

PNWJETAA

Monthly Meeting Minutes

November 2020

November 12, 2020 | 18:30 | Zoom

Call to Order : 18:30

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: S. Corpuz
- Second: J. Odden - Passed unanimously.

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

<p>2020 JET Send-Off Nov. 14 (Q&A) Jan. 6, 2021 (Departure) Samantha, Maggie, Lynn, Jeremy</p>	<p>Departure January 6, 2021 (Wed.)</p> <ul style="list-style-type: none">● Japan arrival Jan. 7, two week quarantine<ul style="list-style-type: none">○ Redirect travel, flight questions to JET coordinators○ Dependent/spouse departure details in progress● Q&A Session with Maggie on 11/14, hosted on PNW Zoom● Consulate Pre-Departure Orientation on 1/5 via Zoom<ul style="list-style-type: none">○ PNW Zoom assistance requested.○ Details TBD in December● JET Socialization Plan - Alumni Support?<ul style="list-style-type: none">○ Time zone challenges, we’re “outdated” compared to current JET peers and mentors○ Alumni as bridge during quarantine/jet-lag, support for New JET mental health, quarantine activity suggestions○ Participation form coming - Name, placement, email<ul style="list-style-type: none">■ Maggie will prepare and share
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	<ul style="list-style-type: none"> ○ Block support group in progress by Coordinators - group activity suggestions, TV bingo, etc <p>Swag (Jeremy, Lynn)</p> <p>Adam busy with NatCon until Dec. Distribution help may be possible</p> <ul style="list-style-type: none"> ● Around 30 Departees (Jan) <ul style="list-style-type: none"> ○ April Departees coming up soon, too, then 2021 JETS ○ Mass ordering not unreasonable ● Towels ● Hand Sanitizer (30 bottles purchased 11/11-Lynn) <ul style="list-style-type: none"> ○ Green glass, heavy duty, mindful packaging/distribution ○ Stickers - "Safe travels from PNWJETAA" "気をつけて！ いってらっしゃい" ● Masks <ul style="list-style-type: none"> ○ 250 masks purchased ○ 327.55 final cost ○ Black w/ logo ● Distribution <ul style="list-style-type: none"> ○ Maggie sharing mailing addresses by next Friday 11/20 ○ Shipping? Distribution spots? Delivery? <ul style="list-style-type: none"> ■ Check preferences, locations <p>Virtual Send-Off Happy Hour</p> <ul style="list-style-type: none"> ● See Bounenkai. In-person not possible due to pandemic. ● Coordinate with Maggie to boost publicity/awareness!
<p>Anti-Racism Work Ongoing Devyn, Michelle</p>	<ul style="list-style-type: none"> ● Long-term, ongoing work. Keep using the slack channel. ● November discussion group (Michelle) <ul style="list-style-type: none"> ○ Racial Equity and Social Justice Series <ul style="list-style-type: none"> ■ Variable timing, see what's feasible ■ Officer development, preparing for New JET interview panel, tabling, etc. ■ Required session minimum for JET interview panel participation ○ Indigenous Voices - Nov. 28, 4-5 pm <ul style="list-style-type: none"> ■ "The Erasure of Indigenous People in Chronic Illness" - Jen Deerinwater ■ Pre-work & Questions. Discussion Questions. ● Workshop with Mya Fisher (JETAA DC); proposal pending <ul style="list-style-type: none"> ○ Dec.? Prep for equitable and just JET interviewing. Likely 1-1.5 hrs.

