

PNWJETAA

# Monthly Meeting Agenda

## October 2020

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October 8, 2020 | 18:30 | Zoom

Call to Order : 18:40

ROLE CALL: Sam Corpuz | Devyn Couch | ~~Zung De~~ | 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: S. Corpuz
- Second: D. Sawyer

Executive Officer Reports

(Position-related news, announcements, requests)

President (Sam)	No activity to report.
Vice President (Michelle)	<p>Gorgeous pins have arrived! They look fantastic. Alumni society name secretly written on the back!!</p> <ul style="list-style-type: none"><li>• Mandy has been paid. (Invoice to Jeremy, processed. Tip paid by Michelle)</li><li>• Mandy also makes OMAMORI!!! PNWJETAA omamori?? She'll be in the area for at least another 6 months<ul style="list-style-type: none"><li>○ Great farewell swag option</li><li>○ \$15 for 1. Potential mass order discount</li><li>○ Membership purchasing option? (Replacement for meal price usually associated with Shinnenkai - PNW JET 30 option)</li></ul></li><li>• She will be in the area for at least another six months</li></ul> <p>Michelle stepping down at end of term. We love you, Michelle!</p>
Treasurer (Jeremy)	<ul style="list-style-type: none"><li>• <a href="#">2020-2021 Budget</a></li></ul>

- Previous balance
  - Checking: \$8770.71
  - Professional Development Fund: \$947.59
  - Petty Cash: \$577.75
- Current balance (as of 20:52 on 10/5/20)
  - Checking: \$10,119.46 **(+1,348.75)**
  - Professional Development Fund: \$947.60 **(+\$0.01)**
  - Petty Cash: \$577.75
- Breakdown:
  - Checking
    - SPENT \$6.94 for EventBrite Test on 9/4/20
    - RECEIVED \$5.00 from EventBrite on 9/9/20
    - RECEIVED \$933.56 from MOFA for New JET Training on 9/17/20
    - SPENT \$45 for Marlowe Honoraria on 9/18/20
    - SPENT \$45 for Amelia Honoraria on 9/18/20
    - RECEIVED \$0.07 in interest on 9/19/20
    - SPENT \$45 for Zack Honoraria on 9/19/20
    - SPENT \$45 for Ashley Honoraria on 9/22/20
    - RECEIVED \$1,045.62 from PayPal on 9/24/20
      - Thank you Anna Amen!
    - SPENT \$98.56 for Janice Zoom Reimbursement on 9/26/20
    - SPENT \$125 for Janice Honoraria on 9/26/20
    - SPENT \$45 for Elan Honoraria on 9/29/20
    - SPENT \$45 for Lynn Honoraria on 9/29/20
    - SPENT \$45 for Jessica Honoraria on 9/29/20
    - SPENT \$45 for Denise Honoraria on 9/30/20
    - SPENT \$45 for Bryna Honoraria on 9/30/20
  - Savings
    - RECEIVED \$0.01 in interest on 9/26/20
- Owing/Pending:
  - \$125 for Adam Honoraria (check 995003 sent)
  - \$45 for Haruka Honoraria (check 995007 sent)
  - \$45 for Devyn Honoraria (check 995013 sent)
  - \$45 for Cheryl Honoraria (check 995014 sent)
  - \$45 for Susan Honoraria (check 995016 sent)
  - \$250 for Adam JETski 2020 (check 995018 sent)
  - \$239.75 for Shishido Creative (check 995019 sent)
- Bank Handover: **Application rejected**
  - All 4 signatures must be on the same form
  - Jeremy & Sam need to submit IDs if they don't have personal BECU accounts as well

	<ul style="list-style-type: none"> <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> <li>● Don't use PayPal again - tied to SSN. Inconvenient</li> <li>● Permission to close out old email accounts? <ul style="list-style-type: none"> <li>○ pnwjetaa.Treasurer, Community, Social</li> <li>○ Cleared out, info transferred to current G Drive</li> <li>○ Gmail originally created, soon switched to .org domain</li> <li>○ Jeremy, Cheryl, Lynn to make sure we're not losing anything vital</li> <li>○ Move to destroy: S. Corpuz. Second: D. Sawyer <ul style="list-style-type: none"> <li>■ Passed unanimously by council</li> </ul> </li> </ul> </li> </ul>
Secretary (Dawn)	<ul style="list-style-type: none"> <li>● New agenda format review and feedback <ul style="list-style-type: none"> <li>○ Probably will be a learning curve/living document, to be adjusted as we use it</li> <li>○ Define what needs to be a Motion, seconded, voted on, and how to record it</li> </ul> </li> <li>● Creating new dashboard/council files based on Adam's 2019 version <ul style="list-style-type: none"> <li>○ PNWJETAA reference document</li> <li>○ Event notes</li> <li>○ Handbook for preserving knowledge, position tips and processes</li> </ul> </li> </ul>

### Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	<ul style="list-style-type: none"> <li>● 1 new member via website. 2020 returnee</li> </ul>
Social (Devyn)	<p>Picnic happened! Halloween brainstorming - feel free to contribute!</p>
Transitions (Jessica)	<ul style="list-style-type: none"> <li>● Proposition: Remove jobs from the website and forward opportunities to USJETAA? <ul style="list-style-type: none"> <li>○ Motion: J. Record. Second: D. Wyruchowski</li> <li>○ Passed by unanimous vote</li> </ul> </li> </ul>
Advisory (Lynn, Cheryl, Adam)	<p>How do people end up on the advisory board?</p> <ul style="list-style-type: none"> <li>● Not on council anymore, but still participating/sticking around</li> <li>● Michelle to join Advisory Board at the end of this calendar</li> </ul>

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Software Dev and Country Rep News (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)	<ul style="list-style-type: none"> <li>Jobs removed from website. Way to go, Janice!</li> <li>All JET Training videos uploaded.</li> <li>Transitions Directory in progress. Working with Jessica &amp; Lynn</li> </ul>
Newsletter (Denise)	Going smoothly. Event idea below in New Business Aiming to send every Monday after meeting
Compliance (Jeremy)	No new activity.

