

PNWJETAA

# Monthly Meeting Agenda

## March 2021

March 8, 2021 | 18:30 | Zoom

Call to Order :

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

GUESTS: Benjamin Baria?

Welcome/Check-In

Meeting Minutes Review and Approval

- Motion:
- Second:

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

<p><b>Anti-Racism Work</b></p> <p>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>◦ <b>Devyn planing March session</b></li></ul></li><li>• Workshop with Mya Fisher (JETAA DC)<ul style="list-style-type: none"><li>◦ Phase 1 - Pre-Interview &amp; Officer Training (Feb 27 Sat - Complete, see Finished Business for debrief)<ul style="list-style-type: none"><li>■ 11 attendees</li><li>■ Post-training survey to be sent out soon</li></ul></li><li>◦ Phase 2 - Ongoing leadership workshops</li></ul></li></ul>
<p><b>PNWJETAA Handbook</b></p> <p>April Samantha, Dawn</p>	<ul style="list-style-type: none"><li>• Steering Council Handbook - Roles, PASSWORDS, duties, timelines, records of processes and responsibilities<ul style="list-style-type: none"><li>◦ Handbook draft created as a <a href="#">Google Drive document</a>, also found on All Share &gt; Council Member Folders</li><li>◦ <b>Draft your position by April (everyone)</b></li><li>◦ <b>Dawn and Sam to discuss Google storage/organization</b><ul style="list-style-type: none"><li>■ For security, Passwords could be saved in the individual Council members' folders rather than in the Handbook.</li></ul></li></ul></li></ul>

<p><b>Craft Event</b> April 2021 Denise</p>	<ul style="list-style-type: none"> <li>• Any further details?</li> </ul>
<p><b>Japan Fair 2021</b> June 26 (Sat) Virtual Showcases Sam and others?</p>	<ul style="list-style-type: none"> <li>• <a href="#">Website is updated</a> with virtual event details</li> <li>• Allen Nakamoto wants PNWJETAA to be involved this year <ul style="list-style-type: none"> <li>○ Jeremy volunteering for light tech support during lead-up to event</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> </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 <ul style="list-style-type: none"> <li>○ JF-CGP (USJETAA Reunion grant funder) approved use of funds for next spring, but most likely USJETAA will try to use some of that \$\$ for a virtual event in Sept.</li> </ul> </li> <li>• Save the Date <i>nengajo</i> postcards SENT! <ul style="list-style-type: none"> <li>○ Thanks Jeremy for coordinating the mailing list! <ul style="list-style-type: none"> <li>■ 8 failed to send</li> <li>■ 49 were returned</li> <li>■ 13 still in transit <ul style="list-style-type: none"> <li>• 1 in SC, 12 in WA</li> </ul> </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> <li>• PNWJETAA Solo Celebration in <b>Sept. 2021?</b> <ul style="list-style-type: none"> <li>○ Set up a meeting for late March/early April to discuss</li> <li>○ Event ramp-up: <ul style="list-style-type: none"> <li>■ Call for stories, pictures - G. Drive folder started</li> <li>■ Member spotlight events/networking</li> </ul> </li> </ul> </li> </ul>
<p><b>New Logo &amp; Branding</b> Samantha</p>	<p><a href="#">Branding Guide</a> created by Jeremy (updated link 03/08) Brand Developer: Michelle Kato (casual/part-time)</p> <p>New Logo Needs?</p>
<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...probably not pursue.</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> </ul>
<p><b>2020 JET Send-Off</b> 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> </ul> <p><b>Virtual Send-Off Happy Hour</b> Postponed</p>

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

<p><b>JET Interviewer Workshop with Global Equity Forward</b> Feb. 27 Michelle</p>	<ul style="list-style-type: none"> <li>Fantastic workshop with Mya! Thank you to everyone who attended!</li> <li>Mya shared resources and workshop materials, confirming with her that these can be saved to our internal Google Drive (she requested only that they not be shared publicly)</li> <li>Fill out the post-workshop survey: <a href="https://forms.gle/1M5RoMmAvaKfaTRG8">https://forms.gle/1M5RoMmAvaKfaTRG8</a></li> </ul>
<p><b>JET Ski 2021</b> February March 6 (Sat) Sam, Danielle (BC), Rosie (PDX)</p>	<ul style="list-style-type: none"> <li>IG photo contest (month of Feb) <ul style="list-style-type: none"> <li>19 individual participants, 68 photos total</li> <li>Event advertised via IG, FB, website; IG posts were every Mo, We, Fr, Sa.</li> </ul> </li> <li>Trifecta virtual happy hour (March 6) — success! <ul style="list-style-type: none"> <li>Total 14 people in attendance from all 3 chapters</li> </ul> </li> <li>Grand Prize winner: <a href="#">Erin Zipfel</a></li> <li>Chapter winners: <ul style="list-style-type: none"> <li>PNW: <a href="#">Anna Amen</a></li> <li>BC: <a href="#">Loretta Siu</a></li> <li>PDX: <a href="#">Michaela Duffy</a></li> </ul> </li> <li>Grand/PNW Prizes shipped 3/8/21</li> </ul>