<p>Craft Event Nov 21 Denise</p>	<ul style="list-style-type: none"> ● Demonstration and craft-along. Kimekomi kits available from Denise - Pick-up only. Kits are fully PNWJETAA funded. <ul style="list-style-type: none"> ○ 20 kits requested. No longer open for orders. ○ Material list will also be shared ○ Pick-ups (Sat. @JCCCW Sun. @Fed. Way 1-4pm) ● Record and share with community orgs?? <ul style="list-style-type: none"> ○ “PNWJETAA Resource Library for Digital Outreach”
<p>NatCon 2020 Nov. 17-19 Dec. 4-6 Adam, Jessica, Dawn</p>	<ul style="list-style-type: none"> ● Theme: Cross-chapter Collaboration ● Official reps: Dawn, Jessica <ul style="list-style-type: none"> ○ Jessica and Bahia to present on Transitions in Dec. ● General attendees: Samantha, Denise ● More event emails coming 11/13. Intl. participation expected.
<p>JASSW Holiday Dinner & Auction Dec. 1 Michelle</p>	<ul style="list-style-type: none"> ● 10 individual sponsorships purchased with MOFA funding ● Cheryl will also be purchasing individual sponsorships on behalf of PNWJETAA (thank you, Cheryl!) ● Ad in Holiday Dinner program (Michelle) <ul style="list-style-type: none"> ○ Discuss budget in Treasurer's update (below)
<p>Bounenkai & 30th Anniversary Dec. 12, 2020 Sam, Dawn, Devyn, Jeremy, Lynn Planning Folder</p>	<p>Bounenkai December 12, 2020</p> <ul style="list-style-type: none"> ● Virtual event, subsidies for take out food (Uber Eats) <ul style="list-style-type: none"> ○ \$25 gift card for first 20 registrants (who don't opt out). Need receipts, must use it ALL on meal. ● Save the date posted to newsletter ● Registration needing to be set up <ul style="list-style-type: none"> ○ Zoom pre-register, then assign block breakout rooms ● Also invite new JETs as part of a Virtual Send-Off <p>30th Anniversary Celebration September 2021</p> <ul style="list-style-type: none"> ● In-person event in conjunction with USJETAA Reunion <ul style="list-style-type: none"> ○ Confirmed with Bahia Simons-Lane (USJETAA) ○ Save the Date <i>nengajo</i> postcards for January/February ○ First meeting with Bahia in Dec (TBD) ● Lead up work (ongoing in 2021) <ul style="list-style-type: none"> ○ Call for stories, pictures - G. Drive folder started <ul style="list-style-type: none"> ■ Email to Sam ○ Member spotlight events/networking ○ Membership survey ● PR materials <ul style="list-style-type: none"> ○ Advertising ○ Pins ○ Face masks

	<ul style="list-style-type: none"> ○ Story/photo collection (calendar or other format?) <p>Next meeting: Sunday, Nov. 15 (Samantha, Dawn, Devyn)</p> <ul style="list-style-type: none"> ● Time and Zoom link coming soon
<p>New Logo & Branding Samantha</p>	<p>Along with 30th Anniversary materials, we need to design & purchase with new logo:</p> <ul style="list-style-type: none"> ● Vertical banner with stand, horizontal banner <ul style="list-style-type: none"> ○ Jeremy & Sam researched. Seems affordable. ● Business cards (backburner). Drafts by Jeremy + Denise ● Others? <p>Branding consistency</p> <ul style="list-style-type: none"> ● Strengthen PNWJETAA's presence and image, especially in light of 30th anniversary <ul style="list-style-type: none"> ○ JASSW used our old logo. Michelle corrected it. ● Branding Guide created by Jeremy ● Proposal to create a new advisory role: Brand Developer <ul style="list-style-type: none"> ○ Nominee: Michelle Kato ○ Motion: S. Corpuz Second: J. Odden Passed unanimously ○ (Clarify bylaw language for appointed roles)
<p>Old Emails, etc. Jeremy</p>	<ul style="list-style-type: none"> ● The following email accounts have been deleted: <ul style="list-style-type: none"> ○ pnwjetaa.treasurer@gmail.com ○ pnwjetaa.community@gmail.com ● The following accounts are still pending: <ul style="list-style-type: none"> ○ pnwjetaa.language@gmail.com <ul style="list-style-type: none"> ■ Ready to delete ■ Motion: S. Corpuz Second: L. Miyauchi ■ Passed unanimously ○ pnwjetaa.social@gmail.com <ul style="list-style-type: none"> ■ Was Cheryl able to get in? We think so. Next steps? ○ pnwjetaa.secretary@gmail.com <ul style="list-style-type: none"> ■ iua.....@hotmail.com is the backup email ● The following accounts exist, but have been handed off to their respective officers to be sorted through: <ul style="list-style-type: none"> ○ pnwjetaa.mediacoordinator@gmail.com <ul style="list-style-type: none"> ■ Handed off to Janice ○ pnwjetaa.president@gmail.com <ul style="list-style-type: none"> ■ Handed off to Sam ○ pnwjetaa.vicepresident@gmail.com <ul style="list-style-type: none"> ■ Handed off to Michelle ● I (Jeremy) was advised to contact Ben Erickson about institutional knowledge, including possible passwords.

