

# Monthly Meeting Agenda

## November 2020

November 12, 2020 | 18:30 | Zoom

### Call to Order :

ROLE CALL: Samantha Corpuz | Devyn Couch | Zung Do | Cheryl Hou | Michelle Kato | Janice Laureano | Adam Ledyard | Lynn Miyauchi (might be a little late) | Jeremy Odden | Jessica Record | Denise Sawyer | Dawn Wyruchowski

GUESTS: Omura Haruna-san, Maggie Thorpe

### Welcome/Check-In

### Meeting Minutes Review and Approval

- Motion:
- Second:

### Unfinished Business - *“Remember this thing we’re working on? What’s next?”*

<b>2020 JET Send-Off</b> Nov. 14 (Q&A) Jan. 6, 2021 (Departure) Samantha, Maggie, Lynn, Jeremy	<b>Departure</b> January 6, 2021 <ul style="list-style-type: none"><li>• Q&amp;A Session with Maggie on 11/14, hosted on PNW Zoom</li><li>• Consulate Pre-Departure Orientation on 1/5 via Zoom</li></ul> <b>Swag</b> (Jeremy, Lynn, Adam) <ul style="list-style-type: none"><li>• Around 30 Departees</li><li>• Towels</li><li>• Hand Sanitizer (30 bottles purchased 11/11-Lynn)</li><li>• Masks<ul style="list-style-type: none"><li>◦ Presentation of options (Jeremy)</li></ul></li><li>• Distribution</li></ul> <b>Virtual Send-Off Happy Hour</b> <ul style="list-style-type: none"><li>• See Bounenkai</li></ul>
<b>Anti-Racism Work</b> Ongoing Devyn, Michelle	<ul style="list-style-type: none"><li>• Long-term, ongoing work. Keep using the slack channel.</li><li>• November discussion group (Michelle)</li><li>• Workshop with Mya Fisher (JETAA DC); proposal pending</li></ul>

<p><b>Craft Event</b> Nov 21 Denise</p>	<ul style="list-style-type: none"> <li>● Demonstration and craft-along. Kimekomi kits available from Denise - Pick-up only.</li> <li>● Record and share with community orgs?? <ul style="list-style-type: none"> <li>○ “PNWJETAA Resource Library for Digital Outreach”</li> </ul> </li> </ul>
<p><b>NatCon 2020</b> Nov. 17-19 Dec. 4-6 Adam, Jessica, Dawn</p>	<ul style="list-style-type: none"> <li>● Official reps: Dawn, Jessica <ul style="list-style-type: none"> <li>○ Jessica and Bahia to present on Transitions in December</li> </ul> </li> <li>● General attendees: Samantha</li> </ul>
<p><b>JASSW Holiday Dinner &amp; Auction</b> Dec. 1 Michelle</p>	<ul style="list-style-type: none"> <li>● 10 individual sponsorships purchased with MOFA funding</li> <li>● Cheryl will also be purchasing individual sponsorships on behalf of PNWJETAA (thank you, Cheryl!)</li> <li>● Ad in Holiday Dinner program (Michelle) <ul style="list-style-type: none"> <li>○ Discuss budget in Treasurer's update (below)</li> </ul> </li> </ul>
<p><b>Bounenkai &amp; 30th Anniversary</b> Dec. 12, 2020 Sam, Dawn, Devyn, Jeremy, Lynn <a href="#">Planning Folder</a></p>	<p><b>Bounenkai</b> December 12, 2020</p> <ul style="list-style-type: none"> <li>● Virtual event, subsidies for take out food (Uber Eats)</li> <li>● Save the date posted to newsletter</li> <li>● Registration needing to be set up</li> <li>● Also invite new JETs as part of a Virtual Send-Off</li> </ul> <p><b>30th Anniversary Celebration</b> September 2021</p> <ul style="list-style-type: none"> <li>● In-person event in conjunction with USJETAA Reunion <ul style="list-style-type: none"> <li>○ Confirmed with Bahia Simons-Lane (USJETAA)</li> <li>○ Save the Date <i>nengajo</i> postcards for January/February</li> <li>○ First meeting with Bahia in Dec (TBD)</li> </ul> </li> <li>● Lead up work (ongoing in 2021) <ul style="list-style-type: none"> <li>○ Call for stories, pictures</li> <li>○ Member spotlight events/networking</li> <li>○ Membership survey</li> </ul> </li> <li>● PR materials <ul style="list-style-type: none"> <li>○ Advertising</li> <li>○ Pins</li> <li>○ Face masks</li> <li>○ Story/photo collection (calendar or other format?)</li> </ul> </li> </ul>
<p><b>New Logo &amp; Branding</b> Samantha</p>	<p>Along with 30th Anniversary materials, we need to design &amp; purchase with new logo:</p> <ul style="list-style-type: none"> <li>● Vertical banner with stand, horizontal banner</li> <li>● Business cards (backburner)</li> <li>● Others?</li> </ul>

