

PNWJETAA

# Monthly Meeting Minutes

## March 2021

March 8, 2021 | 18:30 | Zoom

Call to Order : 18:33

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: M. Kato
- Second: D. Sawyer, Passed unanimously

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

<p><b>Anti-Racism Work</b> March 20, 14:00 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>March 20, 14:00 - Lead: Devyn</b><ul style="list-style-type: none"><li>■ Details to come, and pre-meeting bias reflection exercise</li></ul></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>◦ <b>Phase 2 - Ongoing leadership workshops</b><ul style="list-style-type: none"><li>■ More to come!</li></ul></li></ul></li></ul>
<p><b>PNWJETAA Handbook</b> 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<ul style="list-style-type: none"><li>■ <b>Draft your position by April (everyone)</b></li></ul></li></ul></li></ul>

	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Don't mess with headers, but please fill out your role description and event information for things you led</li> </ul> </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> <li>■ Pres/VP password management docs. <ul style="list-style-type: none"> <li>● Motion: J. Record   Second: D. Sawyer   Passed unanimously</li> </ul> </li> </ul> </li> </ul>
<p><b>Craft Event</b> April 2021 Denise</p>	<ul style="list-style-type: none"> <li>● Further details coming this week.</li> <li>● Likely kanzashi, flower origami, boxes, gifting</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>○ Will reach out again soon</li> <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! 900 sent out <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> <ul style="list-style-type: none"> <li>● Contact Jeremy for personalized 2021 zoom background <ul style="list-style-type: none"> <li>○ Name, pronouns, title, placement, years, mascot pic</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...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). Recording soon to come <ul style="list-style-type: none"> <li>○ May we share with JET interviewer who couldn't attend? <b>Sam clarify</b></li> </ul> </li> <li>● Fill out the post-workshop survey: <a href="https://forms.gle/1M5RoMmAvakfaTRG8">https://forms.gle/1M5RoMmAvakfaTRG8</a></li> <li>● 11 attendees. Half of JET Interviewer selections attended. Slightly lower attendance than expected. Great information, well-paced, applicable examples for interviewing. Great discussion and activities</li> <li>● Immediately helpful for JET-unrelated interviewing tasks.</li> </ul>
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<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>
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**New Business - “Hey, let’s do this thing! What do you think?”**

<p><b>Country Rep Elections</b> Voting March 14-28 Results March 31</p>	<ul style="list-style-type: none"> <li>● We get three votes as a chapter, one for each open position.</li> <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>. <ul style="list-style-type: none"> <li>○ <b>Please read all platforms by March 14 and reconvene on Slack</b></li> </ul> </li> </ul>
<p><b>Pandemic Resources Update</b></p>	<ul style="list-style-type: none"> <li>● Fraud prevention (unemployment, vaccine appts., SSN, etc.) Add gov page or more digestible equivalent</li> </ul>

**Executive Officer Reports**

(Position-related news, announcements, requests)

<p>President (Samantha)</p>	
<p>Vice President (Michelle)</p>	<p>No updates for March.</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: \$5,434.85</li> <li>○ Professional Development Fund: \$947.65</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Petty Cash: \$577.75</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)	

## 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>● JETAA Chicago Co-Event - April or May <ul style="list-style-type: none"> <li>○ Trivia, murder mystery, or something</li> </ul> </li> <li>● Natsukashii-kai with Alanna</li> <li>● March racial equity update coming soon</li> <li>● BIRDATHON with Michelle</li> </ul>
Transitions (Jessica)	<ul style="list-style-type: none"> <li>● Update Maggie's email!!</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>● Stay tuned for campaign vid</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. More public presence, connections with other social media <ul style="list-style-type: none"> <li>○ Facebook Page Official name? <ul style="list-style-type: none"> <li>■ Pacific Northwest JET Alumni Association   @pnwjetaa</li> </ul> </li> <li>○ Which FB account would we link to FB page? <ul style="list-style-type: none"> <li>■ New Media FB Account PNWJETAA Jan 1, 1990</li> </ul> </li> <li>○ Page vs Group pro/cons</li> <li>○ Announce change</li> <li>○ Motion: J. Laureano   Second J. Record   Passed unanimously <ul style="list-style-type: none"> <li>■ Transition details TBD</li> </ul> </li> </ul> </li> <li>● Official_pnwjetaa unlinked from Michele's FB account. Hooray!</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>● New craft event in the works - pre-Mother's Day</li> <li>● Personal content for newsletter <ul style="list-style-type: none"> <li>○ Video interviews? Topical essays/write ups? 5 mins of ____ <ul style="list-style-type: none"> <li>■ Quick &amp; Concise!</li> </ul> </li> </ul> </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."

<p><b>Announcements</b></p>	<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> <ul style="list-style-type: none"> <li>○ Cheryl saw some! Recommends Paper Tigers!</li> </ul> </li> <li>● 3/11 Footprints &amp; Footsteps (Touhoku) - Sam moderated a Pray for Japan film discussion (free streaming on YouTube) <ul style="list-style-type: none"> <li>○ Access through this weeked, if anyone else wants to watch. App available!</li> <li>○ Opened with Dan Martin's film</li> </ul> </li> <li>● <b>Thank you, Michelle!!!</b></li> <li>● CLAM PIE!</li> <li>● BIRDATHON!</li> <li>● LLAMA MARS!</li> </ul>
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Adjournment: 20:12

Next Meeting Date and Location:  
April 8, 2020 | 18:30–19:30 | Zoom

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## Resources

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