

PNWJETAA

Monthly Meeting Agenda

December 2021

December 12, 2021 | 16:00 | Zoom

Call to Order:

ROLE CALL: Samantha Corpuz | Devyn Couch | Ryan Hart | Cheryl Hou | Michelle Kato | Janice Laureano
Adam Ledyard | Lynn Miyauchi ? (***In booster shot recovery-might sign in to only listen, but all my notes have been updated for today***) | Jeremy Odden | Jessica Record | Denise Sawyer

GUEST(S): Adam Lisbon (JETAA Rocky Mountain)

Welcome/Check-In

- What is something that you've learned since last meeting / in the past month?

Meeting Minutes Review and Approval

- Motion:
- Second:

Guest Business

“What’s happening outside of PNWJETAA?”

Statement of Concern

Adam Lisbon

- [Statement of Concern](#) drafted by L. Lisbon and other U.S. JETAA chapter leaders immediately after 2021 NatCon
- A. Lisbon spoke with A. Ledyard prior to contacting S. Corpuz asking if PNWJETAA would read and endorse the letter
- Please read the document for further details

Unfinished Business

“Remember this thing we’re working on? What’s next?”

Origami Magazine
(Story about
PNWJETAA)

November

Bruce Rutledge

- Article for the 30th in Origami magazine (2 pages)
 - No other updates yet from Bruce

Bonenkai

TBD

Denise, Janice,
Jessica

- Date & time?
- Possible venues?
- In person or virtual?

Cheryl bought a portable karaoke machine!

- Wants to host a bonenkai nijikai karaoke party! Probably at her parents' place in Bellevue

2021 Transitions

January (ish)

Jessica, Lynn,
Cheryl

- Connecting with Great Lakes and USJETAA.

Late JET Send Off

January

Consulate, Jessica,
(Lynn-swag &
assistance if
needed)

- The Consulate will be sending ~14 additional JETs soon.
- Border has been reclosed so there is no known departure date.
 - New swag purchased: 30 bottle of hand sanitizer - to be discontinued when they run out
 - Should have enough swag to cover 14 late departures & any early departures that might be going in 2022
 - Jeremy will check budget to make sure we can purchase swag

JET Ski 2022

TBD

Sam

- Subcommittee: Sam, Devyn, Janice, Cheryl
- Need to touch base with Danielle (JETAA BC) and Rosie (Portland JETAA)
 - Planning perhaps for concurrently held events across the three chapters, but no inter-chapter event
 - Maybe also incorporate the IG contest again?

Shinnenkai 2022

TBD

Sam

- Coming up soon!
- End of Jan or beginning of Feb?
- Subcommittee: Devyn, Denise, Jessica
- Kakizome?

30th Anniversary

Sam, Devyn

[Planning Folder](#)

30th Anniversary Celebration (PNW-only)

- New subcommittee members
 - Sam, Devyn (original members); Lynn, Janice & Michelle interested; Ryan Hart and Jeff Huffman(?) possibly too via Lynn
- Options for hosting an online guestbook/yearbook:

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- Gallery on PNW website—can we get fancy with this? What kind of integrations could we use?
 - [Kudoboard](#) (allows multiple people to add photos, comments, etc.); \$19.99 (one-time purchase) for unlimited posts ([example](#))
 - Deadline for online yearbook: Shinnenkai?
 - Gifts to former officers:
 - Gold enamel pin
 - Furoshiki
 - Do we have budget for anything else?

Anti-Racism Work
Ongoing
Devyn, Michelle

- Next session: Still pending—emailed Mya and waiting for response
- Team availability for November/December?

Seattle-Kobe
Sister City
Association 65th
Anniversary
2022
Karin Zaugg Black

- Seattle-Kobe Sister City Association looking for new board members
 - Please email Karin if you are interested Zauggblack.k@portseattle.org
- 2022 celebrates the sister cities' 65th anniversary, and the port anniversary will be the 55th anniversary. YMCA is celebrating their 56th anniversary (55th is 2021)
- Fun people-to-people exchanges in the lead-up
- Blurb in newsletter to be emailed to newsletter@pnwjetaa.org

PNWJETAA
Handbook
On pause
Samantha, Jessica

- [Steering Council Handbook](#) - (All Share>Council Member Folders)
 - Draft your position before the end of the year, please!