	<p><b>Branding consistency</b></p> <ul style="list-style-type: none"> <li>● Strengthen PNWJETAA's presence and image, especially in light of 30th anniversary</li> <li>● <a href="#">Branding Guide</a> created by Jeremy</li> </ul>
<p><b>Old Emails, etc.</b> Jeremy</p>	<ul style="list-style-type: none"> <li>● The following email accounts have been deleted: <ul style="list-style-type: none"> <li>○ pnwjetaa.treasurer@gmail.com</li> <li>○ pnwjetaa.community@gmail.com</li> </ul> </li> <li>● The following accounts are still pending: <ul style="list-style-type: none"> <li>○ pnwjetaa.language@gmail.com <ul style="list-style-type: none"> <li>■ Ready to delete</li> </ul> </li> <li>○ pnwjetaa.social@gmail.com <ul style="list-style-type: none"> <li>■ Was Cheryl able to get in?</li> </ul> </li> <li>○ pnwjetaa.secretary@gmail.com <ul style="list-style-type: none"> <li>■ iua.....@hotmail.com is the backup email</li> </ul> </li> </ul> </li> <li>● The following accounts exist, but have been handed off to their respective officers to be sorted through: <ul style="list-style-type: none"> <li>○ pnwjetaa.mediacoordinator@gmail.com <ul style="list-style-type: none"> <li>■ Handed off to Janice</li> </ul> </li> <li>○ pnwjetaa.president@gmail.com <ul style="list-style-type: none"> <li>■ Handed off to Sam</li> </ul> </li> <li>○ pnwjetaa.vicepresident@gmail.com <ul style="list-style-type: none"> <li>■ Handed off to Michelle</li> </ul> </li> </ul> </li> <li>● I was advised to contact Ben Erickson about institutional knowledge, including possible passwords.</li> <li>● Other names include Ashley Greenidge and Ryan Hart.</li> </ul>

**Finished Business - "We did the thing! How'd it go?"**

<p><b>Halloween Party</b> October Devyn</p>	<ul style="list-style-type: none"> <li>●</li> </ul>
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**New Business - "Hey, let's do this thing! What do you think?"**

<p><b>Meeting Schedule</b> Ongoing Jeremy, Sam</p>	<ul style="list-style-type: none"> <li>● Stick to first Thursday of month? Change to avoid further postponements?</li> </ul>
<p><b>Japanese Anime Film Discussion</b> Dec/Jan (TBD) Samantha</p>	<ul style="list-style-type: none"> <li>● Proposed by alum Gabriel Rebeck</li> <li>● Similar format to Patrick Penny's tea presentation in March 2020</li> <li>● Working academic title: "From Ghibli to CoMix Wave: How Mayao Miyazaki passed the torch of representing Japanese animation internationally to Makoto Shinkai"</li> </ul>

<p><b>Natsukashii Kai</b> Ongoing Samantha, Devyn</p>	<ul style="list-style-type: none"> <li>Proposed by alum Alana Baxter</li> <li>Setting aside a period of time during virtual happy hour specifically for reminiscing/sharing stories</li> <li>Could be ongoing</li> </ul>
<p><b>JAS-Net Shinnenkai</b> Lynn</p>	<ul style="list-style-type: none"> <li>Request from JASSW - JAS-Net group to borrow Kagami Biraki from PNWJETAA for their Shinnenkai (virtual)</li> </ul>

## Executive Officer Reports

(Position-related news, announcements, requests)

