

PNWJETAA

Monthly Meeting Agenda

December 2020

December 10, 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 | Jeremy Odden | Jessica Record | Denise Sawyer | Dawn Wyruchowski

GUESTS: Ryan Hart

Welcome/Check-In

Meeting Minutes Review and Approval

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

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| <p>2020 JET Send-Off Nov. 14 (Q&A) Jan. 6, 2021 (Departure) Samantha, Jessica, Lynn, Jeremy</p> | <p>Departure After January 10th</p> <ul style="list-style-type: none">• Update from Consulate (Jessica)<ul style="list-style-type: none">○ Definitely happening but date TBD○ Move forward as normal• JETAA Hawaii Inquiry - JET Survey.<ul style="list-style-type: none">○ Refer to Maggie (Michelle)• Consulate Pre-Departure Orientation on 12/28 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">○ Information shared among block groups○ Check your email. Otherwise no further action. <p>Swag (Jeremy, Lynn)</p> <ul style="list-style-type: none">• Items included:<ul style="list-style-type: none">○ Towels - new labels sewn on!○ Hand Sanitizer - Labels are done! |
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| | <ul style="list-style-type: none"> ○ Masks - Purchased by Jeremy. ETA? <ul style="list-style-type: none"> ■ Order received. Design proof coming ■ Jeremy Approval (unanimously nominated by council) ○ Promise Letters? Include hard copy w/ envelope? ● Distribution <ul style="list-style-type: none"> ○ Shipping? Distribution spots? Delivery? ○ If sent by mail it needs to go ground not air due to the hand sanitizer <p>Virtual Send-Off Happy Hour</p> <ul style="list-style-type: none"> ● See Bounenkai. In-person not possible due to pandemic. |
| <p>Anti-Racism Work Ongoing Devyn, Michelle</p> | <ul style="list-style-type: none"> ● Racial Equity and Social Justice Discussion Series <ul style="list-style-type: none"> ○ Indigenous Voices - Nov. 28, 4-5 pm <ul style="list-style-type: none"> ■ See Finished Business ○ Next Session Pending - Next Lead? ● Workshop with Mya Fisher (JETAA DC) <ul style="list-style-type: none"> ○ Agreement signed by Cheryl and Sam ○ Provide Mya # of officers participating on JET interview panel by the end of the month <ul style="list-style-type: none"> ■ Maggie - how many are we looking for? ○ Mya to send out an assessment/survey in early February ○ Workshop tentative for mid or late January, before interviews <ul style="list-style-type: none"> ■ Phase 1 - Interviewer and Officer training ■ Phase 2 - Ongoing leadership workshops |
| <p>Bounenkai Dec. 12, 2020 6:00 – 7:30pm Sam, Dawn, Devyn,</p> | <ul style="list-style-type: none"> ● Virtual event: Register on Eventbrite, join on Zoom <ul style="list-style-type: none"> ○ 49 registrants (as of 12/10) ○ Good experience w/ Eventbrite ● Subsidies for take out food (Uber Eats) <ul style="list-style-type: none"> ○ 19 of 20 confirmed! Anyone else on the Council want to opt-in for the last one? ○ \$25 gift card for first 20 registrants (who don't opt out). Need receipts, must use it ALL on meal. ○ In the future, we can buy cards for as low as \$15/card because we have a corporate account now. ● New JETs invited, 8 currently registered ● Breakout rooms preassigned based on registration (Sam will set up) ● Dawn & Devyn to MC |

