

PNWJETAA

Monthly Meeting Minutes

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): 18:33

Check-in

Meeting Minutes Review

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

Agenda Format - Changes in Process!

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.
 - b. Test to make sure you CANNOT edit please. If you have a moment
- E. Owing:
 - a. Adam owing for JET Ski — If not claimed by 8/31, will be considered a donation to PNWJETAA - **Unclaimed**
 - b. \$250 reimbursement. Jeremy to write check
- F. Bank Handover:
 - a. Sam faxed the paperwork in! No response yet.
 - b. Jeremy reaching out
- G. Proposal to authorize small expenditure to ensure EventBrite is working - [here](#)
 - a. <\$2.00 fee test. Approve: Sam | Second: Dawn
 - b. Loop in Devyn for social coordination purposes
- H. Proposal to destroy records on pnwjetaa.treasurer@gmail.com
 - a. Unused, active email account. Jeremy tying up loose ends w/ Paypal account possibly attached there (Casey). Unclaimed funds to retrieve...
 - b. **Other outdated email accounts for other officers may be lurking in the deep. Search and report back/delete please!*
 - c. Delete pnwjetaa.treasurer@gmail.com? Approved unanimously
- I. Proposal to destroy Treasurer documents predating April 1, 2013.
 - a. Outside of 7-year record saving window. No payroll to save. Docs are completely different from current format/use
 - b. May want to keep historical event records, prior functions and details. Use in future handbook to pass down council goings on etc
 - c. What is our G-Suite storage limit? 15gb?
 - d. Revisit later
- J. Dawn and Janice - bright pink folders. Secretary and Media documents from Treasurer section

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
 - 1. Will start by chatting, discussing resources, topics, ideas
 - 2. Timeline - hopefully before next round of JET interviews, so we can create a more equitable interview/hiring process
 - ii. *Beyond Guilt Trips: Mindful Travel in an Unequal World* by Anu Taranath

1. Look into access options - ebook unavailable through KCLS. May be able to request digital copies... \$17 on Amazon \$11 on Kindle
- 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. Dawn finishing up
 - ii. Mentor sign-up form [here](#) (15人), matching spreadsheet [here](#) (11人)
 - iii. 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 - registration in and willing to connect with martial arts interested JET
 - b. Departure Swag
 - i. Departure decision deadline Sept 30.
 1. If yes - departure November 30 at latest (Unlikely to happen...)
 - ii. Swag decisions?
 1. Fabric hashi holders? Budget from towels and fans - if departure season means they'd be less needed...buy cheap hashi from Daiso in multi-packs
 2. Eco bags? Denise found easy pattern. Logo fabric...?
 3. Towels still an option (currently 17 in stock) or
 4. Another suggestion Instead of towels - tenugui - can be used to dry hands & make masks?
 5. Paper soap sheets? If cheap... 12 boxes/\$10
 6. Masks with logo - tend to run around \$5 each but logo/mask colors may be a challenge - need to look into it more
 7. Hand sanitizers/holders? With logo -in house produced sticker 2 possible options: Amazon
 - a. Travel re-fillable hand sanitizers - \$45 for 20 1 oz bottles (filled)
 - b. Buy bottles w/ carabiners (empty 2 oz) 50 for ~\$40& buy hand sanitizer in bulk ~\$50 for 1 gallon (~ 64 bottles)
 8. Lynn will look into sourcing
 9. Narrow down based on pricing/availability
 10. 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? (May be deferred beyond April 2021...)

- 11. MOFA may be more understanding about budget than usual?
 - a. Reallocate USB \$, Swag \$, into 30th Aniv.
 - i. More pins? Hand sanitizer? Logo masks?
 - 12. (Anyone want a bunch of 32gb bible-verse vaccine USBs??)
 - a. Jeremy does. Everyone does!
 - b. Denise can use them for Drive Against Cancer grab bags
 - 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 (M-f) **Everyone, please support and get involved!**
 - i. [Scavenger hunt!](#) Denise will lead.
 - ii. Picnic recipes! Devyn will lead.
 - 1. FB event page to manage activities. Ideally share on other platforms etc. **Devyn will coordinate event schedule**, start getting people psyched. **Denise to boost w/ newsletter** too.
 - a. Website features? Devyn will coordinate**
 - 2. picnic@pnwjetaa.org email? Sam will ask Janice, cc leads
 - 3. Photo sharing permissions
 - 4. Coordinate w/ Michelle for insta? Or share login?
 - c. Day of Event: Sat, Sept. 19, 1 PM - 3 PM? Soft finish, time to hang if people wish
 - i. Ice Breaker - Devyn
 - ii. Undokai
 - iii. Radio Taiso
 - iv. Origami folding contest - speed cranes
 - v. Cookie game - cookie from forehead to mouth in 1 minute
 - 1. Do you have to eat the whole cookie in 1 minute too?
 - vi. Bingo - online bingo card options "Reach!!"
 - vii. Heads Up - phone game
 - viii. Pictionary - backup/time filler
- D. ***Transitions 2020*:** [REGISTER HERE](#)
 - a. September 20th-26th - usually at 5:30 each day
 - i. 3 days of promotion... 56 registrants!! Woah!
 - ii. Free to participate and **REGISTER** ASAP, or before Sept 20 - Please consider coming for networking. **Attend at least 1 event!**
 - 1. Consider attending mixer on last day and representing your industry
 - iii. [Schedule on website](#)
 - iv. Needs & support?
 - 1. Attend, participate
 - 2. Website promotion
 - b. Volunteers

