

# Monthly Meeting Agenda

## October 2020

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October 8, 2020 | 18:30 | Zoom

### Call to Order :

ROLE CALL: Sam Corpuz | Devyn Couch | Zung Do | Cheryl Hou | Michelle Kato | Janice Laureano | Adam Ledyard | Lynn Miyauchi | ~~Jeremy Odden~~ | Jessica Record | Denise Sawyer | Dawn Wyruchowski

GUESTS:

### Welcome/Check-In

### Meeting Minutes Review and Approval

- Motion:
- Second:

### Executive Officer Reports

(Position-related news, announcements, requests)

President (Sam)	
Vice President (Michelle)	
Treasurer (Jeremy)	<ul style="list-style-type: none"><li>• <a href="#">2020-2021 Budget</a></li><li>• Previous balance<ul style="list-style-type: none"><li>○ Checking: \$8770.71</li><li>○ Professional Development Fund: \$947.59</li><li>○ Petty Cash: \$577.75</li></ul></li><li>• Current balance (as of 20:52 on 10/5/20)<ul style="list-style-type: none"><li>○ Checking: \$10,119.46 <b>(+1,348.75)</b></li><li>○ Professional Development Fund: \$947.60 <b>(+\$0.01)</b></li><li>○ Petty Cash: \$577.75</li></ul></li><li>• Breakdown:<ul style="list-style-type: none"><li>○ Checking</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>■ SPENT \$6.94 for EventBrite Test on 9/4/20</li> <li>■ RECEIVED \$5.00 from EventBrite on 9/9/20</li> <li>■ RECEIVED \$933.56 from MOFA for New JET Training on 9/17/20</li> <li>■ SPENT \$45 for Marlowe Honoraria on 9/18/20</li> <li>■ SPENT \$45 for Amelia Honoraria on 9/18/20</li> <li>■ RECEIVED \$0.07 in interest on 9/19/20</li> <li>■ SPENT \$45 for Zack Honoraria on 9/19/20</li> <li>■ SPENT \$45 for Ashley Honoraria on 9/22/20</li> <li>■ RECEIVED \$1,045.62 from PayPal on 9/24/20 <ul style="list-style-type: none"> <li>● Thank you Anna Amen!</li> </ul> </li> <li>■ SPENT \$98.56 for Janice Zoom Reimbursement on 9/26/20</li> <li>■ SPENT \$125 for Janice Honoraria on 9/26/20</li> <li>■ SPENT \$45 for Elan Honoraria on 9/29/20</li> <li>■ SPENT \$45 for Lynn Honoraria on 9/29/20</li> <li>■ SPENT \$45 for Jessica Honoraria on 9/29/20</li> <li>■ SPENT \$45 for Denise Honoraria on 9/30/20</li> <li>■ SPENT \$45 for Bryna Honoraria on 9/30/20</li> <li>○ Savings <ul style="list-style-type: none"> <li>■ RECEIVED \$0.01 in interest on 9/26/20</li> </ul> </li> <li>● Owing/Pending: <ul style="list-style-type: none"> <li>○ \$125 for Adam Honoraria (check 995003 sent)</li> <li>○ \$45 for Haruka Honoraria (check 995007 sent)</li> <li>○ \$45 for Devyn Honoraria (check 995013 sent)</li> <li>○ \$45 for Cheryl Honoraria (check 995014 sent)</li> <li>○ \$45 for Susan Honoraria (check 995016 sent)</li> <li>○ \$250 for Adam JETski 2020 (check 995018 sent)</li> <li>○ \$239.75 for Shishido Creative (check 995019 sent)</li> </ul> </li> <li>● Bank Handover: <b>Application rejected</b> <ul style="list-style-type: none"> <li>○ All 4 signatures must be on the same form</li> <li>○ Jeremy &amp; Sam need to submit IDs if they don't have personal BECU accounts as well</li> <li>○ We need a copy of the <u>meeting minutes</u> from Shinnenkai/Annual Meeting showing the <u>election</u> of the new officers.</li> <li>○ BECU is now open for appointments, so we may want to just schedule a time for us all to go in together and sort this out at BECU headquarters (sorry Adam).</li> </ul> </li> </ul>
Secretary (Dawn)	<ul style="list-style-type: none"> <li>● New agenda format review and feedback</li> <li>● Creating new dashboard/council files</li> </ul>

## Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	1 new member via website. 2020 returnee
Social (Devyn)	
Transitions (Jessica)	<ul style="list-style-type: none"> <li>• Proposition: Remove jobs from the website and forward opportunities to USJETAA?</li> </ul>
Advisory (Lynn, Cheryl, Adam)	<ul style="list-style-type: none"> <li>• No significant updates to the membership database. Time is taken up with NatCon stuff but as part of the tech initiative with JETAAUSA, Adam has been researching where best to house the code / create wikis for using it. Most likely candidate is GitHub (supports teams of developers, writing wikis / documentation and feedback like reporting bugs in the code)</li> </ul>
Media (Janice)	
Newsletter (Denise)	
Compliance (Jeremy)	