	<ul style="list-style-type: none"> Other names include Ashley Greenidge and Ryan Hart. Grant Laughlin & Sandra Sakai also helped already.
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Finished Business - *“We did the thing! How’d it go?”*

<p>Halloween Party October Devyn</p>	<ul style="list-style-type: none"> Awesome event! Costumes, haunted things, pumpkins, cats, dogs, spooky stuff. Positive feedback Scavenger hunt went especially well - potential repeat activity
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New Business - *“Hey, let’s do this thing! What do you think?”*

<p>Meeting Schedule Ongoing Jeremy, Sam</p>	<ul style="list-style-type: none"> Stick to first Thursday of month? Change to avoid further postponements? <ul style="list-style-type: none"> 2nd Thursday. (Reconsider Thurs if needed.) Motion: S. Corpuz Second: D. Wyruchowski Passed unanimously New calendar invite - scrap old ones
<p>Japanese Anime Film Discussion Jan (TBD) Samantha</p>	<ul style="list-style-type: none"> Proposed by alum Gabriel Rebeck Similar format to Patrick Penny's tea presentation in March 2020 Working academic title: "From Ghibli to CoMix Wave: How Hayao Miyazaki passed the torch of representing Japanese animation internationally to Makoto Shinkai"
<p>Natsukashii Kai Ongoing Samantha, Devyn</p>	<ul style="list-style-type: none"> Proposed by alum Alana Baxter Setting aside a period of time during virtual happy hour (or separate event) specifically for reminiscing/sharing stories Could be ongoing
<p>JAS-Net Shinnenkai Jan. 28 Lynn</p>	<ul style="list-style-type: none"> Request from JASSW - JAS-Net group to borrow Kagami Biraki from PNWJETAA for their virtual Shinnenkai. Barrel @ Adam's, mallet (1 of 3) @Jeremy's. Officers (Sam) invited to participate. Mallet handle ribbon wrap? (green/gold) <ul style="list-style-type: none"> Motion: S. Corpuz Second: J. Record Passed unanimously
<p>PNWJETAA Shinnenkai Jan/Feb-ish Samantha, Devyn, Jessica</p>	<ul style="list-style-type: none"> Slack discussions starting

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"> ● Working meetings vs. reporting meetings ● Shift more discussion between monthly meetings to Slack <ul style="list-style-type: none"> ○ Meetings for Motion Decisions only? ● Robert's rules of order?
<p>Vice President (Michelle)</p>	
<p>Treasurer (Jeremy)</p>	<p>2020-2021 Budget</p> <ul style="list-style-type: none"> ● Previous balance <ul style="list-style-type: none"> ○ Checking: \$10,119.46 ○ Professional Development Fund: \$947.60 ○ Petty Cash: \$577.75 ● Current balance (as of 11:49 on 11/11/2020) <ul style="list-style-type: none"> ○ Checking: \$9,644.79 (-474.67) ○ Professional Development Fund: \$947.61 (+0.01) ○ Petty Cash: \$577.75 ● Breakdown: <ul style="list-style-type: none"> ○ Checking <ul style="list-style-type: none"> ■ SPENT \$45.00 for Devyn Honoraria on 10/6/20 ■ SPENT \$239.75 for Enamel Pins on 10/14/20 ■ RECEIVED \$0.08 in interest on 10/16/20 ■ SPENT \$45.00 for Susan Honoraria on 10/17/20 ■ SPENT \$45.00 for Cheryl Honoraria on 10/17/20 ■ SPENT \$25.00 for Stop Payment Fee on 10/21/20 ■ RECEIVED \$25.00 for Stop Payment Refund on 10/21/20 ■ SPENT \$50 for Dale Honoraria on 11/10/20 ■ SPENT \$50 for Amanda Honoraria on 11/10/20 ○ Savings <ul style="list-style-type: none"> ■ RECEIVED \$0.01 in interest on 10/23/20 ● Owing/Pending: <ul style="list-style-type: none"> ○ \$45.00 for Haruka Honoraria (check 995020 sent) ○ \$125.00 for Adam Honoraria (check 995004 sent) ○ \$50.00 for Suzan Honoraria (check 995021 sent) (Transitions) ○ \$50.00 for Lynn Honoraria (check 995022 sent) ○ \$75.00 for Rob Honoraria (check 995026 sent)

