

PNWJETAA

Monthly Meeting Minutes

December 2020

December 10, 2020 | 18:30 | Zoom

Call to Order : 18:38

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

GUESTS: Ryan Hart

Welcome/Check-In

2020 In A Word - tempestuous, dragging, surviving, chaotic, unprecedented, tumultuous, historical, a lot (Alot? Insert image here) (dumpster-fire)

Meeting Minutes Review and Approval

- Motion: S. Corpuz
- Second: J. Odden, et. all. Unanimous

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, 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:
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	<ul style="list-style-type: none"> ○ Towels - new labels sewn on! ○ Hand Sanitizer - Labels are done! ○ 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? ○ \$126 budget for delivering 28 packages. <ul style="list-style-type: none"> ■ Jeremy will get creative ■ Likely mail delivery (ground) ■ Increase Lynn's budget in 2021 ○ 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? Michelle! ○ \$25 gift card for first 20 registrants (who don't opt out). Need receipts, must use it ALL on meal.

	<ul style="list-style-type: none"> ○ 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 <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) <ul style="list-style-type: none"> ○ Devyn, Dawn, Sam will discuss ● 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 (later) ○ Voting period: Jan 2 (later) – Shinnenkai (Feb. 6)
<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? Sam & Bahia will talk ○ 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 Michelle will likely attend ● 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 Approve via Slack (Dawn) ● 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 (update) 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?
<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?"*

<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! ● Pitch your event ideas!!
<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

	<ul style="list-style-type: none"> ○ Great time management. Thanks! ● In the future <ul style="list-style-type: none"> ○ Community agreement/standards of engagement <ul style="list-style-type: none"> ■ Michelle will start draft ○ Discuss future topics/leaders on slack
<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 ● 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 instructions to be e-mailed out by Michelle tomorrow - keep an eye out!
<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?”

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. ● Motion: J. Record Second: L. Miyauchi. Passed unanimously (Transitions Event will still very much be around!!!)
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

	<p>submitted & by whom in advance. Denise - would this be helpful at all? See Lynn's example in the Newsletter box</p> <ul style="list-style-type: none"> ● 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 (Dawn) 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 - Dawn
Zoom Management	<ul style="list-style-type: none"> ● Resend recurring meeting link to council members to add to digital calendars of choice (Sam? Dawn?)
Slack	<ul style="list-style-type: none"> ● Please respond in threads? (Everyone!)

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, when necessary. <p>Good job this meeting, everyone!</p>
<p>Vice President (Michelle)</p>	<p>N/A</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: \$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: \$6,177.30 (-\$3,467.49) ○ Professional Development Fund: \$947.63 (+\$0.02) ○ Petty Cash: \$577.75 ● Breakdown: <ul style="list-style-type: none"> ○ Checking <ul style="list-style-type: none"> ■ SPENT \$50.00 for Amanda Honorarium on 11/10/20 ■ SPENT \$50.00 for Susan Honorarium on 11/13/20

	<ul style="list-style-type: none"> ■ SPENT \$50.00 Brian Honorarium on 11/13/20 ■ SPENT \$50.00 for Lynn Honorarium on 11/14/20 ■ SPENT \$75.00 for Karin Honorarium on 11/14/20 ■ SPENT \$500.00 for JASSW Advertisement on 11/16/20 ■ SPENT \$250.00 for JCCCW Membership on 11/17/20 ■ SPENT \$125.00 for Adam Honorarium on 11/17/20 ■ SPENT \$250.00 for Adam JetSki2020 on 11/17/20 ■ RECEIVED \$0.09 in interest on 11/21/20 ■ SPENT \$75.00 for Rob Honorarium on 12/01/20 ■ SPENT \$75.00 for Mya Honorarium on 12/04/20 ■ SPENT \$970.00 for JASSW Holiday Dinner on 12/8/20 ■ SPENT \$240.00 for Emily Frank Invoice on 12/8/20 ■ SPENT \$625.00 for Uber Gift Cards on 12/8/20 <ul style="list-style-type: none"> ● There is an additional charge from Uber for paying with a debit card, but it turned out to be less than the bank charge, so for the future we should just do that. Unless the credit card fees are greater than \$25, of course. ● NatCon style in future? Venmo? Jk...Maybe? Other ideas in future. ■ SPENT \$25.00 in bank charges for Uber wire on 12/8/20 <ul style="list-style-type: none"> ● This is (tentatively) coming from Admin. ■ SPENT \$82.58 for Lynn Hand Sanitizer Reimbursement on 12/9/20 ○ Savings <ul style="list-style-type: none"> ■ RECEIVED \$0.02 in interest on 11/28/20 ● Owing/Pending: <ul style="list-style-type: none"> ○ \$45.00 for Haruka Honoraria (check 995020 sent) ○ \$154.56 for Denise Kusudama Reimbursement (check pending) ○ \$327.55 for Jeremy Mask Reimbursement (check pending) ● Bank Handover
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	<ul style="list-style-type: none"> ○ PINs received! Handover COMPLETE! Hooray!!! ● Start Budgeting in Feb! What's on your wishlist? (Everyone)
Secretary (Dawn)	<ul style="list-style-type: none"> ● N/A

Steering Council Reports

(Position-related news, announcements, requests)

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
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 <ul style="list-style-type: none"> ○ Sam will test
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."

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.jpf.go.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)