

PNWJETAA

Monthly Meeting Agenda

January 2021

January 14, 2021 | 18:30 | Zoom

Call to Order :

ROLE CALL: Samantha Corpuz | Devyn Couch | 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:
- Second:

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 Pushed again - not sure but no earlier than Feb. TBD</p> <ul style="list-style-type: none">• Any further news?<ul style="list-style-type: none">◦ Email from Maggie. <p>Swag (Jeremy, Lynn)</p> <ul style="list-style-type: none">• Towels, hand sanitizer procured• Masks?<ul style="list-style-type: none">◦ Tentative arrival date - this Saturday 1/16/21!• Promise letters - Printed for inclusion w/the swag• Small pack of origami paper will tentatively be added on behalf of the Consulate for the Newbie COVID quarantine kit they are providing - pending the situation at the time of their departure.• Distribution:<ul style="list-style-type: none">◦ \$126 budget for delivering 28 packages.◦ Pick up option? Survey - maybe hold until next month? <p>Virtual Send-Off Happy Hour</p>
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	<ul style="list-style-type: none"> ● Noted at Bounenkai. Anything else?
<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"> ○ Next Session Pending - Next Lead? ● Black Americans and U.S-Japan Relations <ul style="list-style-type: none"> ○ Jan. 21 (Thur), 4:00pm (EST) / 1:00pm (PST) ○ Zoom, Lead by Paige Cottingham-Streater (USJETAA Chair, etc.) ○ Registration Link is here ● USJETAA Webinar: Racial and Social Justice in Cross-cultural Contexts: Meaning and Action in the U.S-Japan Community <ul style="list-style-type: none"> ○ Jan. 26 (Tue), 8:00pm (EST) / 5:00pm (PST) ○ Zoom, Lead by Mya Fisher ○ Registration link is here ● Workshop with Mya Fisher (JETAA DC) (Mid/late Jan) <ul style="list-style-type: none"> ○ 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 ○ # of JET interviewers - relayed to Mya <ul style="list-style-type: none"> ■ Mya looking for an update on interviews date ○ Mya to send out an assessment/survey in early February
<p>Elections & Shinnenkai Feb. 6 (Sat) 1:00 – 2:30pm Samantha, Devyn, Jessica, Michelle</p>	<ul style="list-style-type: none"> ● Annual Meeting & Shinnenkai <ul style="list-style-type: none"> ○ Tentative schedule and planning doc ○ Annual Meeting <ul style="list-style-type: none"> ■ Year in Review, open forum, election results, confirmation of new Steering Council ■ More formal, minutes will be taken during this portion ○ Shinnenkai <ul style="list-style-type: none"> ■ Community org. introductions, networking in breakout rooms, door prize drawing ■ No kampai; dry event ■ Need donations for door prizes! Digital as much as possible — any folks we should definitely reach out to for this? ● Elections manager (Michelle) <ul style="list-style-type: none"> ○ Nomination period: Bonenkai – Jan. 15 ○ Nomination acceptance & platform submission: Jan. 16 – 30 (?) ○ Voting period: Jan 31 (?) – Shinnenkai (Feb. 6) ● Year in Review - Dawn to share outline. <ul style="list-style-type: none"> ○ Please share pics! — add them here

<p>30th Anniversary September 2021 Sam, Dawn, Devyn, Jeremy, Lynn Planning Folder</p>	<p>30th Anniversary Celebration (with USJETAA Reunion)</p> <ul style="list-style-type: none"> ● Notes from Bahia & Sam's meeting <ul style="list-style-type: none"> ○ USJETAA reunion may be further delayed until Spring 2022, but Bahia will need to discuss further with event funders (JF CGP) and board members — for now, we will focus on Sept. 2021 ○ ● Save the Date <i>nengajo</i> postcards for January/February <ul style="list-style-type: none"> ○ Sam connected with Bahia, asked PNW to create mockups of nengajo to share with her by end of January ● Lead up <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) — good to share with membership? ● 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 (casual/part-time)</p> <p>New Logo Needs</p> <ul style="list-style-type: none"> ● Zoom background(s)
<p>Old Emails, etc. Jeremy (Lynn - will also try to help track down emails)</p>	<ul style="list-style-type: none"> ● 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 ● Held a similar event on 1/13 for Laurasian Institution, well-received (Jeremy and Braden HBCC attended)

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

<p>Bounenkai Dec. 12, 2020 6:00 – 7:30pm Sam, Dawn, Devyn,</p>	<ul style="list-style-type: none"> • 59 registered, including 8 new JETs! Actual attendance about 50 individual people (~40 video participants, but some had more than 1 person attending) • Subsidies for take out food (Uber Eats) was successful! • Some technical issues with Zoom breakout rooms, but eventually figured it out and all was well (I think)
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New Business - "Hey, let's do this thing! What do you think?"