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| | <p>Schedule:</p> <ul style="list-style-type: none"> ● 6:00 — "Doors" open ● 6:30 — kampai from Haruna-san (unconfirmed) ● 6:35 — Dinner at regional "tables", aka breakout rooms based on JET placement/affiliation (3-5 folks per room) ● 7:00 — icebreaker games in main room or new breakout rooms (Devyn) ● 7:30 — End of official program, announce 30th anniversary (Sam) ● Nijikai |
| <p>Elections & Shinnenkai Feb. 6 (Sat) Samantha, Devyn, Jessica, Michelle</p> | <ul style="list-style-type: none"> ● Format online, but no details yet ● Elections manager (Michelle) <ul style="list-style-type: none"> ○ Nomination period: Bonenkai – Jan. 1 ○ Voting period: Jan 2 – Shinnenkai |
| <p>30th Anniversary September 2021 Sam, Dawn, Devyn, Jeremy, Lynn Planning Folder</p> | <p>30th Anniversary Celebration September 2021</p> <ul style="list-style-type: none"> ● With USJETAA Reunion <ul style="list-style-type: none"> ○ Save the Date <i>nengajo</i> postcards for January/February <ul style="list-style-type: none"> ■ Nengajo event? ○ JETAA BC <i>nengajo</i> event on 12/12 (Sun) and JETAA Hawaii <i>nengajo</i> event on 12/20 (Sun) if anyone wants to get ideas for delivery format ● Lead up work (ongoing in 2021). Boost @Bonenkai <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, Story/photo collection |
| <p>New Logo & Branding Samantha</p> | <p>Branding Guide created by Jeremy Don't open as doc - contact Jeremy to make changes Brand Developer: Michelle Kato (casually)</p> <p>New Logo Needs</p> <ul style="list-style-type: none"> ● Zoom background(s)! ● Vertical banner with stand, horizontal banner (2021) ● Business cards (backburner). Drafts by Jeremy + Denise ● Others? |

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| <p>Old Emails, etc. Jeremy</p> | <ul style="list-style-type: none"> ● Deleted <ul style="list-style-type: none"> ○ pnwjetaa.treasurer@gmail.com ○ pnwjetaa.community@gmail.com ○ pnwjetaa.language@gmail.com ○ pnwjetaa.mediacoordinator@gmail.com ● Roadblocks <ul style="list-style-type: none"> ○ pnwjetaa.social@gmail.com <ul style="list-style-type: none"> ■ Owner unknown. Jeremy will keep digging ○ pnwjetaa.secretary@gmail.com <ul style="list-style-type: none"> ■ iua.....@hotmail.com is the backup email ● In Progress <ul style="list-style-type: none"> ○ pnwjetaa.president@gmail.com (Sam) ○ pnwjetaa.vicepresident@gmail.com (Michelle) |
| <p>Japanese Anime Film Discussion TBD (Spring?) Samantha</p> | <ul style="list-style-type: none"> ● Featuring alum Gabriel Rebeck ● From Ghibli to CoMix Wave: How Hayao Miyazaki passed the torch of representing Japanese animation internationally to Makoto Shinkai |

Finished Business - “We did the thing! How’d it go?”

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| <p>Craft Event Nov 21 Denise</p> | <ul style="list-style-type: none"> ● 14 total attendees. Including Sam, Lynn <ul style="list-style-type: none"> ○ Old guard and different crowd! Positive reception, excited about it being free ● Denise shared history, prepared kimekomi kits, guided kusadama folding. Group craft extravaganza! |
| <p>Anti-Racism Session #1 Nov 28 Michelle, Devyn</p> | <p>First session: Indigenous Voices</p> <ul style="list-style-type: none"> ● 1 hour, read an article by Jen Deerinwater <ul style="list-style-type: none"> ○ Mental health in the indigenous space ○ Discussion questions, free and honest talk ● Great first session, thank you for organizing Michelle! <ul style="list-style-type: none"> ○ Bite-sized format appreciated ○ Great time management. Thanks! ● In the future <ul style="list-style-type: none"> ○ Community agreement/standards of engagement |
| <p>JASSW Holiday Dinner & Auction Dec. 1 Michelle</p> | <ul style="list-style-type: none"> ● Great fun digital event! JASSW met their goal of \$60K in the the auction, raffle, and donations to fund the Society’s programming, including their unique Japan In the Schools and America In the Schools education programs |

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| | <ul style="list-style-type: none"> • 100+ participants overall. Youtube Live stream, musical performances by Evergreen Glee Club and Yukino (A+), messages from Gov. Inslee, Consul General • 15 JET alumni signed up; 10 as 'Individual Sponsors' with PNWJETAA and 5 as 'Silver Sponsors' with Cheryl • \$60.00 meal credit for 84 Yesler |
| <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 General Attendees: Sam <ul style="list-style-type: none"> ○ Jessica presented with Bahia from USJETAA <ul style="list-style-type: none"> ■ Zoom career development programming ○ Outcomes <ul style="list-style-type: none"> ■ New slack channel <ul style="list-style-type: none"> • Possible collaborations in the future? • West Coast? (Including Hawaii and Alaska?) ■ Initiative to create paper trail for future council <ul style="list-style-type: none"> • See Transitions updates ■ Motto: Leave it better than you found it ■ Adam said very nice things |