Finished Business

“We did the thing! How’d it go?”

2021 NatCon
Nov. 6 & 7 (Sat & Sun)
Janice, Denise,
Adam (CR)

- *Not discussed at November's meeting; notes from J. Laureano
 - Otsukare to our 3 Country reps Zara, Valeria and Adam!! They did an amazing job coming up with great thought provoking content this year.
 - Theme of [Natcon 2021: Community](#)
Now that we are in an era where online events are the norm, this should allow us to reach out to our subchapters and involve them in the main “hub” community. Stories were shared from previously involved alums that came back to the community because of the online presence and online events the Hub chapter held.
 - Need to reach out to Northern Idaho and Montana and start a conversation on how we can involve them in events or help them build a stronger alum community in their area. Also need to include PNWJETAA Alums that live abroad, for example Amelia Hagen.
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- Keynote Speaker: LaTonya Wilkins author of [Leading Below the Surface](#)
Latonya is a Diversity and Inclusion Coach and believes in the 4 principles of being a great leader.
 - Real leaders are relatable
 - Equitable leaders are always auditing your team
 - Aware of empathy or lack of empathy
 - Loyalty
- [JETAA Chapter Events!](#) Worth sharing to the group to get ideas for next year's events

Follow-up email & statement from Adam Lisbon (JETAARM)

Okaeri Returning
JETs
Nov. 13, 4PM PST
Jessica, Lynn,
Bahia (USJETAA)

- Great turn-out!
- Sam attended, met some newly returned JETs in the area as well as some older JET friends!
- 12 who were registered w/in our jurisdiction attended & 6 joined the PNWJETAA breakout session!

Woodinville Wine
& Beer Tasting
Nov. 20
Sam, Devyn

- 9 total attendees, including 1 recent returnee and 2 new friends of JET

JASSW Holiday
Dinner
Nov. 30 (Tues.)
Sam

- Live streamed on Youtube, discord for JETAA appointees
- Jeremy, Meryl, Ryan, Gabby, and Mira all attended

Request from the
Consulate
Jessica, Lynn

Every year Tokyo sends the Consulate a request to share a list of notable alumni in each jurisdiction. List has been sent to the Consulate. Thank you!

New Business

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

2022–23

Elections

At least 1 month
before Shinnenkai

(Advisory Board
member)

- Need to set up nominations online and share with members
- Who intends to remain in their current role?

Executive Officer Reports

(Position-related news, announcements, requests)

President

(Samantha)

- Meetings: transition to hybrid at some point?
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Vice President

(Jessica)

- Words of encouragement
-

Treasurer (Jeremy) [2021-2022 Budget](#) - **(DO NOT EDIT)**

- Previous balance
 - Checking: \$7,018.53
 - Professional Development Fund: \$947.77
 - Petty Cash: \$577.75
- Current balance **(as of 11/11/2021)**
 - Checking: \$7,800.89 **(-782.36)**
 - Professional Development Fund: \$947.79 **(+0.02)**
 - Petty Cash: \$577.75
- Breakdown:
 - Checking
 - SPENT \$45.00 for Denise Honoraria on 11/17/21
 - RECEIVED \$0.07 in Interest on 9/16/21
 - RECEIVED \$971.91 for MOFA NJT Reimbursement on 9/21/21
 - SPENT \$49.62 for Lynn Sanitizer Reimbursement
 - Savings
 - RECEIVED \$0.01 in interest on 10/23/21
- Owing/Pending:
 - New JET Honoraria - checks sent!
 - Adam
 - Cheryl
 - Denise
 - Devyn - I need your receipt!
 - Lynn's Labor and Materials for New JET Sendoff
 - Any summer picnic expenses - please send me receipts!
 - Cheryl (still) needs to submit Costco receipts
 - NatCon Expenses:
 - Janice and Denise lunch reimbursements
 - Working on this literally during this meeting.
- Notes
 - MOFA invoice for NJT has been submitted, as has the proposal for JASSW Holiday Dinner.
 - As always, please remember I need finalized budgets for MOFA-funded events SIX WEEKS before the event takes place.
 - We have Remote Event Sponsorship money to be used - far-flung members have any event ideas? That will need to be requested no later than December in order to be approved and invoiced before MOFA budget deadlines.