New Business - *"Hey, let's do this thing! What do you think?"*

<p><b>Country Rep Elections</b></p>	<ul style="list-style-type: none"> <li>We get three votes as a chapter, one for each open position.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Candidates (*incumbent) <ul style="list-style-type: none"> <li>○ <a href="#">Valerie Stewart</a> (JETAA Southeast)</li> <li>○ <a href="#">Giuliana Alfinito</a> (New England JETAA)</li> <li>○ <a href="#">Lara (Zara) Espinoza</a> (JETAA Chicago)</li> <li>○ *<a href="#">Faye Valtadoros</a> (JETAA Great Lakes)</li> <li>○ *<a href="#">Adam Ledyard</a> (Pacific Northwest JETAA)</li> <li>○ *<a href="#">Daniel Lowe</a> (New England JETAA)</li> </ul> </li> <li>● Election page <a href="#">here</a>.</li> </ul>
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## Executive Officer Reports

(Position-related news, announcements, requests)

President (Samantha)	
Vice President (Michelle)	No updates for March.
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: \$5,434.85</li> <li>○ Professional Development Fund: \$947.65</li> <li>○ Petty Cash: \$577.75</li> </ul> </li> <li>● Current balance (as of 14:12 on 3/8/2021) <ul style="list-style-type: none"> <li>○ Checking: \$5,033.68 <b>(-401.17)</b></li> <li>○ Professional Development Fund: \$947.67 <b>(+0.02)</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>■ SPENT \$350.00 for JASSW Membership on 2/13/2021</li> <li>■ SPENT \$397.47 for Thanks.io Postcards on 2/17/2021</li> <li>■ SPENT \$49.00 for Thanks.io Membership on 2/17/2021</li> <li>■ SPENT \$29.92 for Gift Card Reimbursement on 2/18/2021</li> <li>■ RECEIVED \$0.06 in interest on 2/20/2021</li> <li>■ RECEIVED \$460.13 for MOFA - Sendoff on 3/5/2021</li> <li>■ SPENT \$34.99 for JETski Postage on 3/8/2021</li> </ul> </li> <li>○ Savings <ul style="list-style-type: none"> <li>■ RECEIVED \$0.02 in interest on 2/27/2021</li> </ul> </li> </ul> </li> <li>● Owing/Pending: <ul style="list-style-type: none"> <li>○ \$19.50 for Sam USPS Reimbursement</li> <li>○ \$1,191.23 for Adam CR Reimbursement</li> <li>○ \$50.00 for Lynn Labor Honorarium</li> </ul> </li> </ul>

Secretary (Dawn)	
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## Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	<ul style="list-style-type: none"> <li>No new sign ups via website, all council members please be sure to update your information if it's been a while or anything (job, address, etc) has changed in the past 6 months. Thank you!!!</li> </ul>
Social (Devyn)	<ul style="list-style-type: none"> <li></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></li> </ul>
Media (Janice)	<ul style="list-style-type: none"> <li>Would like permission from Council to create an official PNWJETAA page instead of limiting it to a Facebook Group. <ul style="list-style-type: none"> <li>Facebook Page Official name?</li> <li>Which FB account would we link to FB page?</li> </ul> </li> <li>Official_pnwjetaa unlinked from Michele's FB account.</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 (Month/Day - Event, link, brief description - email Denise to share details/specific messaging)</b></p> <ul style="list-style-type: none"> <li>Footprints &amp; Footsteps - Touhoku Virtual Film Festival March 5-11, 7-9 EST (CLAIR) <a href="https://ff311tohoku.eventive.org/welcome">https://ff311tohoku.eventive.org/welcome</a></li> <li>Seattle Asian American Film Festival March 4-14 <a href="https://seattleaaff.org/2021/">https://seattleaaff.org/2021/</a></li> <li>New craft event in the works - pre-Mother's Day</li> </ul>
Compliance (Jeremy)	<ul style="list-style-type: none"> <li>Jeremy wants to get some branded stuff once we sort out printing colors.</li> </ul>

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

<b>Announcements</b>	<ul style="list-style-type: none"> <li>Seattle Asian American Film Festival March 4-14 <a href="https://seattleaaff.org/2021/">https://seattleaaff.org/2021/</a></li> </ul>
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Adjournment:

Next Meeting Date and Location:

April \_\_, 2020 | 18:30–19:30 | Zoom

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## Resources

- [Email Signatures](#)
- [Letterhead](#)
- Inventory (coming soon)
- Contact Directory (coming soon)
- Generic [Zoom background\(s\)](#)