

PNWJETAA

# Monthly Meeting Agenda

January 2022

January 13, 2022 | 18:30 | Zoom

## Call to Order:

ROLE CALL: Samantha Corpuz | Devyn Couch | ~~Ryan Hart~~ | Cheryl Hou | Michelle Kato | Janice Laureano  
Adam Ledyard | Lynn Miyauchi | Jeremy Odden | Jessica Record | Denise Sawyer

GUEST(S):

## Welcome/Check-In

- If you could achieve just one thing this year, what would it be?

## Meeting Minutes Review and Approval

- Motion:
- Second:

## Unfinished Business

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

Origami Magazine  
(Story about  
PNWJETAA)

- Article for the 30th in Origami magazine (2 pages)
  - No other updates yet from Bruce, but CGJ got a copy
  - Copy was forwarded to Matt @ CLAIR, NY

November

Bruce Rutledge

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## "Bonenkai"

TBD

Denise, Janice,  
Jessica

- CANCELLED

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## 2021 Transitions

January (ish)

Jessica, Lynn,  
Cheryl

- Will be tag-teaming w/ Great Lakes and USJETAA. Their event will be on January 29th (<https://greatlakesjetaa.org/2022-great-lakes-jetaa-career-fair/>)
- 2022 Transitions in partnership w/USJETAA will be on February 5th
  - <http://transitions.pnwjetaa.org/>
- Focus will be on Employment in Japan

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## Late JET Send Off

April

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

- The Consulate will be sending ~14 additional JETs soon.
- Border has been reclosed so there is no known departure date.

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## JET Ski 2022

February 12, 2022

Sam

- Subcommittee: Sam, Devyn, Janice, Cheryl
- Event is live!
  - [Website](#)
  - [Registration](#) (skiing and après ski happy hour)
- \$20 subsidy for first 10 registrants in each chapter
- Winter activities: [Summit at Snoqualmie](#)
  - Purchase tickets directly from Snoqualmie—no group rate this year
- Après ski: [Southgate Garden Korean BBQ](#)

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## 2022–23

### Elections

At least 1 month  
before Shinnenkai  
(Adam)

- See Shinnenkai
  - Adam to lead, possible assistance from Jessica.
  - Need to set up nominations online and share with members
    - See folder for roughed out forms:  
[https://drive.google.com/drive/u/1/folders/1jWP5iGTy-pIZr6XEZVE\\_8nNVa6rhd3\\_P](https://drive.google.com/drive/u/1/folders/1jWP5iGTy-pIZr6XEZVE_8nNVa6rhd3_P)
    - If you could review the nomination form that would be helpful!
    - Nomination and voting form
      - Latest nominations need to start Mid-January.
      - 1 week before voting to inform nominees and time for platforms.
      - 1 week for voting.
  - Who intends to remain in their current role?
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## Shinnenkai 2022

TBD

Sam

- Coming up soon!
- End of Jan or beginning of Feb?
  - February 26th, 2022 (Subcommittee will discuss!)
    - Please include official meeting time this time (~45 minutes before the start of Shinnenkai).
      - Year in review
      - Forum for membership
      - Elections
        - Run online and lead up to the event, announcing new council at Shinnenkai.
      - New Council
- Subcommittee: Devyn, Denise, Jessica
  - Update by December 27th?
  - Jessica will reach out to JCCCW for potential reservation. **Remember**, there is no funding for this.
    - We are a “supporting business” and our official business office.
      - Jessica reached out but was delayed. Pending answer.
- Kakizome?

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## 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:
  - 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?

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## Anti-Racism Work

Ongoing

Devyn, Michelle

- Next session: Still pending—emailed Mya and waiting for response
  - January?
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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](mailto: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](mailto:newsletter@pnwjetaa.org)

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PNWJETAA  
Handbook  
On pause  
Samantha, Jessica

- [Steering Council Handbook](#) - (All Share>Council Member Folders)
  - Draft your position before the end of the year, please!
    - Don't worry about it for now, official pause as of December.

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## Finished Business

*"We did the thing! How'd it go?"*

*Holiday season—nothing happened.*

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## New Business

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

Consulate  
(Jessica)

- Please direct questions and issues to the Consulate
    - <https://english.kyodonews.net/news/2022/01/19d6f4cd1c20-covid-border-steps-force-300-foreigners-to-decline-japan-teacher-jobs.html>
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## Executive Officer Reports

(Position-related news, announcements, requests)

President  
(Samantha)

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Vice President  
(Jessica)

- See Consulate above.
  - If you are interested in what this position involves, please reach out to me.
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Treasurer (Jeremy) [2021-2022 Budget](#) - **(DO NOT EDIT)**

- Previous balance
  - Checking: \$7,800.89
  - Professional Development Fund: \$947.79
  - Petty Cash: \$577.75
- Current balance **(as of 1/13/2022)**
  - Checking: \$8,130.06 **(+329.17)**
  - Professional Development Fund: \$947.80 **(+0.01)**
  - Petty Cash: \$577.75
- Breakdown:
  - Checking
    - RECEIVED \$925.00 for JASSW Dinner Reimbursement on 12/14/21
    - RECEIVED \$0.06 in interest on 12/18/21
    - SPENT \$45.00 for Cheryl Honoraria on 12/30/21
    - SPENT \$52.04 for Cheryl Summer Picnic Reimbursement on 12/30/21
    - SPENT \$489.85 for Adam CR expenses on 1/7/22
  - Savings
    - RECEIVED \$0.01 in interest on 12/25/21
- Owing/Pending:
  - NatCon Lunches: Unclear if CLAIR is sending money now or later.
  - Waiting on JETAA Hawaii to cash a check for NatCon expenses handled by Adam
  - Still need Cheryl's receipt for honorarium!
- Notes
  - JASSW Dinner Invoice has been paid by MOFA.
  - MOFA funds are officially closed.
- Separate budget meeting may be needed to discuss current situation. Jeremy and Sam to discuss date for meeting.
- Jeremy is beginning the Form 6 process tomorrow, as well as purchasing some items approved in this year's budget.

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Secretary (vacant)

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## Steering Council Reports

(Position-related news, announcements, requests)

### Membership (Lynn, Adam)

- Membership Database (ft. Adam Ledyard !)
- 1 new member sign up via the website

### Social (Devyn)

- Event ideas:
    - Natsukashii-kai: Volume 2
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- 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)

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#### Transitions

- (See Transitions event under Unfinished Business)

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#### Advisory (Lynn, Cheryl, Adam, Michelle)

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#### Software Dev (Adam)

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#### 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.
  - 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)

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

- New email signature template available, see Resources

**Set a meeting for discussing banner design — needs to be spent in this FY!**

We have some design in the approved use folder. Please check slack.

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## Good and Welfare

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

### Announcements

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## Adjournment:

### Next Meeting Date and Location:

February 10, 2022 | 18:30–19:30 | Zoom

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## 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)