<p>President (Samantha)</p>	<p>Ideas to help shorten monthly meetings:</p> <ul style="list-style-type: none"> <li>Working meetings vs. reporting meetings</li> <li>Shift more discussion between monthly meetings to Slack</li> </ul>
<p>Vice President (Michelle)</p>	
<p>Treasurer (Jeremy)</p>	<p><a href="#">2020-2021 Budget</a></p> <ul style="list-style-type: none"> <li>Previous balance <ul style="list-style-type: none"> <li>Checking: \$10,119.46</li> <li>Professional Development Fund: \$947.60</li> <li>Petty Cash: \$577.75</li> </ul> </li> <li>Current balance (as of 11:49 on 11/11/2020) <ul style="list-style-type: none"> <li>Checking: \$9,644.79 <b>(-474.67)</b></li> <li>Professional Development Fund: \$947.61 <b>(+0.01)</b></li> <li>Petty Cash: \$577.75</li> </ul> </li> <li>Breakdown: <ul style="list-style-type: none"> <li>Checking <ul style="list-style-type: none"> <li>SPENT \$45.00 for Devyn Honoraria on 10/6/20</li> <li>SPENT \$239.75 for Enamel Pins on 10/14/20</li> <li>RECEIVED \$0.08 in interest on 10/16/20</li> <li>SPENT \$45.00 for Susan Honoraria on 10/17/20</li> <li>SPENT \$45.00 for Cheryl Honoraria on 10/17/20</li> <li>SPENT \$25.00 for Stop Payment Fee on 10/21/20</li> <li>RECEIVED \$25.00 for Stop Payment Refund on 10/21/20</li> <li>SPENT \$50 for Dale Honoraria on 11/10/20</li> <li>SPENT \$50 for Amanda Honoraria on 11/10/20</li> </ul> </li> <li>Savings <ul style="list-style-type: none"> <li>RECEIVED \$0.01 in interest on 10/23/20</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Owing/Pending: <ul style="list-style-type: none"> <li>○ \$45.00 for Haruka Honoraria (check 995020 sent)</li> <li>○ \$125.00 for Adam Honoraria (check 995004 sent)</li> <li>○ \$50.00 for Susan Honoraria (check 995021 sent)</li> <li>○ \$50.00 for Lynn Honoraria (check 995022 sent)</li> <li>○ \$75.00 for Rob Honoraria (check 995026 sent)</li> <li>○ \$75.00 for Mya Honoraria (check 995025 sent)</li> <li>○ \$75.00 for Karin Honoraria (check 995024 sent)</li> <li>○ \$75.00 for Brian Honoraria (check 995023 sent)</li> <li>○ \$?? for Emily Frank Speaker Fee (awaiting Invoice)</li> <li>○ \$970.00 for JASSW Sponsorships (x10) (check 995029 sent)</li> <li>○ \$250.00 for Adam JETski (check 995018 sent)</li> <li>○ \$82.58 for Lynn Hand Sanitizer (check pending)</li> </ul> </li> <li>● Bank Handover: Progress Updates <ul style="list-style-type: none"> <li>○ All but complete - Sam and Jeremy awaiting PINs in the mail.</li> </ul> </li> <li>● We will need to renew our JCCCW membership in December. <ul style="list-style-type: none"> <li>○ \$150 Non-Profit Membership (Two membership cards)</li> <li>○ \$250 Sustaining Membership (Two individuals age 18+)</li> <li>○ \$250 Supporting Business Membership (Two membership cards)</li> </ul> </li> <li>● <b>Special Budget Reallocation Presentation</b></li> </ul>
Secretary (Dawn)	<ul style="list-style-type: none"> <li>● Registered as NatCon Delegate - thank you, Adam!</li> </ul>

## Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	<ul style="list-style-type: none"> <li>● One new member T-In from SF via web</li> <li>● One member update via web</li> </ul>
Social (Devyn)	
Transitions (Jessica)	<ul style="list-style-type: none"> <li>● Diligently working on post event report. Will be posted on Slack. <ul style="list-style-type: none"> <li>○ Slack has other updates</li> </ul> </li> <li>● Major updates for next year <ul style="list-style-type: none"> <li>○ Online / mixed format</li> <li>○ Update J-Link?</li> </ul> </li> <li>● Presenting with Bahia in December for Natcon.</li> </ul>
Advisory (Lynn, Cheryl, Adam)	

Software Dev and Country Rep News (Adam)	
Media (Janice)	<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>
Newsletter (Denise)	
Compliance (Jeremy)	<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>

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

<b>Announcements</b>	<ul style="list-style-type: none"> <li>• Jeremy’s birthday is next week :D</li> <li>• Samantha got her full Green Card</li> </ul>
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Adjournment:

Next Meeting Date and Location:

December 3, 2020 | 18:30–19:30 | Zoom

**Resources**

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