

PNWJETAA

Monthly Meeting Agenda

September 2020

September 3, 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. Previous balance
 - a. Checking: \$8770.63
 - b. Professional Development Fund: \$947.57
 - c. Petty Cash: \$577.75
- B. Current balance (as of 19:50 on 2020-09-02)
 - a. Checking: \$8770.71
 - b. Professional Development Fund: \$947.59
 - c. Petty Cash: \$577.75
- C. Breakdown:
 - a. Checking
 - i. Received \$0.08 on 2020-08-22 (interest)
 - ii. **Total for August: (\$+0.08)**
 - b. Savings
 - i. Received \$0.02 on 2020-08-29 (interest)
 - ii. **Total for August: (\$+0.02)**
- D. The 2020-2021 budget/expenditures breakdown can be found [here](#).

- a. This has been rebuilt and updated as a central place for budget information, but may be overwhelming for some.
- E. Owing:
 - a. Adam owing for JET Ski — If not claimed by 8/31, will be considered a donation to PNWJETAA - **Unclaimed**
- F. Bank Handover:
 - a. Sam faxed the paperwork in! No response yet.
- G. Proposal to authorize small expenditure to ensure EventBrite is working
- H. Proposal to destroy records on pnwjetaa.treasurer@gmail.com
- I. Proposal to create an archive in GSuite for old work - *separate* from member folders.
- J. Proposal to destroy Treasurer documents predating April 1, 2013.

Upcoming Events

** denotes inclusion in upcoming newsletter*

- A. **Anti-Racism Work**
 - a. Updates?
 - b. Reminder: Slack Channel!
 - i. Feel free to add content, chat, use as a safe space for discussion
 - c. Pre-work - Readings/Viewings & Discussion
 - i. Devyn and Michelle taking lead
 - ii. Any ideas for structure?
 - d. Leadership workshop
 - i. Secure budget - USJETAA partnership?
 - ii. Educator - [Anu Taranath](#) -- eventually
 - e. New JET Training, Equitable Hiring
 - f. Bylaws, Handbook/Code of conduct
- B. **New JET Training**: July - August, Online Content and Zoom Event Series
 - a. 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?
 - a. Dawn - JET alum friend in Kurashiki - OK!
 - b. Lynn - JET alum - Braden from HBCC has submitted the form - can someone please get back to him?
 - b. Departure Swag
 - i. Departure decision deadline Sept 30.
 - ii. Swag decisions?
 - 1. Can't purchase/prep swag until departure can be confirmed — if departure is deferred until April 2021, will we wait until then to distribute swag?

- c. Final report is due ASAP, we will need to reallocate money not spent to other events.
 - i. Need to send out honoraria before we submit the report.
- C. **Summer Picnic:** September 19th (Sat) (and the week leading up to it!) - Online Only
 - a. Leads - Jeremy, Denise, Devyn
 - b. Week Before
 - i. Scavenger hunt!
 - ii. Picnic recipes!
 - c. Day of
 - i. Ice Breaker
 - ii. Undokai
 - iii. Origami folding contest
 - iv. Cookie game
 - v. Bingo
 - vi. Heads Up
 - vii. Pictionary
- D. **Transitions 2020*:** [REGISTER HERE](#)
 - 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. Promotion needs?
 - 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? - **Confirmed?**
 - 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 - **Complete?**
 - 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 - link back from Transitions site **Complete?**
 - 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
- G. **PNWJETAA 30th Anniversary Gala**: Late 2020
 - a. Leads — Sam, Devyn, Jeremy, Dawn
 - i. Lynn - JET 30 expertise; Cheryl - connect with other chapters
 - b. Virtual format if necessary - event series? **Start planning!**
 - 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
 - d. Merch - pins secured. Additional merch?
- H. **Japanese Conversation Table**: Someday, Ongoing event, TBD
 - a. 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. **New JET Training**
 - a. August 22 - Michelle (Jessica will MC, check on Q&A)
 - b. August 29 - Sam
 - i. AIS
 - ii. JET & COVID
 - iii. Happy Hour

Membership Update (Lynn)

- A. Adam's membership database: **Demo??**
- B. 2 new sign-ups via the web but one is not eligible - lives in Japan - membership page needs to be updated!

Thank you for your interest in the Pacific Northwest chapter of the JET Program Alumni Association (PNW JETAA), which serves Washington, Northern Idaho & Montana. If you were formerly employed by the Japanese government as a JET Program participant and either currently reside in or have previously lived within our jurisdiction and wish to remain affiliated with our chapter, please

fill out the **JET Alumni Registration form** below to officially register. Please note that only former JET Program Participants are eligible for Full Membership in PNW JETAA, with full access to all services and activities provided by PNW JETAA.

What should we do about “Friends of PNWJETAA”? **Delete it?** Not really addressed in our by-laws & link is broken....

If you have taught English in Japan, are a Japanese national, are interested in US-Japan relations or Japan in general and wish to participate in PNW JETAA events and activities, please fill out the **Friends of PNW JETAA** form. Please note that although most of the activities organized by PNW JETAA are open to Friends of PNW JETAA, some of the services provided and activities/events may not be available.

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! Please update if you still need to!](#)
 - 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.) **Arrived?**
 - 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. Branding guide - Jeremy. Started? Maybe?
 - i. Mascot still in the works
- D. 30th Anniversary Logo / pins / merch
 - a. Requested funding from MoFA - received?
 - b. Any other merch?**
 - c. 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:

Next Meeting Date and Location:

October **17 8?**, 2020 | 18:30–19:30 | Virtual/WeWork TBD, 10A/12C Conference Room