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

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| Transitions change of position | <ul style="list-style-type: none"> • Motion to retire official position of Transitions Coordinator and move to a committee with understanding of a lead. |
| Newsletter Usage | <ul style="list-style-type: none"> • Suggestion: Pre-fill Newsletter suggestions with subject & name to give Denise better heads up & let folks know what will be submitted & by whom in advance. Denise - would this be helpful at all? See Lynn’s example in the Newsletter box • Details in Meeting Minutes or sent to Denise by Sun PM (12/13) |
| Agenda Updates | <ul style="list-style-type: none"> • Action Items: Add action item list to agenda and meeting minutes. We can share the list in the Monthly Meeting slack channel as well to reference throughout the month. • Agenda Timeline: Set earlier sharing date (1 week prior) for council members to update. • Monthly Meeting Events on FB |
| Zoom Management | <ul style="list-style-type: none"> • Resend recurring meeting link to council members to add to digital calendars of choice (Sam? Dawn?) |

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| Slack | <ul style="list-style-type: none"> ● Please respond in threads? |
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Executive Officer Reports

(Position-related news, announcements, requests)

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| President (Samantha) | <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, when necessary. <p>Good job this meeting, everyone!</p> |
| Vice President (Michelle) | N/A |
| Treasurer (Jeremy) | <p>2020-2021 Budget</p> <ul style="list-style-type: none"> ● Previous balance <ul style="list-style-type: none"> ○ Checking: \$9,644.79 ○ Professional Development Fund: \$947.61 ○ Petty Cash: \$577.75 ● Current balance (as of 11:13 on 12/08/20) <ul style="list-style-type: none"> ○ Checking: ○ Professional Development Fund: ○ Petty Cash: ● Breakdown: <ul style="list-style-type: none"> ○ Checking <ul style="list-style-type: none"> ■ ○ Savings <ul style="list-style-type: none"> ■ ● Owing/Pending: <ul style="list-style-type: none"> ○ ● Bank Handover |
| Secretary (Dawn) | <ul style="list-style-type: none"> ● N/A |

Steering Council Reports

(Position-related news, announcements, requests)

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| Membership (Lynn) | <ul style="list-style-type: none"> ● 1 update ● 3 new sign ups (2 as a result of Transitions!) ● Sam has another name to share with Lynn ● Michelle encouraging another contact to join |
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| Social (Devyn) | <ul style="list-style-type: none"> ● Reaching out to Chicago JETAA to co-host event ● Come to Bonenkai on Saturday! <ul style="list-style-type: none"> ○ Devyn, Dawn, Sam doing final prep |
| Transitions (Jessica) | <ul style="list-style-type: none"> ● Event report submitted ● Presented with Bahia in December for Natcon! <ul style="list-style-type: none"> ○ Interest in making Transitions become national and then have regional fairs. ● J-Link addition - Takeaway from JET? Helpful tagline re: JET experience in job searching? <ul style="list-style-type: none"> ○ J-Link potential future budget item |
| Advisory (Lynn, Cheryl, Adam) | <ul style="list-style-type: none"> ● |
| Software Dev/ Country Rep (Adam) | <ul style="list-style-type: none"> ● |
| Media (Janice) | <ul style="list-style-type: none"> ● Zoom add-on for Gsuite (Can create meetings in gmail or google calendar) ● Will need to test on different pnwjetaa email since zoom is tied with media@pnwjetaa.com |
| Newsletter (Denise) | <ul style="list-style-type: none"> ● Consulate Pet Campaign (Lynn) - sent ● |
| Compliance (Jeremy) | <ul style="list-style-type: none"> ● |

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

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| Announcements | <ul style="list-style-type: none"> ● Japanese Film Fest runs thru 12/13 - still lots of great films to check out! https://watch.jff.jp/page/us/ ● Consulate is running a New Year Pet Campaign - please submit photos of your pets! Deadline 1/10/20. https://www.seattle.us.emb-japan.go.jp/itpr_en/2021_NewYear_PetCampaign.html (Lynn will submit article for newsletter) |
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Adjournment: 20:37

2021 Hopes and Stuff! - Anticipation, reservation, optimism, persistence, resilience, intentional(ity), hugs!, cautious(ly optimistic), reboot-reset-reshoot-refresh-redo, Matrix 4 Cheryl is the best <3

Next Meeting Date and Location:
January 14, 2020 | 18:30–19:30 | Zoom

Resources

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