

PNWJETAA

# Monthly Meeting Minutes

## January 2021

January 14, 2021 | 18:30 | Zoom

Call to Order : 18:37

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 - How y'all doing?

Meeting Minutes Review and Approval

- Motion: J. Odden
- Second: J. Record

Unfinished Business - *"Remember this thing we're working on? What's next?"*

<p><b>2020 JET</b> <b>Send-Off</b> Nov. 14 (Q&amp;A) TBD (Departure) Samantha, Jessica, Lynn, Jeremy</p>	<p><b>Departure</b> Pushed again - not sure but no earlier than Feb. TBD</p> <ul style="list-style-type: none"><li>• Email from Maggie.</li></ul> <p><b>Swag</b> (Jeremy, Lynn)</p> <ul style="list-style-type: none"><li>• Towels, hand sanitizer procured</li><li>• Masks?<ul style="list-style-type: none"><li>◦ Tentative arrival date - this Saturday 1/16/21!</li></ul></li><li>• Promise letters - Printed for inclusion w/the swag</li><li>• 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.</li><li>• Distribution:<ul style="list-style-type: none"><li>◦ \$126 budget for delivering 28 packages.</li><li>◦ Pick up option? Survey - hold until next month. Waiting for Consul updates</li></ul></li></ul> <p><b>Virtual Send-Off Happy Hour</b></p>
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	<ul style="list-style-type: none"> <li>● Noted at Bounenkai. Waiting for updates to plan anything else. <ul style="list-style-type: none"> <li>○ Consulate Pre-Departure on our Zoom account. May add on PNWJETAA send-off</li> </ul> </li> </ul>
<p><b>Anti-Racism Work</b>  Jan 21  Jan 26  Ongoing  Devyn, Michelle</p>	<ul style="list-style-type: none"> <li>● Racial Equity and Social Justice Discussion Series <ul style="list-style-type: none"> <li>○ Next Session Pending - Next Lead?</li> </ul> </li> <li>● Black Americans and U.S-Japan Relations <ul style="list-style-type: none"> <li>○ Jan. 21 (Thur), 4:00pm (EST) / 1:00pm (PST)</li> <li>○ Zoom, Lead by Paige Cottingham-Streater (USJETAA Chair, etc.)</li> <li>○ Registration Link is <a href="#">here</a></li> </ul> </li> <li>● 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"> <li>○ Jan. 26 (Tue), 8:00pm (EST) / 5:00pm (PST)</li> <li>○ Zoom, Lead by Mya Fisher</li> <li>○ Registration link is <a href="#">here</a></li> </ul> </li> <li>● Workshop with Mya Fisher (JETAA DC) (Mid/late Jan-&gt; <b>Feb</b>) <ul style="list-style-type: none"> <li>○ Workshop before interviews (in early March) <ul style="list-style-type: none"> <li>■ Phase 1 - Interviewer and Officer training</li> <li>■ Phase 2 - Ongoing leadership workshops</li> <li>■ Date - <b>Weekend, late Feb or early March. Ask Mya's preference. (Michelle)</b></li> </ul> </li> <li>○ # of JET interviewers - relayed to Mya <ul style="list-style-type: none"> <li>■ Mya looking for an update on interviews date</li> <li>■ Maggie offered to provide list of PNWJETAA interviewer candidates. Be clear: workshop participation DOES NOT mean selection for interview panel - <b>Michelle will confirm w/ Maggie</b></li> </ul> </li> <li>○ Mya to send out an assessment/survey in early February</li> </ul> </li> </ul>
