

PNWJETAA

# Monthly Meeting Agenda

November 2021

November 11, 2021 | 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

GUESTS:

## Welcome/Check-In

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## Meeting Minutes Review and Approval

- Motion:
- Second:

## Guest Business

*“What’s happening outside of PNWJETAA?”*

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## 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)
  - Reflection on history would be ideal due to the times we are in.
    - Cheryl Hou, Laurel Lukaszewski & Ryan Hart, Jeff Huffman would be good people to interview.

- Sam Corpuz as current president (Adam Ledyard as current country rep).

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### Woodinville Wine & Beer Tasting

Nov. 20

Sam, Devyn

- Posted to [website](#), FB, IG — Thanks, Devyn!
  - Meet at [Callan Cellars](#) (reservation made for 10 people)
  - Could split into two groups and go to one of the many other tasting rooms in the complex (like [Damsel Cellars](#))
  - [Métier Brewing Company](#) for food from 5PM (bring in takeout or buy Umami Kushi from Metier)
- Other info
  - Walking tour, rain or shine
  - Split into smaller groups if social-distancing becomes a concern for indoor dining/tastings?

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### \*JASSW Holiday Dinner

Nov. 30 (Tues.)

Sam

- Holiday dinner will be virtual again this year
- Website: <https://jassw.info/widget/event-4406545>
- Sponsorship tiers & pricing [here](#)
- We currently have budget for 5 "individual sponsorships", but need to discuss how best to use them
  - Normally give to recently returned/moved for networking.
  - 5 tickets, 1-2 for officers, 3-4 seats to new returnees/transplants
    - Confirmed: Gabby Klein, Ryan Rorie, Meryl Jordan
    - Pending: EJ Griffin (no reply to email), Chris De Borja (checking his availability)
    - HBCC: New assistant director Mira Pomerantz who just moved here.
    - **Sam no longer able to attend due to travel — anyone else available?**

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### Bonenkai mid-Dec., (time TBD)

Denise, Janice,  
Jessica

Subcommittee: Denise, Janice, Jessica

**To be discussed:**

- Decide date & time
- Possible venues

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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?

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- [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?

#### **Article for ORIGAMI magazine**

- Sam will meet with Bruce for the article on Thursday

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#### **2021 Transitions**

TBD

Jessica, Lynn,  
Cheryl

- “Okaeri New JETs” this weekend (see New Business)
  - Co-hosting with USJETAA
  - Sam will attend to represent PNWJETAA; anyone else available?
  - Register here: <https://usjetaa.wildapricot.org/event-4542907/Registration>
- Transitions career event will be held in January

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#### **Anti-Racism Work**

Ongoing

Devyn, Michelle

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

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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!

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## **Finished Business**

*“We did the thing! How’d it go?”*

## 2020 & 21 JET Send-Off

October 16

Samantha,  
Jessica, Lynn,  
Jeremy

### Departure happened & the new JETs are in Japan!!

- Posts made to FB and IG with photos from departure at SEA

### Swag (Jeremy, Lynn)

- Distributed at airport
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## Pumpkin Picking

Oct. 17, 12PM

Devyn

- We had a grand time!
  - 12 attended, including new faces!
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## Virtual Halloween event

Oct. 30, (time  
TBD)

Devyn

- Unfortunately cancelled due to illness
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## 2021 NatCon

Nov. 6 & 7 (Sat &  
Sun)

Janice, Denise,  
Adam (CR)

- 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.
  - 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
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## New Business

*“Hey, let’s do this thing! What do you think?”*

## Request from the Consulate

Jessica, Lynn

Every year Tokyo sends the Consulate a request to share a list of notable alumni in each jurisdiction. The JET Program Coordinator is responsible for creating the list with assistance from the local JETAA chapter. What qualifies as “notable” is pretty vague, but mostly leaders in business/ industries, politicians, professors/staff at major universities, etc. Jessica & I will be working on it, but if anyone has suggestions please let us know.

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## Okaeri Returning JETs

Nov. 13, 4PM PST

Jessica, Lynn,

Bahia (USJETAA)

(not exactly "new" business, but...)

- See “Transitions” above.
  - [Registration here](#)
  - Posted to [website](#), FB, and IG
  - All recently returned JETs sent individual invitations by email
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## Late JET Send Off January

Consulate, Lynn,

Jessica

- The Consulate will be sending ~11 additional JETs in January
    - New swag purchased: 30 bottle of hand sanitizer - to be discontinued when they run out
    - Should have enough swag to cover 11 late departures & any early departures that might be going in 2022
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## Shinnenkai 2022

TBD

Sam

- Coming up soon!
  - End of Jan or beginning of Feb?
  - Subcommittee: Devyn, Denise, Jessica
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## 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?
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## Executive Officer Reports

(Position-related news, announcements, requests)

President

(Samantha)

- Meetings
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Vice President

(Jessica)

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

- Previous balance
  - Checking: \$8,765.94
  - Professional Development Fund: \$947.76
  - Petty Cash: \$577.75
- Current balance **(as of 11/11/2021)**
  - Checking: \$7,018.53 **(-1,747.41)**
  - Professional Development Fund: \$947.77 **(+0.01)**
  - Petty Cash: \$577.75
- Breakdown:
  - Checking
    - SPENT \$5.06 for Lynn Bag Reimbursement on 10/9/21
    - RECEIVED \$0.07 in interest on 10/16/21
    - SPENT \$45.00 for Haruka Honoraria on 10/20/21
    - SPENT \$772.42 for Furoshiki on 10/29/21
    - SPENT \$925.00 for JASSW Holiday Dinner on 11/3/21
  - 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!
  - 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.

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Secretary (vacant)

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## Steering Council Reports

(Position-related news, announcements, requests)

Membership  
(Lynn, Adam)

- One new member signed up
- Membership Database (ft. Adam Ledyard !)
  - Cell restrictions to verify info/prevent typos
  - Fine-tuning unique membership code system
    - First, Last, JET year 1, placement
  - **Lynn, Adam, & Jeremy to discuss needs/usage (email/slack)**
    - **Lynn sent “wish list” email to Adam 9/9/21**

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Social (Devyn)

- 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)

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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/  
Country Rep  
(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.

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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

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

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## Good and Welfare

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

### Announcements

- Devyn--started certification program to become a Montessori teacher at the elementary level (ages 6-12); I'm essentially in grad school now! :D

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## Adjournment:

### Next Meeting Date and Location:

December 9, 2021 | 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)