

PNWJETAA

Monthly Meeting Minutes

February 2022

February 10, 2022 | 18:30 | Zoom

Call to Order: 18:45

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): 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?)
 - Introductions

Meeting Minutes Review and Approval

- Motion: Denise
- Second: Jessica
- passed

Guest Business

"What's happening outside of PNWJETAA?"

USJETAA JET35

May 20–22, 2022

Bahia, Samantha,
Jessica, Cheryl

- Events all three days. Social and conference.
 - 100-150 JETs attending are the goal (especially our region/Coast)
 - Venue: [Motif Seattle](#)
 - Special room rates
 - ~\$209 after taxes/fees with perks
 - Ballroom with 4 breakout spaces
 - “Japan Expo” with tables from donors/sponsors/local businesses (please share thoughts with USJETAA for who they may want to include).
 - Doodle poll to meet with Bahia: <https://doodle.com/poll/fc57afsw849w7pxa>
 - In terms of PNWJETAA involvement:
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- Volunteers during the event
 - Hosted lunches
 - Tours
 - Leads for possible panelists, sponsors, etc (to be discussed at meeting with Bahia)
 - Ideas for speakers & panelists
 - Career component/networking will be included
 - Michelle to redesign logo!
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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)
 - PNW: 14 mountains, 11 post ski
 - Portland & BC: lower numbers but still representing.
 - \$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](#) / PW: JETSKI2022 on Feb. 13 at 2pm!
 - GooseChase photos, Jackbox games, all in 8-bit glory!
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*2022–23

Elections

At least 1 month
before Shinnenkai

Adam

- See Shinnenkai
 - Adam to lead, possible assistance from Jessica.
 - <https://forms.gle/m3uCYArheVBMj7eX6>
 - 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
 - Voting at Shinnenkai - yes so those who missed online can be included.
 - Nominations
 - Summary: Any position is available to new members *except* president. Positions include secretary, VP, newsletter, steering council in general.
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*Shinnenkai 2022

March 5, 2022

Devyn, Denise,
Jessica

- March 5
 - Cheryl's sky lounge, 5–8pm
- Moving forward with in-person with limited capacity
 - “Limited capacity”
 - ~50, so need to consider how we invite and make sure we warn about expectations for this year’s programming
 - Registration needs to be made
 - Food & Drink need to be figured out - but no budget
 - Cheryl is going to look into helping us out
- 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.
 - These posts have gone up cross-platform (social media).
 - New Council
- Kakizome?
- Invitation to Consulate, anyone else? - Jessica can send
 - Sam will send list to Jessica and we will work on it (Jessica remind Sam on Sunday)
- 30+ Anniversary during Shinnenkai (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?
 - [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**
-

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.

Anti-Racism Work Ongoing

Devyn, Michelle

- Next session: Still pending—emailed Mya and waiting for response
- Have we heard anything from Mya lately?
 - Sam will try again

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!
 - Don't worry about it for now, official pause as of December.
 - Will become Sam's pet project

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/>)
 - At least 65 attendees!
 - Recording & Resumes 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?"

Consulate
Volunteering
Opportunities
April & August
Jessica, Lynn

- Cherry blossom festival (April 8-10)
 - Hybrid
 - Seattle Center
 - Sakuracon (April 15-17)
 - Booth & panels will need help
 - Washington State Convention Center
 - Emerald City Comic Con (August 18-21)
 - Possibly open for JETAA volunteers this year
 - Washington State Convention Center
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JETAAUSA Q4
Meeting
February 19
Ryan, Cheryl,
JETAAUSA BOA

- Bylaw discussion and advisory board
 - Meeting open to the executive board members but let us know if you are interested.
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Executive Officer Reports

(Position-related news, announcements, requests)

President
(Samantha)

- Reach out to Sam about positions.
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Vice President
(Jessica)

- Reach out to Jessica about positions.
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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](#).
 - Can we get rid of the website on the horizontal banner?
 - **Vote passed** with or without changes to design.
 - 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)

- 1 person updated their information.
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Social (Devyn)	<ul style="list-style-type: none"> • Event ideas: <ul style="list-style-type: none"> ◦ Natsukashii-kai: Volume 2—maybe end of March/early April ◦ If anyone has a particular event they'd like to see, please let me know! :) • 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 <ul style="list-style-type: none"> ◦ Working on this!
Transitions	<ul style="list-style-type: none"> • (See Transitions event under Unfinished Business)
Advisory (Lynn, Cheryl, Adam, Michelle)	<ul style="list-style-type: none"> •
Software Dev (Adam)	<ul style="list-style-type: none"> •
Media (Janice)	<ul style="list-style-type: none"> • Need to purchase Google workspace subscription by May 2022.. GSUITE IS DISSOLVING <ul style="list-style-type: none"> ◦ https://workspace.google.com/pricing.html?source=gafb-homepage-faq-en
Newsletter (Denise)	<p>Share things you'd like to feature, please! Links appreciated.</p> <p>Deadline: 2nd Sunday afternoon of each month (Month/Day - Event, link, brief description - email Denise to share details/specific messaging)</p> <ul style="list-style-type: none"> • Personal content for newsletter <ul style="list-style-type: none"> ◦ Video interviews? Topical essays/write ups? 5 mins of ____ • See * content above
Compliance (Jeremy)	<ul style="list-style-type: none"> • Jeremy requests we take a class on Roberts Rules of Order — Jeremy is the teacher; we still need to set a meeting time. <ul style="list-style-type: none"> ◦ Executive Board required. To be discussed on slack.
Brand (Michelle)	<p>Branding Guide created by Jeremy (updated link 03/08)</p> <p>Brand Developer: Michelle Kato (casual/part-time)</p> <ul style="list-style-type: none"> • New email signature template available, see Resources <p>Set a meeting for discussing banner design — needs to be spent in this FY!</p> <p>We have some design in the approved use folder. Please check slack.</p> <p>Banner design:</p> <ul style="list-style-type: none"> • Near-finalized!

Good and Welfare

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

Announcements

- Sam cut off her pandemic hair
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Adjournment: 21:04

Next Meeting Date and Location:

March 5, 2022 | 17:00–18:00 | Nexus Seattle

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)