

PNWJETAA

Monthly Meeting Agenda

April 2021

April 8, 2021 | 18:30 | Zoom

Call to Order : 18:35

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: Lara (Zara) Espinoza, Ryan Hart

Welcome/Check-In

Meeting Minutes Review and Approval

- Motion: J. Odden
- Second: J. Record, without objection

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

<p>Anti-Racism Work Ongoing Devyn, Michelle</p>	<ul style="list-style-type: none">• Workshop Series with Mya Fisher (JETAA DC)<ul style="list-style-type: none">○ Board Assessment, due April 8: https://forms.gle/6AhRrV6kZzTwHRea7○ JET interviewer training recording: https://youtu.be/IO82eVZCICU○ First leadership training scheduled for May, date will be announced by Mya next week○ Notes for meetings with Mya available on Google Drive• Next session: Samantha Corpuz to lead, date TBD<ul style="list-style-type: none">○ Create a community agreement for PNW leadership (meetings, internal conduct, etc.) — "how we operate as contributing members of the steering council and advisory"○ Draft community conduct that we want to uphold with membership (external relations, events, etc.) — "how we engage with each other as JET alumni"○ Maybe schedule after first session with Mya? See also New Business - Handover Retreat
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<p>PNWJETAA Handbook April Samantha, Dawn</p>	<ul style="list-style-type: none"> ● Steering Council Handbook - (All Share>Council Member Folders) <ul style="list-style-type: none"> ○ Timelines, processes, and responsibilities ○ Sections in handbook for different events and activities ○ Draft your position by end of April (everyone) <ul style="list-style-type: none"> ■ Don't mess with headers, but please fill out your role description and event information for things you led ○ Dawn and Sam to discuss Google storage/organization <ul style="list-style-type: none"> ■ Pres/VP password management docs. ■ <i>Motion:</i> Passwords and other sensitive information to be managed by Samantha Corpuz (president) and Janice Laureano (media) <ul style="list-style-type: none"> ● Motion: D. Sawyer. Second: J. Odden. No objections.
<p>Country Rep Elections Voting March 14-28 Results March 31</p>	<ul style="list-style-type: none"> ● Elected: (Congrats!) <ul style="list-style-type: none"> ○ Lara (Zara) Espinoza (JETAA Chicago) ○ Valerie Stewart (JETAA Southeast) ○ Adam Ledyard (Pacific Northwest JETAA) ● Votes in both regular and run-off elections were cast by Samantha Corpuz
<p>Craft Event May 1, 2021 Denise</p>	<ul style="list-style-type: none"> ● Likely kanzashi, flower origami, boxes, gifting ● Craft interest form created. Denise will add to next newsletter.
<p>Cherry Blossom Festival April 10-11 (Virtual Event)</p>	<ul style="list-style-type: none"> ● http://cherryblossomfest.org/ ● NHK series
<p>Walk for Rice April 2 – June 19 (Virtual Event) Lynn, others?</p>	<ul style="list-style-type: none"> ● Website is updated - more to come ● Team page established yet? <ul style="list-style-type: none"> ○ Puppy and Pet Brigade 2021!
<p>Japan Fair 2021 June 26 (Sat) Virtual Showcases Jeremy, and others?</p>	<ul style="list-style-type: none"> ● Website is updated with virtual event details ● Jeremy - light tech support volunteer in event lead-up ● 1-2 volunteers - 15-min presentation on JET experience or JETAA (Denise. Tentative: Dawn, Devyn, Janice, Sam) <ul style="list-style-type: none"> ○ Applications open. Lynn will direct Allen to contact Sam ● Consulate - Greeting, MAFF videos.