### 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>Still in progress. Long-term, ongoing work. Keep using slack channel, sharing if you want.</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 after 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> <li>Pretty much wrapped up. Confirming with Maggie whether it's okay to contact New JETs, remind them of material available.</li> <li>Bahia creating USJETAA Training database - sharing our content there as well</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> <li>Went really well! Lots of laughs and fun, especially with cookie challenge. Fun radio taiso and undoukai</li> <li>Not much photo scavenger hunt participation</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Day of was more active. Smaller attendance than usual, but to be expected with environmental factors and zoom burnout etc.</li> <li>○ In future - <ul style="list-style-type: none"> <li>i. Incentive for participation? <ul style="list-style-type: none"> <li>1. Competition between chapters</li> <li>2. Prizes</li> </ul> </li> <li>ii. Thorough social promotion</li> </ul> </li> </ul> <p>Great job!! And thank you!</p> <ul style="list-style-type: none"> <li>● Photos? Jeremy to provide, hopefully</li> <li>● Highlights in newsletter</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). <ul style="list-style-type: none"> <li>○ <b>75 profiles posted! Extended deadline to 10/10/20</b></li> <li>○ <b>Deadline extended until 10/14 (Wed.)</b> to accommodate newsletter date and national member participation</li> <li>○ BOOST PLEASE! <ul style="list-style-type: none"> <li>i. Instagram (Michelle)</li> <li>ii. LinkedIn (Dawn)</li> </ul> </li> <li>○ Trying to make it searchable - thanks, Janice!! <ul style="list-style-type: none"> <li>i. Lynn, Jessica, Janice to discuss fields</li> <li>ii. JETAA Chapter, industry, etc.</li> </ul> </li> <li>○ J-Link works! Someone reached out to Sam</li> </ul> </li> <li>● Review - Attendance statistics on Slack <ul style="list-style-type: none"> <li>○ Full report next month (Nov) <ul style="list-style-type: none"> <li>i. 150 attendees, 25% recent returnees (within last year)</li> <li>ii. REALLY EXCITING TURNOUT/SUCCESS</li> <li>iii. Continuing partnership with USJETAA</li> <li>iv. Feedback surveys sent after Jessica hears from all speakers - waiting on half</li> <li>v. Validating regardless of point in career, fun to make connections</li> </ul> </li> <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, Lynn</p>	<ul style="list-style-type: none"> <li>● First planning meeting has not happened yet. Sam is very sorry. Slack poll coming. <ul style="list-style-type: none"> <li>○ Jessica has wisdom to share :) Anyone else also welcome to meet</li> </ul> </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>	<p>(Both relatively on hold until we can meet in person again)</p> <ul style="list-style-type: none"> <li>● Business Cards - Denise and Jeremy made mock-ups <ul style="list-style-type: none"> <li>○ Share on slack for feedback, please! (Branding channel)</li> </ul> </li> <li>● Banners - vertical, horizontal</li> </ul>

**New Business - “Hey, let’s do this thing! What do you think?”**

<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 half deferred to 2021). Actual swag pick-up/delivery date will be decided after departure is announced, but under a separate budget. <ul style="list-style-type: none"> <li>○ <b>Around 20 Departees</b></li> <li>○ Jeremy, Lynn, Adam to procure/coordinate</li> <li>○ <b>Masks. Towels and Hand Sanitizer</b> (currently available).</li> <li>○ Masks <ul style="list-style-type: none"> <li>■ What style (Front seam/folded)? Ear strap style?</li> </ul> </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ From where? Website in older agenda. Move ahead with purchasing, Lynn and Jeremy to coordinate</li> <li>○ Hand sanitizer           <ul style="list-style-type: none"> <li>■ Mini bottle, strap, stickers</li> </ul> </li> </ul> </li> <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> </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> <li>● Official representatives: Dawn, Jessica</li> </ul>
<p><b>Halloween Party</b> October Devyn</p>	<p>*Halloween!!! Oct 30 or 31 - Vote on slack Send all suggestions to Devyn! Co-host? Boost thoroughly on all platforms!</p> <ul style="list-style-type: none"> <li>● Jack-o-lanterns - carve in advance, probably</li> <li>● Costume contest</li> <li>● Group movie</li> <li>● Games! Spooky games? Among Us (digital Mafia)</li> <li>● Scary stories</li> <li>● Online murder mystery (with costumes!) or escape room</li> </ul>
<p><b>Craft Event</b> Nov (begin. or mid.) Denise</p>	<p>Kimekomi kits available from Denise. Demonstration and craft-along. Then free crafting</p> <ul style="list-style-type: none"> <li>● Premade and blank balls, included</li> <li>● \$6-8 per kit. Makes two balls. 15-20 kits available</li> <li>● Pick up or Delivery</li> </ul> <p>Origami tutelage! Modular flowers. Good for holiday decorations Record and share with community orgs??</p> <ul style="list-style-type: none"> <li>● Sakura Matsuri, etc</li> </ul> <p>“PNWJETAA Resource Library for Digital Outreach”</p> <p>Budget probably available. Talk with Jeremy.</p>

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

<b>Announcements</b>	<ul style="list-style-type: none"><li>• Cheryl to reach out about project</li></ul>
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Adjournment: 20:32

Next Meeting Date and Location:

November 5, 2020 | 18:30–19:30 | Zoom

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Resources

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