promote themselves, their work, their orgs.

- iii. Opening Nationally! Then scale back down next year, encourage other chapters to keep their own equivalent
 - e. Jobs
 - i. Q: Should we move the job posting from the main website to Transitions?
 - 1. Audience - recent returnees vs job-searching alums
 - ii. A: We'll link back to jobs from Transitions site
- 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
 - Great response! 13 registered members (including 3 dogs, 1 kitten & 1 bird)
 - Total raised to date: \$2,125!!
 - a. Waiting on pics from team members to acknowledge participation
 - i. Website, Newsletter
 - b. NEW: Gofundme for Maneki <https://www.gofundme.com/f/support-maneki>

- i. Please share others if you come across any!
- B. **New JET Training Weeks 3 & 4 - Japanese Business Culture + Consent & Accountability**
 - a. Went really well.
 - b. 16-17 participants
- C. **New JET Training Week 5 & 6 - Tools of the Trade + Teaching in the Target Language**
 - a. Went really well.
 - b. ~10 participants
 - c. Good conversations for both/all!
 - d. Thank you Denise and Pat!
 - e. USJETAA collecting materials to share nationally - may ask presenters if we want to add webinar recordings to Google Classrooms
 - f. Shoutout to Lynn! Backup available now for tech issues
- D. **Virtual Bon Odori:** July 18, 16:00
 - a. Lynn attended, had fun! Filler between dancing. Good to hear music. Cultural tidbits. Japanese summer drink ideas
- E. ***JCCCW Virtual Tomodachi Gala:** Aug. 11, 2020 (Sat), 19:00
 - a. Sam attended (YouTube live). Speeches, new elevator, 30 min video
 - b. Can donate on their website LINK

Membership Update (Lynn)

- A. Two new sign ups via the website. Recent returnees 2018 & 2019 both originally Seattle JETs
- B. 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 - Nope! Link to it from transitions site. Jessica and Janice are PROs
 - ii. Keep J-Link, relabel as PNW J-Link (Transitions site will host National J-Link), Drop businesses...
- B. Mailchimp
 - a. Banner updated
- C. New Logo! (Michelle)
 - a. **Leads: Michelle, Lynn, Janice, Denise**
 - b. Fonts - *Michelle*
 - c. Email signatures - *Sam - Sent out! Update*
 - d. Updated PR materials - ??
 - e. Enamel pins (see F below) - *Lynn (in process!) 200 green ordered (save some for returning JETs). 50? Glittery gold ordered (. ETA end of August. Mandy happy to take payment for placing order, but let's do what the payment would have normally been. Offer pin(s) to Mandy, connect her with Houston JET community after she moves*
 - f. Letterhead made on Google docs (branding or logo folder in All-Share)
 - g. Business cards - not yet. Sam, Denise, anyone can design to reflect letterhead, then decide internally
 - h. Newsletter sync with logo color scheme etc. - Denise - Done!
 - i. Branding guide - Jeremy. Started? Maybe?
 - j. Mascot still in the works
- D. 30th Anniversary Logo / pins / merch

- a. Requested funding from MoFA - received?
- b. Pins - ordered (green and gold versions) See above
- 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)

Newsletter (Denise)

- A. Notices to post
 - a. See Events above for *
 - b. Please make sure to add Transitions for Sept. - or additional announcement
 - c. Direct folks to the new website
 - d. Denise, you're a champion!

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: 20:18

Next Meeting Date and Location:

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