<p><b>Elections &amp; Shinnenkai</b>  Feb. 6 (Sat)  <b>1:00 – 2:30pm</b>  Samantha, Devyn,  Jessica, Michelle</p>	<ul style="list-style-type: none"> <li>● Annual Meeting &amp; Shinnenkai <ul style="list-style-type: none"> <li>○ <a href="#">Tentative schedule and planning doc</a> - please review, all!</li> <li>○ Annual Meeting (30-40mins) <ul style="list-style-type: none"> <li>■ Year in Review, open forum, election results, confirmation of new Steering Council</li> <li>■ More formal, minutes will be taken during this portion</li> </ul> </li> <li>○ Shinnenkai (community fun) <ul style="list-style-type: none"> <li>■ Community org. introductions, networking in breakout rooms, door prize drawing. <b>Invite Sam Takahashi of 84 Yesler?</b></li> <li>■ No kampai; dry event</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Need donations for door prizes! Digital as much as possible (UberEats, etc) — any folks we should definitely reach out to for this?           <ul style="list-style-type: none"> <li>● <b>Hosekibako @ JCCCW - Jessica will ask</b></li> </ul> </li> </ul> </li> </ul> </li> <li>● Elections manager (Michelle)       <ul style="list-style-type: none"> <li>○ Nomination period: Bonenkai – Jan. 15</li> <li>○ Nomination acceptance &amp; platform submission: Jan. 16 – 30 (?)</li> <li>○ Voting period: Jan 31 (?) – Shinnenkai (Feb. 6)</li> </ul> </li> <li>● Year in Review (5-10 mins) - Dawn to share outline. <i>Michelle shared Bounenkai speech w/ Dawn (added to the folder below)</i> <ul style="list-style-type: none"> <li>○ <b>Please share pics!</b> — add them <a href="#">here</a></li> </ul> </li> </ul>
<p><b>30th Anniversary</b> September 2021 Sam, Dawn, Devyn, Jeremy, Lynn <a href="#">Planning Folder</a></p>	<p><b>30th Anniversary Celebration</b> (with USJETAA Reunion)</p> <ul style="list-style-type: none"> <li>● Notes from Bahia &amp; Sam's meeting       <ul style="list-style-type: none"> <li>○ 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</li> </ul> </li> <li>● Save the Date <i>nengajo</i> postcards for January/<b>February</b> <ul style="list-style-type: none"> <li>○ Sam connected with Bahia, asked <b>PNW to create mockups of nengajo to share with her ASAP/ by end of January. (Jeremy)</b></li> <li>○ 30th Aniv. Webpage - add link on nengajo to share date, updates, etc. <b>Sam will suggest to Bahia</b></li> </ul> </li> <li>● Lead up       <ul style="list-style-type: none"> <li>○ Call for stories, pictures - G. Drive folder started           <ul style="list-style-type: none"> <li>■ Email to Sam</li> </ul> </li> <li>○ Member spotlight events/networking</li> <li>○ <a href="#">Membership survey</a> <b>Dawn to share ASAP, confirm approval via Slack</b> <ul style="list-style-type: none"> <li>■ <b>Include in upcoming newsletter if possible</b></li> </ul> </li> </ul> </li> <li>● PR materials       <ul style="list-style-type: none"> <li>○ Advertising, Pins, Face masks, Story/photo collection</li> </ul> </li> </ul>
<p><b>New Logo &amp; Branding</b> Samantha</p>	<p><a href="#">Branding Guide</a> created by Jeremy (<b>update</b>) 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"> <li>● <a href="#">Zoom background(s)</a>! Feel free to use. Thanks, Jeremy!       <ul style="list-style-type: none"> <li>○ <b>Personalized version with Name/Title/JET Position/Character for Shinnenkai (Jeremy)</b></li> </ul> </li> </ul>

