

PNWJETAA

Monthly Meeting Agenda

July 2021

June 10, 2021 | 18:30 | Zoom

Call to Order : 18:38

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: J. Record
- Second: J. Odden - Passed unanimously

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

Anti-Racism Work Ongoing Devyn, Michelle	<ul style="list-style-type: none">• Next session: Samantha Corpuz to lead, see Council Retreat<ul style="list-style-type: none">◦ Community agreements for PNW leadership & membership◦ Employing lessons from Mya's workshop
PNWJETAA Handbook Ongoing Samantha, Jessica	<ul style="list-style-type: none">• Steering Council Handbook - (All Share>Council Member Folders)<ul style="list-style-type: none">◦ Draft your position before the end of the year, please!
*Kyara-ben Contest June 6 (Sun) & July 11 (Sun) Devyn	<ul style="list-style-type: none">• This Sunday!• Iron Chef stand-in event during pandemic• Bento workshop (6/6) @ 11 am with Amanda from KL Bentos (PDX)<ul style="list-style-type: none">◦ Held last weekend. Pics look great. Video on youtube◦ Devyn may share on social media◦ *Denise add video to Newsletter if possible• Competition ends tomorrow (Fri) midnight• Bento showcase on Sunday, please join!

	<ul style="list-style-type: none"> ○ Sign up to participate here either as a contestant: https://forms.gle/2K2rb4h9EJAQUaKX6 ○ And here as an observer: https://forms.gle/MzgzjxDAgeh82kh8 ● Kyara-Ben contest (7/11); pictures/bento description due the week before for judging. (Additional voting opportunities—e.g. crowd favorites—day of contest.)
<p>Council Retreat July 11 (Sun) Samantha, Jessica</p>	<ul style="list-style-type: none"> ● (also) This Sunday! ● Use framework from Mya's training ● Look back at changes/progress since the Leadership Workshop with Bahia ● Establish goals for this year ● Update council bios/photos ● Have fun as tomodachi ♥ ● Probably in-person for those who are able, online option as well <ul style="list-style-type: none"> ○ At Sam's, see email for address ○ If you would like to bring food to share, please do so!
<p>New JET Training July 31, Aug 1 Jessica, Denise, Sam, Devyn</p>	<ul style="list-style-type: none"> ● Schedule with training notes (All Virtual) <ul style="list-style-type: none"> ○ Reusing materials from last year and new. ○ 3-4 hours with breaks ○ Major topics as large group w/ activities: Teaching in the Target Language / Mental Health, Consent, and Accountability ○ Breakouts on other topics ○ Last 30 mins for Q&A OR alum 1:1 ● Sent emails to individuals for presenting, please check your inbox! Need confirmation by 7/9 (Friday) <ul style="list-style-type: none"> ○ Teaching in the Target Language = Suzan ○ Mental Health, Consent, and Accountability = Cheryl & Ashley ○ Tools of the Trade: Lesson Planning = Bryna & Jeremy ○ Japanese Business Culture & Education System = Landon & Lynn ○ Japanese Language = Haruka-sensei & Amanda ○ Settling in & finances = Pat & Dawn ○ Life as a JET & AJET = Denise & Janice ○ Dress Code Dress-Down = Adam & Denise? ○ Note: JETs on the Ground and Legal & Safety will be held on a separate date closer to departure. Possible presenters = current JETs, Michelle + ? (Legal & Safety) ○ Moderators: Lynn, Sam ● MOFA budget proposal shared with Haruna-san <ul style="list-style-type: none"> ○ Confirming names of presenters for Honoraria, otherwise budget is basically set (thank you Jeremy!)