## Unfinished Business - *"Remember this thing we're working on? What's next?"*

<b>Anti-Racism Work</b> Devyn, Michelle	<ul style="list-style-type: none"> <li>• Updates?</li> <li>• Budget for eventual workshop</li> </ul>
<b>JET Training</b> Sam, Dawn, Jessica, Lynn,	<ul style="list-style-type: none"> <li>• Training               <ul style="list-style-type: none"> <li>◦ Honoraria sent!</li> <li>◦ Final report submitted!</li> </ul> </li> <li>• Departure - moving forward in November               <ul style="list-style-type: none"> <li>◦ For budgeting purposes, will be a separate event. -J</li> <li>◦ See "New Business" below</li> </ul> </li> <li>• Swag               <ul style="list-style-type: none"> <li>◦ See "New Business" below</li> </ul> </li> </ul>
<b>Summer Picnic</b> Week of Sept. 19 Jeremy, Denise, Devyn	<ul style="list-style-type: none"> <li>• Review               <ul style="list-style-type: none"> <li>◦ Under budget at a cost of \$0.00 -J</li> </ul> </li> </ul>

<p><b>Transitions</b> Sept. 20-26 Jessica, Lynn</p>	<ul style="list-style-type: none"> <li>● <a href="#">National J-Link</a> - Please sign up if you haven't yet! (Closes on the 10th). <b>75 profiles posted! Extended deadline to 10/10/20</b></li> <li>● Review - Attendance statistics on Slack <ul style="list-style-type: none"> <li>○ Move to post event status</li> <li>○ Obtaining resources for attendees <ul style="list-style-type: none"> <li>i. Feedback surveys to be sent once resources are collected</li> </ul> </li> <li>○ Obtaining information from speakers for honorarium <ul style="list-style-type: none"> <li>i. Meeting with Jeremy needed? Final report to be submitted in November.</li> </ul> </li> </ul> </li> </ul>
<p><b>30th Anniversary</b> Sam, Dawn, Devyn, Jeremy</p>	<ul style="list-style-type: none"> <li>● First planning meeting has not happened yet. Sam is very sorry.</li> <li>● Date(s) TBD, aiming for mid-Nov. to mid-Dec.</li> <li>● Format will probably be similar to Summer Picnic &amp; Transitions, week or month-long activities/events. More TBD in the first meeting <ul style="list-style-type: none"> <li>○ <a href="#">Planning doc</a></li> </ul> </li> <li>● Swag - pins have arrived!</li> <li>● Action points: <ul style="list-style-type: none"> <li>○ Set a day/time for 30th Anniversary committee to meet</li> <li>○ Decide a theme</li> <li>○ Work on budget</li> <li>○ OR: Decide whether or not to postpone official event until larger gatherings are safe to hold</li> </ul> </li> </ul>
<p><b>Branding</b></p>	<ul style="list-style-type: none"> <li>● Business Cards</li> <li>● Banners - vertical, horizontal</li> </ul>

**New Business - "Hey, let's do this thing! What do you think?"**

<p><b>New Business</b> Date (if any) Your Name</p>	<ul style="list-style-type: none"> <li>● Description, requests, questions, proposals, next steps</li> </ul>
<p><b>2020 JET Send-Off</b> TBA Samantha</p>	<ul style="list-style-type: none"> <li>● <b>JETs are allowed to depart for this year!</b> Date TBA, will be sometime after Nov.</li> <li>● Waiting for an update from Maggie, but planning to remind the new JETs that <b>all Training materials are available online</b> for review (incl., webinar recordings)</li> <li>● <b>JET Training swag</b> can go ahead with preparations, but we need to know from Maggie who to prepare them for ( about</li> </ul>

	<p>half deferred to 2021). Actual swag pick-up/delivery date will be decided after departure is announced, but under a separate budget.</p> <ul style="list-style-type: none"> <li>• We can organize a <b>virtual Send-Off happy hour</b> before departure as traditional Send-Off probably isn't an option. Depending on timing, this could be part of PNW's 30th Anniversary</li> <li>• <b>Items:</b> Hashi holders, eco bags, towels, tenugui, masks, hand sanitizer</li> </ul>
<p><b>NatCon 2020</b> Late November / early December Adam Ledyard</p>	<ul style="list-style-type: none"> <li>• The save-the-date email will be coming soon. The conference will be virtual and split up into two sections, one in November and one in December.</li> <li>• At a minimum two representatives need to be at all meetings but don't have to be the same throughout. This means it will be open to all chapter leaders! (only significant difference between official delegates and attendees are swag bags, basically two per chapter.)</li> </ul>

Good and Welfare - *“Exciting life news! Personal schedule reminders. Other fun stuff.”*

<p><b>Announcement</b> Your Name</p>	<ul style="list-style-type: none"> <li>• Description, requests, questions, proposals, next steps</li> </ul>
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Adjournment:

Next Meeting Date and Location:  
November \_\_, 2020 | 18:30–19:30 | Zoom

Resources

- [Email Signatures](#)
- [Letterhead](#)
- Inventory (coming soon)
- Contact Directory (coming soon)