<p><b>Old Emails, etc.</b> Jeremy (Lynn - will also try to help track down emails)</p>	<ul style="list-style-type: none"> <li>● Roadblocks <ul style="list-style-type: none"> <li>○ pnwjetaa.social@gmail.com <ul style="list-style-type: none"> <li>■ Owner unknown. Jeremy will keep digging(?)</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>● In Progress <ul style="list-style-type: none"> <li>○ pnwjetaa.president@gmail.com (Sam)</li> <li>○ pnwjetaa.vicepresident@gmail.com (Michelle)</li> </ul> </li> </ul>
<p><b>Japanese Anime Film Discussion</b> TBD (Spring?) Samantha</p>	<ul style="list-style-type: none"> <li>● Featuring alum Gabriel Rebeck</li> <li>● Held a similar event on 1/13 for Laurasian Institution, well-received (Jeremy and Braden HBCC attended. Jeremy really enjoyed it.)</li> </ul>

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

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

<p><b>JETSki 2021</b> February Sam, Danielle (BC), Rosie (PDX)</p>	<ul style="list-style-type: none"> <li>● No in-person event for obvious reasons, but planning an IG photo contest (similar to CGJ New Year's Pets contest)</li> <li>● Theme is Winter Activities, photos will be accepted through February (perhaps longer)</li> <li>● Prizes awarded both by random drawing and people's choice (voting via Google Forms and IG likes)</li> <li>● Hoping to use budget for prizes (~\$200); BC and PDX also have budget available for contest prizes and shipping (if needed) <ul style="list-style-type: none"> <li>○ <b>For GIA reporting: Can we purchase prizes ahead of time? Yes, this is fine.</b> Or do we need to know who we are giving the prizes to before \$\$ can be spent?</li> <li>○ Shipping - flat rate domestic can be included in GIA</li> </ul> </li> <li>● Planning to end photo contest with trifecta virtual happy hour (end of Feb, early March TBD)</li> </ul>
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<p><b>Japan Fair 2021</b> June 26 (Sat) Virtual Showcases Sam and others?</p>	<ul style="list-style-type: none"> <li>● Allen Nakamoto wants PNWJETAA to be involved this year <ul style="list-style-type: none"> <li>○ 1 volunteer for light tech support during lead-up to event (<b>Jeremy</b>) <ul style="list-style-type: none"> <li>■ <b>Sam will connect Jeremy w/ Allen + committee</b></li> </ul> </li> <li>○ 1-2 volunteers to give a 15-min presentation on a topic of our choosing (probably JET experience or JETAA) (<b>Denise. Tentative: Sam, Dawn, Devyn, Janice</b>) <ul style="list-style-type: none"> <li>■ Maggie may be doing Official JET Program Intro</li> </ul> </li> </ul> </li> <li>● Any volunteers??</li> <li>● New Mascot submissions by Feb 28. Win \$100 Amazon gift card, ALL submissions entered for \$25 Amazon card. (<b>Denise to add to newsletter</b>)</li> </ul>
<p>Newsletter Usage</p>	<ul style="list-style-type: none"> <li>● Suggestion: Pre-fill Newsletter suggestions with subject &amp; name to give Denise better heads up &amp; let folks know what will be submitted &amp; by whom in advance. Denise - would this be helpful at all? See Lynn's example in the Newsletter box</li> <li>● <b>Details in Meeting Minutes or sent to Denise by Sun PM (2nd of month)</b></li> </ul>
<p>Agenda Updates</p>	<ul style="list-style-type: none"> <li>● <b>Action Items:</b> Add action item list to agenda and meeting minutes. We (<b>Dawn</b>) can share the list in the Monthly Meeting slack channel as well to reference throughout the month. <ul style="list-style-type: none"> <li>○ Google auto-assignments for now</li> <li>○ !!Code to pick out actions and merge into email - Adam help!! etc.</li> </ul> </li> <li>● <b>Monthly Meeting Events on FB - Dawn</b></li> </ul>
<p>Zoom Management</p>	<ul style="list-style-type: none"> <li>● <b>Resend recurring meeting link to council members</b> to add to digital calendars of choice (Sam? Dawn?)</li> </ul>

## Executive Officer Reports

(Position-related news, announcements, requests)

<p>President (Samantha)</p>	
<p>Vice President (Michelle)</p>	<p>No updates.</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: \$6,177.30</li> <li>○ Professional Development Fund: \$947.63</li> <li>○ Petty Cash: \$577.75</li> </ul> </li> <li>● Current balance (as of 18:51 on 2021/01/11) <ul style="list-style-type: none"> <li>○ Checking: \$5,695.25 (-482.05)</li> <li>○ Professional Development Fund: \$947.64 (+0.01)</li> </ul> </li> </ul>

- Petty Cash: \$577.75
- Breakdown:
  - Checking
    - SPENT \$327.55 for Jeremy Reimbursement on 12/15/20
    - RECEIVED \$0.06 in interest on 12/19/20
    - SPENT \$154.56 for Denise Reimbursement on 12/30/20
  - Savings
    - RECEIVED \$0.01 in interest on 12/26/20
- Owing/Pending:
  - \$45.00 for Haruka NJT Honorarium
    - Jeremy to follow up
- **IMPORTANT:**
  - 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:
    - Admin: \$449.57
    - CR: \$2,181.81
      - Web hosting receipts from Adam
    - Book Club: \$200.00 (claimed?)
    - Summer Picnic: \$70.44 (unclaimed)
    - 30th Anniversary: \$725.00
      - ~\$100 unclaimed
    - JETski: \$200.00 (claimed?)
  - 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:
    - 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? Yes, see above. \$200 for prizes
      - Move to allow Sam's discretionary use for prizes.