<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 — no new updates <ul style="list-style-type: none"> ○ Sept. 2021 virtual event ○ Spring 2022 in-person ● PNWJETAA Solo Celebration in Sept. 2021? <ul style="list-style-type: none"> ○ Set up a meeting for early April to discuss — Samantha Corpuz forgot to schedule a meeting with the subcommittee (^_^;; <ul style="list-style-type: none"> ■ Quick poll now: This coming Sat, Sun, Tue, Wed, Thur, Fri, or following Sat, Sun? Wednesday evening ○ Event ramp-up: <ul style="list-style-type: none"> ■ Call for stories, pictures - G. Drive folder started ■ Member spotlight events/networking
<p>New Logo & Branding Samantha</p>	<p>Branding Guide created by Jeremy (updated link 03/08) Brand Developer: Michelle Kato (casual/part-time)</p>
<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.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
<p>2020 JET Send-Off 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. <p>Virtual Send-Off Happy Hour Postponed</p>

Finished Business - *“We did the thing! How’d it go?”*

<p>Anti-Racism Work March 20, 14:00 Devyn</p>	<ul style="list-style-type: none"> ● Devyn led a great session! 5ish attendees ● Pre-watch TED Talk & Thirteenth. Hour discussion <ul style="list-style-type: none"> ○ Unconscious bias, question review and constructive tangents ● Great job & thank you, Devyn!
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New Business - "Hey, let's do this thing! What do you think?"

<p>Kyara-ben Contest TBD Michaela (PDX), Karmila (BC) (Sam as proxy)</p>	<ul style="list-style-type: none"> • Michaela (PDX) and Karmila (BC) contacted Samantha Corpuz about a future tri-chapter event building off of their previous Kyara-ben Contest; looking for a partner from PNW <ul style="list-style-type: none"> ◦ Iron Chef stand-in event during pandemic • First meeting scheduled for this weekend (4/10 or 11), but they are flexible • Volunteers? Devyn - 4/10 please! Sam will connect y'all
<p>"Handover" Retreat May-ish Samantha, Jessica</p>	<ul style="list-style-type: none"> • Could be done in conjunction with next discussion on anti-racism, after May workshop with Mya • Additional goals <ul style="list-style-type: none"> ◦ Look back at changes/progress since the Leadership Workshop with Bahia ◦ Establish goals for this year ◦ Have fun as tomodachi ♡ • Possibly outdoors and in-person for those who are able? • Doodle Poll coming from Sam: https://doodle.com/poll/vbrm69w44xwiyin7

Executive Officer Reports

(Position-related news, announcements, requests)

<p>President (Samantha)</p>	<ul style="list-style-type: none"> • Tomoko-san left CLAIR NY last year! Thinking of sending her a message from PNWJETAA, maybe a virtual card? Do we have any pictures from when she visited Seattle (at Palace. Pic from Zung? Jeremy? LINE? Insta?)? <ul style="list-style-type: none"> ◦ Please send pics or messages to Sam!
<p>Vice President (Jessica)</p>	<ul style="list-style-type: none"> • Potential changes in subcommittees, please keep an eye on emails.
<p>Treasurer (Jeremy)</p>	<p>2020-2021 Budget</p> <ul style="list-style-type: none"> • Previous balance <ul style="list-style-type: none"> ◦ Checking: \$5,033.68 ◦ Professional Development Fund: \$947.67 ◦ Petty Cash: \$577.75 • Current balance <ul style="list-style-type: none"> ◦ Checking: \$9,820.86 (+\$4,787.18) ◦ Professional Development Fund: \$947.68 (+\$0.01) ◦ Petty Cash: \$577.75 • Breakdown: <ul style="list-style-type: none"> ◦ Checking <ul style="list-style-type: none"> ■ SPENT \$19.50 on Sam USPS Reimbursement on 3/9/21 ■ SPENT \$50.00 on Lynn Labor Honorarium on 3/10/21