	<ul style="list-style-type: none"> ○ Confirm # of JETs for departure swag (~70) and tell Lynn! ● Happy Hour-ish events separately to include new JETs <ul style="list-style-type: none"> ○ Immediately after training on 8/1: Nijikai (registration coming soon!) ○ Also invite new JETs to Summer Picnic (8/7), Enkai Etiquette 101 (TBD, early Sept.), maybe also PNWJETAA 30th? ● JETs received their placements! Yay! ● Mentorship program — waiting to get things rolling with training first
<p>30th Anniversary September 2021 Sam, Dawn, Devyn Planning Folder</p>	<p>30th Anniversary Celebration (PNW-only)</p> <ul style="list-style-type: none"> ● Dawn, Devyn, & Sam to meet again ● Cheryl's rooftop reserved in addition to Juanita Beach Park — which venue do we prefer? <ul style="list-style-type: none"> ○ Tentative schedule also created, but depends on venue facilities ○ Jessica is biased toward Juanita, but trusts everyone to make a decision ○ Poll on Slack; final decision to be made by Sunday (retreat) ● Food - BYOBento (or order from us/local partner) ● Yearbook - physical and digital ● Next tasks: <ul style="list-style-type: none"> ○ Update website (Dev, by 7/11) ○ Research USJETAA Sasakawa grant and whether aspects of 30th can be eligible for funding (Sam, by 7/9) ○ Call-out for photos (Sam, by 7/9) <ul style="list-style-type: none"> ■ Jessica & Lynn to track down photos from CGJ! <p>Talks with Bahia</p> <ul style="list-style-type: none"> ● Still planning JETAA variety show (pre-recorded or live stream?) ● Still might be able to collaborate ● Sam to send an update to Bahia once venue is finalized (by 7/12)
<p>Old Emails, etc. Jeremy</p>	<ul style="list-style-type: none"> ● On hold. Note elsewhere (Pres, VP, Sec folder) ● 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 (Jessica) ○ (backup email should be current pnwjetaa email) ● See a random pink folder in G drive? It's from Jeremy. Enjoy.

<p>2020 & 21 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 Current inventory numbers that will need to be increased*: <ul style="list-style-type: none"> Towels - 36 Hand Sanitizers - 32 Distribution: Postponed until some time in the next J-Fiscal year. <p>* Request motion to update number to greater than 70.</p> <ul style="list-style-type: none"> 80 is a safe number to allot for, in case there are any late upgrades <p>Update from Maggie: US JETs sent out in 5 groups. The 2020 and 2021 should now be treated as same departure group.</p> <ul style="list-style-type: none"> Exact number coming next week. Probably 70
<p>Chin Music Press Project Lynn</p>	<ul style="list-style-type: none"> Name brainstorming for Japan focused conversation/discussion site Updates - PNWJETAA's input was greatly appreciated especially by Bruce! So thanks everyone! After another brainstorming effort the tentative working name is "En-Compass Japan" - still in the vetting & approval process. Bruce was appreciative of JETAA's input

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

<p>Kyara-ben Contest (Pt. 1) June 6 (Sun) Devyn</p>	<ul style="list-style-type: none"> Bento workshop (6/6) @ 11 am with Amanda from KL Bentos (PDX) <ul style="list-style-type: none"> Held last weekend. Pics look great. Video on youtube About 15 people attended
<p>Walk for Rice April 2 – June 19 (Virtual Event) Lynn</p>	<ul style="list-style-type: none"> Super BIG DOMO to everyone who participated! We did it! 13 registered members & \$2,150 raised to date! Send photos & recipes to Lynn ASAP! Lynn will post something on the website
<p>Japan Fair 2021 June 26 (Sat) Jeremy, Denise, Janice</p>	<ul style="list-style-type: none"> Great work team! Congrats to Denise for winning a Sakura-Con award for her "Crane Cosplay"! 30-min presentation, about 15 participants but few turned on cameras It was fun!

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

<p>*Summer Picnic Aug 7 Denise, Devyn, Cheryl</p>	<ul style="list-style-type: none"> ● Luther Burbank beach area booked! (Thanks Cheryl!); 8am – 8pm ● Next tasks: <ul style="list-style-type: none"> ○ Newsletter & FB event — Denise will create a banner image (7/11) ○ Food ○ Undokai plans <ul style="list-style-type: none"> ■ Fill the bottles ■ Tug-o-war ■ Water balloon toss ■ Three-legged race ■ Suika-wari ■ Capture the flag
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Executive Officer Reports

(Position-related news, announcements, requests)

<p>President (Samantha)</p>	<ul style="list-style-type: none"> ●
<p>Vice President (Jessica)</p>	<ul style="list-style-type: none"> ● Regarding social media.. https://www.facebook.com/groups/pnwjetaa/permalink/10158303209062944/ <ul style="list-style-type: none"> ○ Be careful how you "like" things as the page. ○ We should make a statement. Jeremy will draft a statement ● Set a meeting to reassess facebook use: Tues. 7/13 (Sam will send calendar invite)
<p>Treasurer (Jeremy)</p>	<p><u>2021-2022 Budget</u> - (DO NOT EDIT)</p> <ul style="list-style-type: none"> ● Previous balance <ul style="list-style-type: none"> ○ Checking: \$9,680.54 ○ Professional Development Fund: \$947.71 ○ Petty Cash: \$577.75 ● Current balance <ul style="list-style-type: none"> ○ Checking: \$9,680.61 (+0.07) ○ Professional Development Fund: \$947.72 (+0.01) ○ Petty Cash: \$577.75 ● Breakdown: <ul style="list-style-type: none"> ○ Checking <ul style="list-style-type: none"> ■ RECEIVED \$0.07 in interest on 6/19/21 ○ Savings <ul style="list-style-type: none"> ■ RECEIVED \$0.02 in interest on 5/29/21 ● Owing/Pending:

	<ul style="list-style-type: none"> ○ \$175.00 to Cheryl for Summer Picnic Reservation (check #995038 sent 7/1/21) ○ Something for Devyn? Only if we go with Juanita for 30th Anniversary ● MOFA Budget still pending approval ● GiA budget submitted
Secretary (Dawn)	<ul style="list-style-type: none"> ●

Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn) (& Adam for new database program)	<ul style="list-style-type: none"> ● No new sign-ups since last month ● Membership Database (ft. Adam!) <ul style="list-style-type: none"> ○ Cell restrictions to verify info/prevent typos ○ Fine-tuning unique membership code system <ul style="list-style-type: none"> ■ First, Last, JET year 1, placement ○ Lynn, Adam, & Jeremy to discuss needs/usage (email/slack) <ul style="list-style-type: none"> ■ Meet eventually, too :) Lynn still needs to send email :-)
Social (Devyn)	<ul style="list-style-type: none"> ● JETAA Chicago Co-Event - Murder Mystery?? (Looking at Fall) ● BIRDATHON with Michelle - likely summer ● Drive-in Movie? (Float-in Movie??) <ul style="list-style-type: none"> ○ Marymoor, Oak Harbor, Shelton, Others ○ Looking into summer dates; weekends ● Summer event ideas (smaller groups/distanced/following current guidance) <ul style="list-style-type: none"> ○ Mead/brewery/wine tasting (Woodinville?) ○ River float ○ Clam-pai (Sam, please explain if I cannot attend) ● Want to do a survey to see what kind of events people are most interested in going forward
Transitions	<ul style="list-style-type: none"> ● Thanks Cheryl for joining! ● First meeting with Bahia: <ul style="list-style-type: none"> ○ Looking to mainstream event ○ Likely will be in November depending on NatCon ○ Looking for content that is relevant. Please send opinions to Jessica or Lynn. ● No major updates since
Advisory (Lynn, Cheryl, Adam, Michelle)	<ul style="list-style-type: none"> ● (Lynn) Paid internship w/Carter Center in Atlanta, GA for Japanese national — 9 months, full paid ● Keith Takechi — Japanese Gov't Scholarship (Amanogawa), recently passed away

Software Dev/ Country Rep (Adam)	<ul style="list-style-type: none"> No new updates
Media (Janice)	<ul style="list-style-type: none"> Facebook Page: Pacific Northwest JET Alumni Association @pnwjetaa <ul style="list-style-type: none"> Transitioned to page! Hooray! Like! Follow! Engage! Confirm links where social is shared Janice will share with Consulate Uploading JET Training materials for 2020, need to make sure it's accessible without giving full edit permissions (Janice & Jessica to check)
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"> Personal content for newsletter <ul style="list-style-type: none"> Video interviews? Topical essays/write ups? 5 mins of ____ Summer Picnic (once event page is up) New JET Training Nijikai (Sam will share registration by 7/9) Laurasian Institution Presents: Power-Up Your Japanese Program, July 15 (Thurs.), 4PM PDT. Registration & blurb can be found on Eventbrite TKS for WFR - Lynn will send to Denise
Compliance (Jeremy)	<ul style="list-style-type: none"> Jeremy requests we take a class on Roberts Rules of Order — Jeremy is the teacher; we'll set aside time to set a meeting date on Sunday
Brand (Michelle)	<p>Branding Guide created by Jeremy (updated link 03/08) Brand Developer: Michelle Kato (casual/part-time)</p> <ul style="list-style-type: none"> New email signature template coming from Sam/Jeremy

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

Announcements	<ul style="list-style-type: none"> Mya Fisher is visiting Seattle! Planning for dinner together July 16 (Friday), 5–7pm. Location TBA <ul style="list-style-type: none"> Miyabi (Southcenter) Duke's Seafood in Westfield
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Adjournment: 20:21

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

Resources

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