	<ul style="list-style-type: none"> <li>● Move: J. Odden, Second: D. Sawyer. Unanimous approval</li> <li>■ Book club: pending more info</li> <li>■ 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, <b>but finalize designs before April.</b></li> <li>● 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"> <li>○ Our budget for sendoff may be denied next year - apparently being unique among JETAA chapters is a punishable offense to Tokyo.</li> <li>○ Remote Outreach: \$800 - usage? <ul style="list-style-type: none"> <li>■ <b>Slack brainstorm, decide by Jan 24?</b></li> </ul> </li> </ul> </li> <li>● <b>Budget meeting Jan 23 @ 2 PM PST</b> <ul style="list-style-type: none"> <li>○ Approve spending decided at ^ budget meeting</li> <li>○ Motion: J. Odden. Second: J. Record</li> </ul> </li> <li>● Start planning GIA with in March - input from outgoing &amp; incoming council</li> </ul>
Secretary (Dawn)	

## Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	<ul style="list-style-type: none"> <li>● 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 &amp; join events.</li> </ul>
Social (Devyn)	<ul style="list-style-type: none"> <li>● Come to Shinnenkai! Do it.</li> </ul>
Transitions (Jessica)	<ul style="list-style-type: none"> <li>●</li> </ul>
Advisory (Lynn, Cheryl, Adam)	<ul style="list-style-type: none"> <li>●</li> </ul>
Software Dev/ Country Rep (Adam)	<ul style="list-style-type: none"> <li>● Wiki ideas welcome for national JETAA resources</li> <li>● Touhoku Virtual Film Festival March 5-11, 7-9 EST <ul style="list-style-type: none"> <li>○ Panel discussion about sister city relations, etc.</li> <li>○ Publicity support needed! Stay tuned</li> </ul> </li> <li>● Want to run for CR? Process starting soon!</li> </ul>
Media (Janice)	<ul style="list-style-type: none"> <li>●</li> </ul>
Newsletter (Denise)	<p><b>Share things you'd like to feature, please! Links appreciated.</b>  <b>Deadline: 2nd Sunday afternoon of each month (<i>Month/Day - Event, link, brief</i>)</b></p>

	<p><b><i>description - email Denise to share details/specific messaging)</i></b></p> <ul style="list-style-type: none"> <li>• 1/11 - 3/11 Japanese Restaurant Day &amp; Photo Contest: <a href="https://www.japaneserestaurantday.com/">https://www.japaneserestaurantday.com/</a> (Lynn)</li> <li>• 1/28 (Th) JAS-Net Shinnen-Kai <a href="https://jassw.info/widget/event-4089740">https://jassw.info/widget/event-4089740</a> (Lynn)</li> <li>• 2/28 (Sun - deadline) Japan Fair Mascot Contest : <a href="https://www.japanfairus.org/mascot-contest">https://www.japanfairus.org/mascot-contest</a></li> </ul>
Compliance (Jeremy)	

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

<b>Announcements</b>	<ul style="list-style-type: none"> <li>• Vote for Toast! (and your other favorites - like Sky!) <a href="https://www.seattle.us.emb-japan.go.jp/itpr_en/2021_Pet_Campaign_Voting.html">https://www.seattle.us.emb-japan.go.jp/itpr_en/2021_Pet_Campaign_Voting.html</a></li> <li>• <a href="#">JAS-Net Shinnen-Kai</a> - consider joining &amp; see Sam smash the kagamibiraki wide open! Yay!</li> <li>• Denise planning origami event with Spokane library in March!</li> </ul>
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Adjournment: 21:00

Next Meeting Date and Location:  
February 11, 2020 | 18:30–19:30 | Zoom

Resources

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