

PNWJETAA

Monthly Meeting Agenda

August 2021

August 12, 2021 | 18:30 | Zoom

Call to Order : 18:32

ROLE CALL: Samantha Corpuz | Devyn Couch | Cheryl Hou | ~~Michelle Kato~~ | Janice Laureano | ~~Adam Ledyard~~
Lynn Miyauchi(may need to leave at 7pm) | ~~Jeremy Odden~~ | Jessica Record | Denise Sawyer |
~~Dawn Wyruchowski~~

GUESTS: Ryan Hart

Welcome/Check-In

- Something new you've done since we last saw each other.

Meeting Minutes Review and Approval

- Motion: D. Sawyer
- Second: J. Laureano
- Passed Unanimously

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

<p>30th Anniversary September 2021 Sam, Dawn, Devyn Planning Folder</p>	<p>30th Anniversary Celebration (PNW-only)</p> <ul style="list-style-type: none">• Update - Meeting on 8/11 (Devyn, Sam, Cheryl, Jessica)<ul style="list-style-type: none">○ Subcommittee is down to two.○ Conclusion of meeting was due to COVID conditions and bandwidth of council members, future in-person event has been postponed until further notice. An online event will not replace this.○ A message will be crafted for the website, newsletter, social media explaining the decision. Let's celebrate when we have the capacity & avoid burnout!○ R. Hart & L. Miyauchi interested in becoming involved for in person event in future.<ul style="list-style-type: none">■ R. Hart has many photos (:D) email to president@pnwjetaa.org○ Ideas<ul style="list-style-type: none">■ Still collect photos and put them on website as slideshow.
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	<ul style="list-style-type: none"> ● Can be used as another save the date & still an opportunity to look back in our past. "Teaser!" <ul style="list-style-type: none"> ■ Digital yearbook. ● Cheryl's rooftop is still reserved, Juanita has been cancelled. <ul style="list-style-type: none"> ○ We could use the space for something different? <p>To do:</p> <ul style="list-style-type: none"> ● J. Odden: Budget shift from this year to next. ● Alert Consulate about shift. ● Alert Bahia about shift. - And how to support the "JET Celebration" virtual event. (Including a congratulatory video from us?) <p>For future:</p> <ul style="list-style-type: none"> ● Food - BYOBento (or order from us/local partner) ● Yearbook - physical and digital ● Updated website by Devyn ● Tasks to do <ul style="list-style-type: none"> ○ 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>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 <ul style="list-style-type: none"> ○ All labeled and bagged! ● New inventory numbers as of August 2021: <ul style="list-style-type: none"> ○ Towels - 80 (tagged w/logo) ○ Hand Sanitizers - 80 (labeled w/logo) ○ Masks (individually packaged in plastic bags w/logo stickers) - 225 ○ Origami packages (provided by Consulate) - enough for everyone ○ Promise letters w/envelopes & written instructions (TBD but at least 80) ● Distribution: Postponed until departure.
<p>Anti-Racism Work Ongoing Devyn, Michelle</p>	<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

	<ul style="list-style-type: none"> ● *From Lynn - NW Nikkei Museum Speaker Series - 8/20/21, 7-8pm: "Asian American representation in media"
<p>PNWJETAA Handbook Ongoing Samantha, Jessica</p>	<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!
<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.

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

<p>Kyara-ben Contest (Part 2) July 11 (Sun) Devyn</p>	<ul style="list-style-type: none"> ● 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.) <ul style="list-style-type: none"> ○ Lynn won! A prize will go to her soon ○ First & last Kyara-bens were made. Gunma & Hokkaido represented!
<p>Council Retreat July 11 (Sun) Samantha, Jessica</p>	<ul style="list-style-type: none"> ● Did not finish everything! ● Goals not met: <ul style="list-style-type: none"> ○ Make community agreement ○ Update bios ○ Establish goals

	<ul style="list-style-type: none"> ● Due to bandwidth, unable to finish and timeline for when it will be done is not made <i>but</i> it will happen eventually and council will support each other to make it happen in time. ● Goals met: <ul style="list-style-type: none"> ○ Council teamwork / Have fun as tomodachi ♡ ○ Started community agreement ● Original plans were: <ul style="list-style-type: none"> ○ 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
<p>New JET Training July 31, Aug 1 Jessica, Denise, Sam, Devyn</p>	<ul style="list-style-type: none"> ● Success! ● Feedback: <ul style="list-style-type: none"> ○ 4 responses - mostly positive. 4/4 recommend training! ○ Materials are still available. ○ Thank you everyone for being there!! ● Final things to be done: <ul style="list-style-type: none"> ○ Some information missing ○ Video editing of the live meeting. ● 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 = Pat & Lynn ○ Japanese Language = Haruka-sensei & Sam ○ Settling in & finances = Landon & 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!) ○ 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!)

	<ul style="list-style-type: none"> ○ 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>Summer Picnic Aug 7 Denise, Devyn, Cheryl</p>	<ul style="list-style-type: none"> ● Luther Burbank beach, 11am – 3pm ● Thank you Cheryl for shopping for BBQ supplies! ● Burn ban halted normal charcoal cooking - campfire stoves were brought in ● Lower than usual attendance, but it went well! ● No undokai/games due to spike in COVID ● Devyn MVP for gas hunting. ● Everyone pulled together and make it FANTASTIC!

New Business - “Hey, let’s do this thing! What do you think?”

