

PNWJETAA

Monthly Meeting Agenda

February 2022

February 10, 2022 | 18:30 | Zoom

Call to Order:

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

GUEST(S): Bahia Simons-Lane (USJETAA), Jennifer Clark, Mira Pomerantz, Meryl Jordan

Welcome/Check-In

- Are you an early bird, or night owl? (When do you feel the most productive?)

Meeting Minutes Review and Approval

- Motion:
- Second:

Guest Business

"What's happening outside of PNWJETAA?"

USJETAA JET35

May 20–22, 2022

Bahia, Samantha,
Jessica, Cheryl

- Venue: [Motif Seattle](#)
- Doodle poll to meet with Bahia: <https://doodle.com/poll/fc57afsw849w7pxa>
- In terms of PNWJETAA involvement:
 - Volunteers during the event
 - Leads for possible panelists, sponsors, etc (to be discussed at meeting with Bahia)
- Michelle to redesign logo!

Unfinished Business

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

JET Ski 2022

February 12, 2022

Sam

- Subcommittee: Sam, Devyn, Janice, Cheryl
- Event is this weekend!
 - [Website](#)
 - [Registration](#) (skiing and après ski happy hour)
- \$20 subsidy for lift tickets 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](#)
- Virtual Gather-ing on Gather.town (URL TBA) on Feb. 13 at 2pm!
 - GooseChase photos, Jackbox games, all in 8-bit glory!

2022–23

Elections

At least 1 month
before Shinnenkai

Adam

- See Shinnenkai
- Adam to lead, possible assistance from Jessica.
- Nomination forms are set and only elections@pnwjetaa has access to the [folder](#)
 - If you could review the nomination form that would be helpful!
 - Timeline
 - Nominations: NOW until Feb 19
 - Contact nominees and submit platforms: Feb. 20–26
 - Voting: Feb 27–Shinnenkai
 - Realistic question: What if we do not have anyone running for executive board?

Shinnenkai 2022

March 5, 2022

Devyn, Denise,
Jessica

- March 5
 - Cheryl's sky lounge, 5–8pm
- Moving forward with in-person with limited capacity
- 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
- Kakizome?
- Invitation to Consulate, anyone else? - Jessica can send
- 30+ Anniversary (see below)

30th Anniversary

Sam, Devyn

[Planning Folder](#)

30th Anniversary Celebration (PNW-only)

- **ADD TO SHINNENKAI PROGRAMMING**
- New subcommittee members
 - Sam, Devyn (original members); Lynn, Janice & Michelle interested; Ryan Hart
- 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?
 - NO - Jeremy
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Late JET Send Off

April

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

- The Consulate will be sending ~14 additional JETs soon.
 - Rumors say it will be happening.
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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
 - 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
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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?"

2021 Transitions January 29 & February 5

Jessica, Lynn,
Cheryl

- Tag-teamed w/ Great Lakes and USJETAA on January 29th (<https://greatlakesjetaa.org/2022-great-lakes-jetaa-career-fair/>)
 - About 80 attendees. Did really well for one of their first online events.
 - 2022 Transitions in partnership w/USJETAA on February 5th (<http://transitions.pnwjetaa.org/>)
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- At least 65 attendees!
- Recording will be sent via USJETAA.

Consulate updates

Jessica

- JET Interviews happened! Feb 2–4, 2022
 - Thank you!!

New Business

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

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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: \$8,130.06
 - Professional Development Fund: \$947.80
 - Petty Cash: \$577.75
- Current balance **(as of 2/10/2022)**
 - Checking: \$7,814.37 **(-315.69)**
 - Professional Development Fund: \$947.82 **(+0.02)**
 - Petty Cash: \$577.75
- Breakdown:
 - Checking
 - SPENT \$165.26 for Book Club Zoom on 1/16/22
 - SPENT \$150.51 for Kohaku Maku Reimbursement on 1/19/22
 - RECEIVED \$0.08 in interest on 1/22/22
 - Savings
 - RECEIVED \$0.02 in interest on 1/29/22
- Owing/Pending:
 - NatCon Lunches: Unclear if CLAIR is sending money now or later.
 - Still waiting on JETAA Hawaii to cash a check for NatCon expenses handled by Adam
 - Still need Cheyl's receipt for honorarium!
- Notes
 - GiA Expenses must be submitted to Jeremy NO LATER THAN **WEDNESDAY FEBRUARY 16TH** IF YOU WANT TO BE REIMBURSED FOR THEM.
 - Transitions!
 - JETski!
 - Banner Expenses must be approved at this meeting - we anticipate it costing a bit over \$300, not all of which is guaranteed to be reimbursed. See final previews [here](#).
 - MOFA budget for 2022-2023 is due by the end of the month - we **MUST** meet before February 28th to discuss what we want next year.

Secretary (vacant)

Steering Council Reports

(Position-related news, announcements, requests)

Membership
(Lynn, Adam)

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Social (Devyn)

- Event ideas:
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- Natsukashii-kai: Volume 2—maybe end of March/early April
 - 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)—for shinnenkai
 - Working on this!
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Transitions ● (See Transitions event under Unfinished Business)

Advisory (Lynn, Cheryl, Adam, Michelle) ●

Software Dev (Adam) ●

Media (Janice) ● Need to purchase Google workspace subscription by May 2022.. GSUITE IS DISSOLVING

- <https://workspace.google.com/pricing.html?source=gafb-homepage-faq-en>

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

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.

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!

We have some design in the [approved use folder](#). Please check slack.

Banner design:

- Near-finalized!
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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:

March 10, 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)