<p>JETSki 2021 February Sam, Danielle (BC), Rosie (PDX)</p>	<ul style="list-style-type: none"> • No in-person event for obvious reasons, but planning an IG photo contest (similar to CGJ New Year's Pets contest) • Theme is Winter Activities, photos will be accepted through February (perhaps longer) • Prizes awarded both by random drawing and people's choice (voting via Google Forms and IG likes) • Hoping to use budget for prizes; BC and PDX also have budget available for contest prizes and shipping (if needed) <ul style="list-style-type: none"> ◦ For GIA reporting: Can we purchase prizes ahead of time? Or do we need to know who we are giving the prizes to before \$\$ can be spent? • Planning to end photo contest with trifecta virtual happy hour
<p>Japan Fair 2021 June 26 (Sat) Sam and others?</p>	<ul style="list-style-type: none"> • Allen Nakamoto wants PNWJETAA to be involved this year <ul style="list-style-type: none"> ◦ 1 volunteer for light tech support during lead-up to event ◦ 1-2 volunteers to give a 15-min presentation on a topic of our choosing (probably JET or JETAA) • Any volunteers??
<p>Newsletter Usage</p>	<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)
<p>Agenda Updates</p>	<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. • Monthly Meeting Events on FB - Dawn
<p>Zoom Management</p>	<ul style="list-style-type: none"> • Resend recurring meeting link to council members to add to digital calendars of choice (Sam? Dawn?)

Executive Officer Reports

(Position-related news, announcements, requests)

President (Samantha)	
Vice President (Michelle)	No updates.
Treasurer (Jeremy)	<p>2020-2021 Budget</p> <ul style="list-style-type: none">● Previous balance<ul style="list-style-type: none">○ Checking: \$6,177.30○ Professional Development Fund: \$947.63○ Petty Cash: \$577.75● Current balance (as of 18:51 on 2021/01/11)<ul style="list-style-type: none">○ Checking: \$5,695.25 (-482.05)○ Professional Development Fund: \$947.64 (+0.01)○ Petty Cash: \$577.75● Breakdown:<ul style="list-style-type: none">○ Checking<ul style="list-style-type: none">■ SPENT \$327.55 for Jeremy Reimbursement on 12/15/20<ul style="list-style-type: none">● PENDING - Jeremy will not deposit the check until the charge finalizes on his card, though the funds have left the BECU account.■ RECEIVED \$0.06 in interest on 12/19/20■ SPENT \$154.56 for Denise Reimbursement on 12/30/20○ Savings<ul style="list-style-type: none">■ RECEIVED \$0.01 in interest on 12/26/20● Owing/Pending:<ul style="list-style-type: none">○ \$45.00 for Haruka NJT Honorarium○ \$327.55 for Jeremy Mask Reimbursement● IMPORTANT:<ul style="list-style-type: none">○ We have suddenly hit warp speed with regards to budget! Specifically GiA!○ Because of the COVID mail delays, I am writing and sending the GiA report on SUNDAY, FEBRUARY 7TH in order to ensure it arrives by the deadline of Friday, February 19th.○ If we want to spend GiA money, it must be spent AND receipts received by SHINNENKAI.○ THIS IS THE LAST MEETING BEFORE THAT DATE, SO! Let's look at the big GiA numbers remaining to us:<ul style="list-style-type: none">■ Admin: \$449.57■ CR: \$2,181.81■ Book Club: \$200.00 (claimed?)

	<ul style="list-style-type: none"> ■ Summer Picnic: \$70.44 (unclaimed) ■ 30th Anniversary: \$725.00 <ul style="list-style-type: none"> ● ~\$100 unclaimed ■ JETski: \$200.00 (claimed?) <ul style="list-style-type: none"> ○ Filtering out the theoretically claimed, that leaves us with around \$170.00 (excluding Admin) to play with - BESIDES what we already have theoretically assigned. ○ Any new expenses MUST be approved TONIGHT, and any purchases we want to make MUST be signed off on tonight as well, INCLUDING previously budgeted items. ○ So, all that being said - let's talk about the GiA items: <ul style="list-style-type: none"> ■ Nengajo: can we set a hard date with Bahia to get the cards designed and sent before the deadline? ■ Banners: do we want to get these this year? Or wait? If we do them this year, we need to design, approve, and order before the 7th. ■ JETski: are we doing something? ■ Book club: pending more info ■ Business cards: I would like to be able to go into production on these for the new council, so let's delay until next FY, but finalize designs before April. ● Lastly, I need to submit proposals to MOFA for New JET Sendoff ASAP - I will move to use Admin for postage if necessary and stop trying to make it fit in the MOFA budget. <ul style="list-style-type: none"> ○ Our budget for sendoff may be denied next year - apparently being unique among JETAA chapters is a punishable offense to Tokyo.
Secretary (Dawn)	

Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	<ul style="list-style-type: none"> ● Had 1 person who originally departed from Seattle sign up but he's not eligible for our Chapter - let him know to sign up w/Portland but welcome to follow us on social media & join events.
Social (Devyn)	<ul style="list-style-type: none"> ●
Transitions (Jessica)	<ul style="list-style-type: none"> ●
Advisory (Lynn, Cheryl, Adam)	<ul style="list-style-type: none"> ●

Software Dev/ Country Rep (Adam)	•
Media (Janice)	•
Newsletter (Denise)	<ul style="list-style-type: none"> • JAS-Net Shinnen-Kai (Lynn) • Japanese Restaurant Day & Photo Contest: https://www.japaneserestaurantday.com/ (Lynn)
Compliance (Jeremy)	

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

Announcements	<ul style="list-style-type: none"> • Vote for Toast! (and your other favorites - like Sky!) https://www.seattle.us.emb-japan.go.jp/itpr_en/2021_Pet_Campaign_Voting.html • JAS-Net Shinnen-Kai - consider joining & see Sam smash the kagamibiraki wide open! Yay! https://jassw.info/widget/event-4089740
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Adjournment:

Next Meeting Date and Location:

February 11, 2020 | 18:30–19:30 | Zoom

Resources

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