	<ul style="list-style-type: none"> ○ \$75.00 for Mya Honoraria (check 995025 sent) ○ \$75.00 for Karin Honoraria (check 995024 sent) ○ \$75.00 for Brian Honoraria (check 995023 sent) ○ \$240.00 for Emily Frank Speaker Fee (awaiting Invoice) ○ \$970.00 for JASSW Sponsorships (x10) (check 995029 sent) ○ \$250.00 for Adam JETski (check 995018 sent) ○ \$82.58 for Lynn Hand Sanitizer (check pending) ● Bank Handover: Progress Updates <ul style="list-style-type: none"> ○ All but complete - Sam and Jeremy awaiting PINs in the mail. ● We will need to renew our JCCCW membership in December. <ul style="list-style-type: none"> ○ \$150 Non-Profit Membership (Two membership cards) ○ \$250 Sustaining Membership (Two individuals age 18+) ○ Selecting \$250 Supporting Business Membership (Two membership cards) <ul style="list-style-type: none"> ■ Motion: S. Corpuz Second: D. Wyruchowski ■ Passed unanimously ● Special Budget Reallocation Presentation ● \$500 JASSW Ad for 30th Aniv. <ul style="list-style-type: none"> ○ Motion: S. Corpuz Second: J. Record ○ Unanimously passed ● \$500 Uber Eats Gift Cards (Bounenkai) <ul style="list-style-type: none"> ○ Motion: S. Corpuz Second: J. Record ○ Passed unanimously ● \$500 Bounenkai Nengajo Save the Dates ● \$250 Banners (Horiz. & Vert.) - 2nd Horiz. in future (Adam will measure current banner sizes) ● Business cards \$ research <ul style="list-style-type: none"> ○ Adam will ask mother about adding braille
Secretary (Dawn)	<ul style="list-style-type: none"> ● Registered as NatCon Delegate - thank you, Adam!

Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	<ul style="list-style-type: none"> ● One new member T-In from SF via web ● One member update via web
Social (Devyn)	<ul style="list-style-type: none"> ● Reaching out to Chicago JETAA to co-host event
Transitions (Jessica)	<ul style="list-style-type: none"> ● Diligently working on post event report. Will be posted on Slack. <ul style="list-style-type: none"> ○ Slack has other updates ○ Attendee (Maria) hired by Seattle U!

	<ul style="list-style-type: none"> ● Major updates for next year <ul style="list-style-type: none"> ○ Online / mixed format ○ Update J-Link? ● Presenting with Bahia in December for Natcon.
Advisory (Lynn, Cheryl, Adam)	
Software Dev and Country Rep News (Adam)	<ul style="list-style-type: none"> ● Bylaw procedures guide (thanks, Jeremy for edits)! Sharing with all chapters eventually ● Database on hold during NatCon (next week!)
Media (Janice)	<ul style="list-style-type: none"> ● Nothing to report
Newsletter (Denise)	
Compliance (Jeremy)	<ul style="list-style-type: none"> ● Nothing to report

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

Announcements	<ul style="list-style-type: none"> ● Jeremy’s birthday is next week :D (NOV 19!!!) ● Samantha got her full Green Card
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Adjournment: 21:31

Next Meeting Date and Location:
December 10, 2020 | 18:30–19:30 | Zoom

Resources

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