- i. Jessica might reach out for help moderating panels, but likely will lead it herself with Bahia.
 - ii. Breakout rooms - be prepared to be strategically placed to “facilitate” smooth breakout rooms
 - 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 for first webinar. USJETAA Zoom for later meetings
 - 2. Zoom meetings might max out 100 participants....
 - a. Webinar pkg 100 attendees \$40/mo
 - b. Large meeting capacity addl. \$50/mo. We can fit in budget somewhere
 - ii. Mentorship - choose someone to talk with 1-1 on a subject they’re interested in. May look more like small groups. Zoom preset breakout rooms
 - 1. Zoom login shared with Jessica. We approve!
 - iii. 1-1 job training with professional for New JETs
 - d. [National J-Link](#) - (Like JETAA LinkedIn)
 - i. **Everyone: Please fill out the google form to make a J-Link profile, act as a contact for your company/organization. Or your LinkedIn**
 - 1. Dawn represent KTIO
 - 2. Braden represent HBCC
 - 3. Business lead opportunity too!
 - ii. Hosted on Transitions website
 - iii. Alumni promote themselves, their work, their orgs.
 - iv. 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!**
 - i. Dawn and Sam to start convo. Anyone else? Join in when you can, mid-Sept or so (avoiding our other exciting events!)
 - 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. **Well done, everyone!!!**
 - b. August 22 - Michelle (Jessica will MC, check on Q&A)
 - i. 10-13 participants, similar to prior couple of sessions
 - c. August 29 - Sam
 - i. AIS - went well. Some tech issues. Current JET used program recently!
 - About 19-20人
 - ii. JET & COVID - went well. CLAIR shared some interesting information. (Diversity of schools/capacities, internet availability, etc. Not a lot solidified. Comparatively more bottled than US, but still on rise in places like Okinawa - thanks to July 4th American party....)
 - About 19-20人
 - iii. Happy Hour - really fun! Thanks to Devyn for boosting, Jessica for facilitating!
- B. *Walk for Rice - thank you collage is ready to go!
 - a. In lieu of group picture. Feature in newsletter/website

Membership Update (Lynn)

- A. Adam's membership database: **Demo!**
 - a. Super cool, auto-merges updates that members submit. Updating form fields. App soon to come.

- 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.

- a. First paragraph updates ASAP
- b. PNWJETAA Members: only in our area. Anyone welcome to follow on social, newsletter, etc
 - i. Janice can help, maybe?

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: (5) five 120"x 60" table cloths!
- 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 - Done!
 - 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. 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.) ETA: a few days. Mandy will mail to Michelle*
 - f. [Letterhead](#) made on Google docs (branding or logo folder in All-Share)
 - g. Business cards - Denise will work on it this month
 - h. New Banner - 30th Aniv.-related budget use! Need Vertical and Horizontal versions
 - i. Branding guide - Jeremy. Started? Maybe?
 - j. Mascot still in the works
- C. 30th Anniversary Logo / pins / merch
 - a. Requested funding from MoFA - received?
 - b. Banners - horizontal and vertical (see above)
 - c. 2021 is our best guess for our 30th anniversary

Newsletter (Denise)

- A. Notices to post

- a. (Send any requests to Denise tonight! ASAP!)
 - i. JASSW Golf Tournament
- b. See Events above for *
- c. Please make sure to add Transitions for Sept. - or additional announcement
- d. Direct folks to the new website
- e. 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 and Dawn touched base. Working on it!*
 - b. Please contribute! → [link?](#)
- C. Switched to EventBrite for ticketing (Thanks, Jeremy!)

Meeting Adjourned: 9:00

Next Meeting Date and Location:

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