Secretary (vacant)

Steering Council Reports

(Position-related news, announcements, requests)

Membership (Lynn, Adam)

- 1 new member via website, 5 added w/paper form that we met at Emerald City Comic Con- but 3 need to finish their forms online, invitations sent to all 12 that attended Okaeri event of which one was the new member to register above.
- Membership Database (ft. Adam Ledyard !)
 - Cell restrictions to verify info/prevent typos
 - Fine-tuning unique membership code system
 - First, Last, JET year 1, placement, **new vs. update**
 - Lynn, Adam, & Jeremy to discuss needs/usage (email/slack)
 - Lynn sent “wish list” email to Adam 9/9/21

Social (Devyn)

- No plans for anything before the end of the year
- Event ideas:
 - Natsukashii-kai: Volume 2
 - JETAA Chicago Co-Event - Murder Mystery??
 - Going to get in touch with Alaska again to see if they'd like to co-host an event together in the winter
- Want to do a survey to see what kind of events people are most interested in going forward (possibly winter, to prep for next year)

Transitions

- (See Transitions event under Unfinished Business)

Advisory (Lynn, Cheryl, Adam, Michelle)

- Adam found a box of mislabelled 4GB USB drives—would anyone like some?
 - Devyn would like some!
 - Denise will take some for Bowl-a-Strike Against Cancer
- Lynn “acquired” a whole mess of Japanese meishi mini clear files that hold either 60 or 120 meishi. Might make good swag w/our logo sticker pasted on front for outgoing JETs & there was some interest on LINE for folks who may want some please email me which type (60/120) and how many & if you have a color preference (black, blue, red, yellow, green)

Software Dev/ Country Rep (Adam)

- Adam will be stepping down from Country Representative
- Letter will be sent to CLAIR/JLGC after tonight's meeting

Media (Janice)

- We have a Discord Channel!
 - Please join and test it out!
 - Will need to work out privacy settings. Currently only admin can send invites and create channels. (Please test this)
 - Jessica tested and confirmed.
 - Rule suggestions for discord? Currently, there are 3 rules up, members will need to agree to terms and rules to join PNWJETAA discord server.
 - Discord only allows streams of up to 720p and 30 frames per second unless you subscribe to the company's \$10/month Nitro service.

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- Temporary link to join discord channel (expires in 7 days) - <https://discord.gg/7nwDR3hz>
 - I WANT TO PLAY JACKBOX WITH YOU ALL!
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Newsletter
(Denise)

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)

- Personal content for newsletter
 - Video interviews? Topical essays/write ups? 5 mins of ____
 - See * content above
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Compliance
(Jeremy)

- Jeremy requests we take a class on Roberts Rules of Order — Jeremy is the teacher; **we still need to set a meeting time.**
 - Executive Board required. To be discussed on slack.
 - Facebook recently changed the structure of groups—"Private" groups cannot be found, so our group needs to be public. Jeremy posted a note to the PNW group asking the community to help monitor for spam
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Brand (Michelle)

[Branding Guide](#) created by Jeremy (updated link 03/08)

Brand Developer: Michelle Kato (casual/part-time)

- New email signature template available, see Resources
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Set a meeting for discussing banner design — needs to be spent in this FY!

Good and Welfare

(Exciting life news! Personal schedule reminders. Other fun stuff.)

Announcements

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Adjournment:

Next Meeting Date and Location:

January 6 or 13, 2022 | 18:30–19:30 | Zoom

Resources & Miscellanea

- [Email Signatures](#)

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

- Old emails needing organization:
 - Roadblocks
 - pnwjetaa.secretary@gmail.com
 - iua.....@hotmail.com is the backup email
 - In Progress
 - pnwjetaa.president@gmail.com (Sam)
 - pnwjetaa.vicepresident@gmail.com (Jessica)
 - (backup email should be current pnwjetaa email)