

PNWJETAA

Monthly Meeting Minutes

February 2021

February 11, 2021 | 18:30 | Zoom

Call to Order : 18:39

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

GUESTS:

Welcome/Check-In

Meeting Minutes Review and Approval

- Motion: S. Corpuz
- Second: M. Kato (and J. Odden)

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

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

	<ul style="list-style-type: none"> ○ USJETAA Webinar: Racial and Social Justice in Cross-cultural Contexts: Meaning and Action in the U.S-Japan Community - Jan 26, Mya Fisher <ul style="list-style-type: none"> ■ Jeremy attended. Workshop with breakout groups, discussions. Good and constructive and useful, esp. for JET mindset vs U.S. mindset and intersections of ntl. thought. ● Workshop with Mya Fisher (JETAA DC) (Feb 27 Sat pending confirmation) <ul style="list-style-type: none"> ○ Workshop before interviews (in early March) <ul style="list-style-type: none"> ■ Phase 1 - Interviewer and Officer training ■ Phase 2 - Ongoing leadership workshops ■ Update (2/11): Waiting on confirmation from Mya that February 27 (Sat) will work ○ # of JET interviewers - relayed to Mya <ul style="list-style-type: none"> ■ Update (2/11): Maggie provided list of PNWJETAA interviewer candidates (reminder: workshop participation DOES NOT mean selection for interview panel) ■ Panel dates: March 10 to March 12 ○ Mya to send out an assessment/survey in early February. <ul style="list-style-type: none"> ■ Update (2/11): Pending ○ Michelle will share interviewer list with Mya, confirm Feb 27, check in about survey.
<p>Elections & Shinnenkai Feb. 6 (Sat) 1:00 – 2:30pm Samantha, Devyn, Jessica, Michelle</p>	<ul style="list-style-type: none"> ● Event & Elections complete! ● Door Prize Distribution <ul style="list-style-type: none"> ○ Lynn is already in touch w/calendar winner (Kenta Sueyoshi) - no need for JETAA to follow up w/him. ○ Jessica contacting winners about delivering physical prizes, confirmation by Feb 19
<p>JETSki 2021 February March 6 (Sat) Sam, Danielle (BC), Rosie (PDX)</p>	<ul style="list-style-type: none"> ● IG Photo Contest - Winter Activities <ul style="list-style-type: none"> ○ Running now, open through Feb. 28 ○ Prizes: random drawing, people's choice <ul style="list-style-type: none"> ■ voting via Google Forms and IG likes ■ Hosekibako, Kokoro Cares ○ IG Account access for Sam? Yes. And Devyn. And Dawn? ● Trifecta virtual happy hour (March 6, Sat)
<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 (May?), but Bahia will need to discuss further with event funders (JF CGP) and board members - expecting update tomorrow 2/12

	<ul style="list-style-type: none"> ● Save the Date <i>nengajo</i> postcards for February <ul style="list-style-type: none"> ○ PNW mockups shared with Bahia ○ 30th Aniv. Webpage - add link on nengajo to share date, updates, etc. <ul style="list-style-type: none"> ● Sam will suggest to Bahia ○ Cards are probably/possibly sent by meeting time. ● 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 ● PR materials <ul style="list-style-type: none"> ○ Advertising, Pins, Face masks, Story/photo collection ● PNWJETAA Solo Celebration in Sept. 2021? Discuss later
<p>Japan Fair 2021 June 26 (Sat) Virtual Showcases 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"> ○ Jeremy volunteering 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 experience or JETAA) (Denise. Tentative: Sam, Dawn, Devyn, Janice) <ul style="list-style-type: none"> ■ Maggie may be doing Official JET Program Intro ● New Mascot submissions by Feb 28. Win \$100 Amazon gift card, ALL submissions entered for \$25 Amazon card.
<p>New Logo & Branding Samantha</p>	<p>Branding Guide created by Jeremy (update) Don't open as doc - contact Jeremy to make changes Jeremy & Michelle discussed graphics, color codes, etc. Jeremy looking into print vs digital color match - Talk to a printer. Brand Developer: Michelle Kato (casual/part-time)</p> <p>New Logo Needs</p> <ul style="list-style-type: none"> ● Personalized Zoom backgrounds created by Jeremy! Thank you! <ul style="list-style-type: none"> ○ Feedback? What do we like, what changes do we want? <ul style="list-style-type: none"> ■ Grid in light grey/dark grey? Like website. ■ Logo pattern like below ● Generic Zoom background(s)! Feel free to use.
<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...someday? ○ 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. Jeremy really enjoyed it.)
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Finished Business - "We did the thing! How'd it go?"

<p>Elections & Shinnenkai Feb. 6 (Sat) 1:00 – 2:30pm Samantha, Devyn, Jessica, Michelle</p>	<ul style="list-style-type: none"> • Annual Meeting - Year in Review, Open Forum (great! Let's continue), Election (smooth virtual voting) <ul style="list-style-type: none"> ◦ Motion to approve new council? Fine for now, let's do it going forward • Guests! So many! Peak 50+. Higher ups, and from across the country. • Sam and Jessica link masters! Devyn MC master! • Networking • Nijikai • Great work, Sam & Devyn! Positive feedback from CGJ • Google drive screenshots (Events>Shinnenkai) for instagram
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New Business - "Hey, let's do this thing! What do you think?"

