

PNWJETAA

# Monthly Meeting Agenda

September 2021

September 9, 2021 | 18:30 | Zoom

## Call to Order:

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

GUESTS: EJ Griffin (Saga Pref., 5 years), Gabby Klein (Kagoshima Pref., 2017-20)

## Welcome/Check-In

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## Meeting Minutes Review and Approval

- Motion:
- Second:

## Unfinished Business

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

\*Enkai 101

September 18,  
6PM–9PM

Jessica, Janice

Updates:

- Registration is active: <https://pnwjetaa.org/2021/08/enkai101/>
  - Posted to FB, IG, website
  - Final day for Bento registration Sept 15th
  - Currently have 20 participants (includes 14 outgoing JETs)
  - Food, drink, game & prizes update
  - Koucho-sensei speech to be delivered by H. Omura (CGJ)
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## \*2020 & 21 JET

### Send-Off

October 16

(Departure)

Samantha,

Jessica, Lynn,

Jeremy

### Departure has finally been announced!! October 16 (Sat.)!

- No send-off at airport by alumni due to Covid — new JETs will be doing a soft-quarantine for 14 days leading up to departure
- \*Include a happy announcement in newsletter :D

### Swag (Jeremy, Lynn)

- Prepared: Towels, hand sanitizer, masks, promise letters, origami paper
  - All labeled and bagged!
- **New inventory numbers as of August 2021:**
  - Towels - 80 (tagged w/logo)
  - Hand Sanitizers - 80 (labeled w/logo) - will wrap in foam to protect them & put in a mini-ziplock bag
  - 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: by CGJ staff (Jessica & Lynn) at airport.
- Might need budget to purchase Ziplock bags (small & 2 gal size) & rubber bands for packaging

## \*30th Anniversary

Sam, Devyn

[Planning Folder](#)

### 30th Anniversary Celebration (PNW-only)

- Postponement announcement posted to FB (page + group), IG, website
- Still needing to post announcement to 30th Anniv.-specific page — please advise on how to access
- \*Also add to newsletter Denise Sawyer — letterhead and images are in the [30th Anniv. folder](#)

### Check-in:

- J. Odden: Budget shift from this year to next.
    - Wanted to reallocate budget as we won't need banners (again) this year, and wanted to get something nicer for gifts to former/current leadership — custom furoshiki
    - **Budget approval to be discussed in Treasurer's report**
  - Alert Consulate about shift [PENDING] — to be communicated during meeting with CGJ on 9/16 (see New Business)
  - Alert Bahia about shift [COMPLETE] — Sam emailed Bahia and received a reply, she is very understanding and supportive. Hopeful for an in-person USJETAA event in May 2022, but we'll see. Also, no additional videos needed for USJETAA JET Celebration online event (October)
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Anti-Racism Work  
Ongoing  
Devyn, Michelle

- Next session: Samantha Corpuz to check-in with Mya about next session.

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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?"*

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- Anything to update?

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## New Business

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

Meeting with CGJ  
Seattle  
September 16  
(Thurs), 2PM  
Sam

A (long overdue) **meet & greet** with Consul-General Inagaki; possibly Senior Consul Kawamura and Honda-san (Culture Section)

- Exec. Officers required attendees, Steering Council welcome if available (no worries if you can't make it)
  - Jessica will have to miss due to JET send-off
- Calendar invites were sent to PNW accounts, please let Sam know if you did not receive it and would like to join
- [Zoom meeting link](#)

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\*JASSW Holiday  
Dinner  
Nov. 3 (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

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2021 NatCon  
TBA  
Sam

- Texoma has withdrawn their bid to host for 2021 due to Covid, will be virtual again this year
  - No other announcements at this time from CRs
  - Will need two members of Steering Council to represent
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## 2021 Transitions

TBD

Jessica, Lynn,  
Cheryl

- Waiting for NatCon dates before deciding, Nintendo already interested

### **J-Link**

- JETAA Canada will be launching their own database!
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## Executive Officer Reports

(Position-related news, announcements, requests)

President

(Samantha)

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Vice President

(Jessica)