	<ul style="list-style-type: none"> ■ RECEIVED \$0.04 in interest on 3/20/21 ■ RECEIVED \$739.75 for MOFA 30th Reimbursement on 3/23/21 ■ SPENT \$1,191.23 for Adam CR Reimbursement on 3/25/21 ■ RECEIVED \$5,146.04 for CLAIR GiA Reimbursement on 3/31/21 ■ RECEIVED \$162.08 for USJETAA Postcards on 4/5/21 ○ Savings <ul style="list-style-type: none"> ■ RECEIVED \$0.01 in interest on 3/27/21 ● Owing/Pending: <ul style="list-style-type: none"> ○ NONE! ● Forecasting: <ul style="list-style-type: none"> ○ ZOOM License will renew on 4/24/21 for \$127.42(?) unless we cancel. <ul style="list-style-type: none"> ■ Approved without objection ○ We need to schedule a budget meeting with all stakeholders (anyone that needs a budget) before the end of April. <ul style="list-style-type: none"> ■ Revised MOFA budget ■ Attendees: <ul style="list-style-type: none"> ● Treasurer & Pres - Jeremy & Sam ● Transitions reps - Lynn & Jessica. ● Book club ● Social coordinator - Devyn ● Anyone else! ■ Doodle Poll from Jeremy. Respond by Sunday April 11 ■ https://doodle.com/poll/me7hq4eg5i6vanyf?utm_source=poll&utm_medium=link <ul style="list-style-type: none"> ● Jessica will send out ● Email Jeremy for spending needs if you can't attend
Secretary (Dawn)	

Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn)	<ul style="list-style-type: none"> ● 1 new member sign up via the site 2004 Seattle JET
Social (Devyn)	<ul style="list-style-type: none"> ● JETAA Chicago Co-Event - April or May <ul style="list-style-type: none"> ○ PNW vs Chicago Trivia with Cassie ○ Later murder mystery, or something ● Natsukashii-kai with Alanna - End of April? ● BIRDATHON with Michelle <ul style="list-style-type: none"> ○ Match up those Dark-eyed Juncos ● Drive-in Movie? (Float-in Movie??) <ul style="list-style-type: none"> ○ Remond (Marymoor) ○ Oak Harbor ○ Shelton

	<ul style="list-style-type: none"> ○ Others
Transitions	<ul style="list-style-type: none"> ● Contacted by returnee interested in UX Design <ul style="list-style-type: none"> ○ Jessica will connect w/ Dan Martin or John Harrell (via Zara)
Advisory (Lynn, Cheryl, Adam, Michelle)	<ul style="list-style-type: none"> ● (Young) Professional (Development) Fund - revision to encourage people to use it. Sam & Adam will connect
Software Dev/ Country Rep (Adam (and Lara!))	<ul style="list-style-type: none"> ● Hooray & congrats to Lara, Adam & Valerie!
Media (Janice)	<ul style="list-style-type: none"> ● Facebook Page: Pacific Northwest JET Alumni Association @pnwjetaa <ul style="list-style-type: none"> ○ Created not published publicly ○ Designate Admins, Editors, Moderators, etc. <ul style="list-style-type: none"> ■ Admin: President, Media, Vice President, Treasurer, Secretary ■ Editor: Social, Newsletter, Tech (Adam) ■ Moderator: Other council members ○ Add events and things ○ Instagram integrated ○ Transition discussion <ul style="list-style-type: none"> ■ What information should we have up for Launch date? ● 2 new Covid Response resources added to Website.
Newsletter (Denise)	<p>Share things you'd like to feature, please! Links appreciated. Deadline: 2nd Sunday afternoon of each month (Month/Day - Event, link, brief description - email Denise to share details/specific messaging)</p> <ul style="list-style-type: none"> ● New craft event in the works - pre-Mother's Day ● Emails from Sam ● Golf Tournament (JASSW?) <ul style="list-style-type: none"> ○ Michelle will forward JASSW's latest events newsletter to Denise ● Cherry Blossom Festival recordings, if possible <ul style="list-style-type: none"> ○ Social media boost!! ● Send along anything else! ● Personal content for newsletter <ul style="list-style-type: none"> ○ Video interviews? Topical essays/write ups? 5 mins of ____ <ul style="list-style-type: none"> ■ Quick & Concise!
Compliance (Jeremy)	<ul style="list-style-type: none"> ●

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

Announcements	<ul style="list-style-type: none">● Devyn’s Birthday!!● Janice moving!● Mika’s 1st Birthday!● May 3 Chicago Star Wars Happy Hour! 5:30 PDT
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Adjournment: 20:17

Next Meeting Date and Location:

May 13, 2020 | 18:30–19:30 | Zoom

Resources

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