<p>Update from Consulate regarding JET Program Coordinator Jessica</p>	<ul style="list-style-type: none"> ● Maggie Thorpe will be stepping down. ● Open recruitment is in full swing: https://www.seattle.us.emb-japan.go.jp/itpr_en/jobopportunity_EduAffairsSpecialist.html Closes on the 15th ● For now, continue to contact Maggie until the 17th. Jessica Record & Haruna Omura will take over her duties until the position is filled in October-November. Contact: jet@se.mofa.go.jp
<p>New JET Training: Enkai 101 and JETs on the Ground Sept 18 (tentative) Jessica, Janice, Sam, Devyn</p>	<ul style="list-style-type: none"> ● Sam & Dev had a brief discussion about using Cheryl's kitchen space for additional new JET get together, maybe Enkai 101? <ul style="list-style-type: none"> ○ Chill, but kouchou-sensei speech & kanpai ○ Drinks? - small cups so they have to serve others. ● Cheryl's kitchen space has double-doors opening out to covered patio <ul style="list-style-type: none"> ○ Sam to ask Cheryl to keep some of the space reserved. ○ Janice to talk to Cheryl about the space. ● Set participant cap (30 people?) <ul style="list-style-type: none"> ○ Bento order like we normally do for new JET Training ○ Use budget from 30th? ○ Keep it simple ● Additional support: Janice & Jessica (registration form, make the drinks & food happen), Sam (venue & program). <ul style="list-style-type: none"> ○ Kouchou-senseis: Haruna-san, Ayumu, Gabe or Maggie? ○ Reg form: food restrictions / options for bento <ul style="list-style-type: none"> ■ Special newsletter update (cap needed, to discuss on slack)

Executive Officer Reports

(Position-related news, announcements, requests)

President (Samantha)	<ul style="list-style-type: none">● Update regarding Executive Officers.<ul style="list-style-type: none">○ Checking in with Dawn regarding position, Dawn has resigned from her position.○ According to by-laws, we can appoint someone until next election. However, all council members are overtaxed at the moment, so holding off.○ Sam & Jessica currently switching off taking notes & leading.○ If you would like to be secretary, or take minutes, please let Sam know.
Vice President (Jessica)	<ul style="list-style-type: none">● Regarding new business, will need to step away from send-off until position is filled.
Treasurer (Jeremy)	<p><u>2021-2022 Budget - (DO NOT EDIT)</u></p> <ul style="list-style-type: none">● Previous balance<ul style="list-style-type: none">○ Checking: \$9,680.61○ Professional Development Fund: \$947.72○ Petty Cash: \$577.75● Current balance (as of 08/08/2021)<ul style="list-style-type: none">○ Checking: \$9,496.84 (-183.77)○ Professional Development Fund: \$947.73 (+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 7/23/21■ SPENT \$7.18 for Jessica Admin Reimbursement on 7/23/21■ SPENT \$72.77 for Lynn Towel Reimbursement on 8/3/21■ SPENT \$103.89 for Lynn Sanitizer Reimbursement on 8/3/21○ Savings<ul style="list-style-type: none">■ RECEIVED \$0.01 in interest on 7/24/21● Owing/Pending:<ul style="list-style-type: none">○ \$175.00 to Cheryl for Summer Picnic Reservation (check #995038 sent 7/1/21)○ \$25.00 to Devyn for 30th Anniversary Venue Cancellation Fee (check #995040 sent 7/20/21)○ Other New JET Training expenses - I need honoraria lists and receipts!○ Any summer picnic expenses - will be reimbursed upon return from the woods.● MOFA Budget approved - as always, please remember I need finalized budgets for events SIX WEEKS before the event takes place.● GiA budget <u>APPROVED AS AMENDED</u><ul style="list-style-type: none">○ Motion: S. Corpuz

	<ul style="list-style-type: none"> ○ Seconded: D. Sawyer, D. Couch ○ Passed unanimously
Secretary	

Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn) (& Adam for new database program)	<ul style="list-style-type: none"> ● One person updated their address - Yay! <ul style="list-style-type: none"> ○ Recent new member. ● 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 “wish list” email to Adam:-(
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"> ● Another meeting with Bahia: <ul style="list-style-type: none"> ○ On hold until we know NatCon dates. ○ Nintendo reached out asking about our plans for this year - our plans are working!
Advisory (Lynn, Cheryl, Adam, Michelle)	<ul style="list-style-type: none"> ●
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! ● Update for J-Link portion of website to be discussed with Lynn.
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 ____ ● JCCCW - All things Japanese sale 8/28-29 (Lynn)- info already sent 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; <u>we still need to set a meeting time.</u>
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"> ● Jeremy is lost in the woods. ● Perseid Meteor Shower - prime viewing between 2-5 am or AUGUST 10, 2021 AT 11:36 AM or If you can't see the Perseids, you can join NASA's watch party on social media on Aug. 11-12 (10 p.m. – 5 a.m. CDT; 3–10 a.m. UTC) on Facebook, Twitter and YouTube. ● Devyn will be lost at sea next week (this is a good thing! Sharks are in the sea and sometimes friendly) ● Sam & Pat have a new kitty that was Adam's foster. Toast has a new brother; Poptart! ● Ryan is camping and there are baby turkeys (we hope to see them by meeting!)
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Adjournment: 19:52

Next Meeting Date and Location:
September 9, 2021 | 18:30–19:30 | Zoom

Resources

- [Email Signatures](#)

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