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

- Previous balance
  - Checking: \$9,496.84
  - Professional Development Fund: \$947.73
  - Petty Cash: \$577.75
- Current balance **(as of 09/09/2021)**
  - Checking: \$9,161.93 **(-334.91)**
  - Professional Development Fund: \$947.75 **(+0.02)**
  - Petty Cash: \$577.75
- Breakdown:
  - Checking
    - RECEIVED \$0.09 in interest on 8/21/21
    - SPENT \$175.00 for Cheryl Park Reservation Reimbursement on 8/28/21
    - SPENT \$25.00 for Devyn Park Cancellation Reimbursement on 9/8/21
    - SPENT \$45.00 for Pat Honoraria on 9/8/21
    - SPENT \$45.00 for Devyn Honoraria on 9/8/21
    - SPENT \$45.00 for Bryna Honoraria on 9/9/21
  - Savings
    - RECEIVED \$0.02 in interest on 8/28/21
- Owing/Pending:
  - New JET Honoraria - checks sent!
    - Adam
    - Ashley
    - Cheryl
    - Denise
    - Dr. Kobashigawa
    - Haruka
    - Janice
    - Landon
    - Lynn
  - Any summer picnic expenses - please send me receipts!
- As always, please remember I need finalized budgets for MOFA-funded events SIX WEEKS before the event takes place.
  - **JASSW Holiday Dinner budget deadline is October 14th.**

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Secretary (vacant)

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## Steering Council Reports

(Position-related news, announcements, requests)

<b>Membership</b> (Lynn, Adam)	<ul style="list-style-type: none"> <li>● One new sign-up who originally reached out to the officers (EJ !!!)</li> <li>● Membership Database (ft. Adam Ledyard !)</li> <ul style="list-style-type: none"> <li>○ Cell restrictions to verify info/prevent typos</li> <li>○ Fine-tuning unique membership code system <ul style="list-style-type: none"> <li>■ First, Last, JET year 1, placement</li> </ul> </li> <li>○ <b>Lynn, Adam, &amp; Jeremy to discuss needs/usage (email/slack)</b> <ul style="list-style-type: none"> <li>■ <b>Meet eventually, too :) Lynn sent “wish list” email to Adam:-)</b></li> </ul> </li> </ul> </ul>
<b>Social</b> (Devyn)	<ul style="list-style-type: none"> <li>● JETAA Chicago Co-Event - Murder Mystery?? (Looking at Fall)</li> <li>● New JET Enkai 101 (9/18/21) @ Cheryl's place</li> <li>● Natsukashii-kai: Volume 2 (End of Sept.? Early Oct.?)</li> <li>● Want to do a survey to see what kind of events people are most interested in going forward</li> </ul>
<b>Transitions</b>	<ul style="list-style-type: none"> <li>● (See Transitions event under New Business)</li> </ul>
<b>Advisory</b> (Lynn, Cheryl, Adam, Michelle)	<ul style="list-style-type: none"> <li>●</li> </ul>
<b>Software Dev/ Country Rep</b> (Adam)	<ul style="list-style-type: none"> <li>●</li> </ul>
<b>Media</b> (Janice)	<ul style="list-style-type: none"> <li>● J-link template purchased. (\$19.99)</li> <li>● Business logo or personal photo as contact card? Need to ask Lynn.</li> </ul>
<b>Newsletter</b> (Denise)	<p><b>Share things you'd like to feature, please! Links appreciated.</b>  <b>Deadline: 2nd Sunday afternoon of each month (Month/Day - Event, link, brief description - email Denise to share details/specific messaging)</b></p> <ul style="list-style-type: none"> <li>● Personal content for newsletter <ul style="list-style-type: none"> <li>○ Video interviews? Topical essays/write ups? 5 mins of ____</li> </ul> </li> <li>● Japan Week at Bellevue College 10/9/21 - Lynn sent info to Denise</li> <li>● See emails from Sam: JCCCW event, HBCC job opportunity, UW noh lecture, etc.</li> <li>● See * content above</li> </ul>
<b>Compliance</b> (Jeremy)	<ul style="list-style-type: none"> <li>● 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></li> </ul>
<b>Brand</b> (Michelle)	<p><a href="#">Branding Guide</a> created by Jeremy (updated link 03/08)  Brand Developer: Michelle Kato (casual/part-time)</p> <ul style="list-style-type: none"> <li>● New email signature template available, see Resources</li> </ul>

## Good and Welfare

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

### Announcements

- New JET Coordinator announced
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## Adjournment:

### Next Meeting Date and Location:

October 7 or 14, 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)