

PNWJETAA

# Monthly Meeting Agenda

## February 2021

February 11, 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><b>2020 JET Send-Off</b> Nov. 14 (Q&amp;A) TBD (Departure) Samantha, Jessica, Lynn, Jeremy</p>	<p><b>Departure</b> Postponed <b>Swag</b> (Jeremy, Lynn)</p> <ul style="list-style-type: none"><li>• Prepared: Towels, hand sanitizer, masks, promise letters, origami paper?</li><li>• Distribution: Postponed until some time in the next J-Fiscal year.</li><li>• April departures(7) &amp; deferred departures ( number not known) from 2020 were not factored into our 2020 swag count - how should we handle the extra swag for them?</li></ul> <p><b>Virtual Send-Off Happy Hour</b> Postponed</p>
<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>• Jan Events<ul style="list-style-type: none"><li>◦ Black Americans and U.S-Japan Relations - Jan. 21, Paige Cottingham-Streater - <a href="https://youtu.be/espVsMLAL0">https://youtu.be/ espVsMLAL0</a></li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ USJETAA Webinar: Racial and Social Justice in Cross-cultural Contexts: Meaning and Action in the U.S-Japan Community - Jan 26, Mya Fisher</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>■ <b>Update (2/11):</b> Waiting on confirmation from Mya that February 27 (Sat) will work</li> </ul> </li> <li>○ # of JET interviewers - relayed to Mya <ul style="list-style-type: none"> <li>■ <b>Update (2/11):</b> Maggie provided list of PNWJETAA interviewer candidates (reminder: workshop participation DOES NOT mean selection for interview panel)</li> <li>■ Panel dates: March 10 to March 12</li> </ul> </li> <li>○ Mya to send out an assessment/survey in early February. <ul style="list-style-type: none"> <li>■ <b>Update (2/11):</b> Pending</li> </ul> </li> </ul> </li> </ul>
<p><b>Elections &amp; Shinnenkai</b>  Feb. 6 (Sat)  1:00 – 2:30pm  Samantha, Devyn,  Jessica, Michelle</p>	<ul style="list-style-type: none"> <li>● Event &amp; Elections complete!</li> <li>● Door Prize Distribution <ul style="list-style-type: none"> <li>○ Lynn is already in touch w/calendar winner (Kenta Sueyoshi) - no need for JETAA to follow up w/him.</li> </ul> </li> </ul>
<p><b>JETSki 2021</b>  February  Sam, Danielle (BC),  Rosie (PDX)</p>	<ul style="list-style-type: none"> <li>● IG Photo Contest - Winter Activities <ul style="list-style-type: none"> <li>○ Open through Feb.</li> <li>○ Prizes: random drawing, people's choice <ul style="list-style-type: none"> <li>■ voting via Google Forms and IG likes</li> </ul> </li> <li>○ Prize budget ~\$20); BC and PDX budget? (All GIA)</li> </ul> </li> <li>● Trifecta virtual happy hour (end of Feb, early March TBD)</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> <li>○ Cards are probably/possibly sent by meeting time.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <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>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><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>● Personalized Zoom backgrounds created by Jeremy! Thank you! <ul style="list-style-type: none"> <li>○ Tried to create less "WOW WHITE" by providing color options, but created inconsistency and chaos instead.</li> </ul> </li> <li>● Generic <a href="#">Zoom background(s)</a>! Feel free to use.</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...someday?</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>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>Attendees</li> <li>Annual Meeting - Year in Review, Open Forum, Election</li> <li>Guests</li> <li>Networking</li> <li>Nijikai</li> </ul>
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## New Business - "Hey, let's do this thing! What do you think?"

<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>Jeremy and Allen have connected.</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>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>JASSW Membership Renewal</p> <ul style="list-style-type: none"> <li>JASSW reached out about fee and next/new representative</li> <li>Corporate Membership - Associate \$350.00 (USD)</li> </ul>

	<ul style="list-style-type: none"> <li>Membership is a 2-year commitment (minimum involves attending quarterly board meetings, volunteering with the Annual Holiday Dinner event, and supporting JASSW events)</li> </ul>
Treasurer (Jeremy)	<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: \$5,695.25</li> <li>Professional Development Fund: \$947.64</li> <li>Petty Cash: \$577.75</li> </ul> </li> <li>Current balance (as of <ul style="list-style-type: none"> <li>Checking: \$5,434.85 <b>(-260.40)</b></li> <li>Professional Development Fund: \$947.65 <b>(+0.01)</b></li> <li>Petty Cash: \$577.75</li> </ul> </li> <li>Breakdown: <ul style="list-style-type: none"> <li>Checking <ul style="list-style-type: none"> <li>RECEIVED \$0.04 in interest on 1/16/2021</li> <li>SPENT \$165.04 for Book Club Zoom on 1/16/2021</li> <li>RECEIVED \$970.00 for MOFA JASSW Dinner on 1/17/2021</li> <li>SPENT \$45.00 for Haruka Honorarium on 1/22/2021</li> <li>SPENT \$59.00 for JETski Raku Box on 1/29/2021</li> <li>SPENT \$26.40 for JETski Housekibako on 2/1/2021</li> <li>SPENT \$960.00 for JETAAUSA Webhosting on 2/2/2021</li> <li>RECEIVED \$25.00 for Cherry Blossom Donation on 2/6/2021</li> </ul> </li> <li>Savings <ul style="list-style-type: none"> <li>RECEIVED \$0.01 in interest on 1/23/2021</li> </ul> </li> </ul> </li> <li>Owing/Pending: <ul style="list-style-type: none"> <li>\$70.15 for USPS Postage for JETski <ul style="list-style-type: none"> <li>Will not be made before GiA deadline.</li> </ul> </li> <li>~\$400.00 for Nengajou</li> </ul> </li> <li>Start planning GIA with in March - input from outgoing &amp; incoming council</li> <li>I need to submit invoices for remaining MOFA items - 30th and Sendoff <ul style="list-style-type: none"> <li>Ready to go if no more expenses</li> </ul> </li> </ul>
Secretary (Dawn)	

## Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	<ul style="list-style-type: none"> <li>3 new sign-ups via the website though 1 might have previously been a member. Question for Adam on tracking sign up date vs updates?</li> </ul>
Social (Devyn)	<ul style="list-style-type: none"> <li></li> </ul>
Transitions (Jessica)	<ul style="list-style-type: none"> <li>See 30th Anniversary</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 description - email Denise to share details/specific messaging</i>)</b></p> <ul style="list-style-type: none"> <li>•</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>•</li> </ul>
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Adjournment:

Next Meeting Date and Location:

March 12, 2020 | 18:30–19:30 | Zoom

## Resources

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