<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. <ul style="list-style-type: none"> ◦ Google auto-assignments for now ◦ !!Code to pick out actions and merge into email - Adam help!! etc. <p>Monthly Meeting Events on FB - Dawn</p>
<p>New Craft Event Denise April??</p>	<p>More details coming soon</p>

Executive Officer Reports

(Position-related news, announcements, requests)

<p>President (Samantha)</p>	<ul style="list-style-type: none"> • Steering Council Handbook - Roles, PASSWORDS, duties, timelines, records of processes and responsibilities <ul style="list-style-type: none"> ◦ Draft your position by April (everyone) ◦ Dawn and Sam to discuss Google storage/organization
<p>Vice President (Michelle)</p>	<p>JASSW Membership Renewal</p> <ul style="list-style-type: none"> • JASSW reached out about fee and next/new representative • Corporate Membership - Associate \$350.00 (USD) • Membership is a 2-year commitment (minimum involves attending quarterly)

	board meetings, volunteering with the Annual Holiday Dinner event, and supporting JASSW events)
Treasurer (Jeremy)	<p>2020-2021 Budget</p> <ul style="list-style-type: none"> ● Previous balance <ul style="list-style-type: none"> ○ Checking: \$5,695.25 ○ Professional Development Fund: \$947.64 ○ Petty Cash: \$577.75 ● Current balance (as of <ul style="list-style-type: none"> ○ Checking: \$5,434.85 (-260.40) ○ Professional Development Fund: \$947.65 (+0.01) ○ Petty Cash: \$577.75 ● Breakdown: <ul style="list-style-type: none"> ○ Checking <ul style="list-style-type: none"> ■ RECEIVED \$0.04 in interest on 1/16/2021 ■ SPENT \$165.04 for Book Club Zoom on 1/16/2021 ■ RECEIVED \$970.00 for MOFA JASSW Dinner on 1/17/2021 ■ SPENT \$45.00 for Haruka Honorarium on 1/22/2021 ■ SPENT \$59.00 for JETski Raku Box on 1/29/2021 ■ SPENT \$26.40 for JETski Housekibako on 2/1/2021 ■ SPENT \$960.00 for JETAAUSA Webhosting on 2/2/2021 ■ RECEIVED \$25.00 for Cherry Blossom Donation on 2/6/2021 ○ Savings <ul style="list-style-type: none"> ■ RECEIVED \$0.01 in interest on 1/23/2021 ● Owing/Pending: <ul style="list-style-type: none"> ○ \$70.15 for USPS Postage for JETski <ul style="list-style-type: none"> ■ Will not be made before GiA deadline. ○ ~\$400.00 for Nengajou ● Start planning GiA with in March - input from outgoing & incoming council ● I need to submit invoices for remaining MOFA items - 30th and Sendoff <ul style="list-style-type: none"> ○ Ready to go if no more expenses ○ Move to approve submitting final invoices for MOFA <ul style="list-style-type: none"> ■ Motion: J.Odden, Second S. Corpuz, passed unanimously
Secretary (Dawn)	

Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	<ul style="list-style-type: none"> ● 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? <ul style="list-style-type: none"> ○ Save registration date and track updates? ● Benjamin Barria - New contact from Sam via Braden @ HBCC
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Social (Devyn)	<ul style="list-style-type: none"> • Shinnenkai happened! Whoo! • Follow-up with JETAA Chicago for event
Transitions (Jessica)	<ul style="list-style-type: none"> • See 30th Anniversary
Advisory (Lynn, Cheryl, Adam)	<ul style="list-style-type: none"> •
Software Dev/ Country Rep (Adam)	<ul style="list-style-type: none"> • Wiki ideas welcome for national JETAA resources • Want to run for CR? Process starting soon!
Media (Janice)	<ul style="list-style-type: none"> •
Newsletter (Denise)	<p>Share things you'd like to feature, please! Links appreciated. Deadline: 2nd Sunday afternoon of each month (<i>Month/Day - Event, link, brief description - email Denise to share details/specific messaging</i>)</p> <ul style="list-style-type: none"> • Footprints & Footsteps - Touhoku Virtual Film Festival March 5-11, 7-9 EST (CLAIR) https://ff311tohoku.eventive.org/welcome • Seattle Asian American Film Festival March 4-14 https://seattleaaff.org/2021/ • New craft event in the works - pre-Mother's Day
Compliance (Jeremy)	<ul style="list-style-type: none"> • Jeremy wants to get some branded stuff once we sort out printing colors.

Good and Welfare - "Exciting life news! Personal schedule reminders. Other fun stuff."

Announcements	<ul style="list-style-type: none"> • Seattle Asian American Film Festival March 4-14 https://seattleaaff.org/2021/
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Adjournment: 20:08

Next Meeting Date and Location:
 March 12, 2020 | 18:30–19:30 | Zoom

Resources

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

- Contact Directory (coming soon)