

PNWJETAA

Monthly Meeting Minutes

August 2022

August 11, 2022 | 18:30 | Zoom

Call to Order: 18:36

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

GUEST(S):

Welcome/Check-In

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Meeting Minutes Review and Approval

- Motion: Jeremy
- Second: Sam
- Passed without objection

Unfinished Business

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

*Summer Picnic

August 13, 2022

Sam, Devyn,

Cheryl

- Current number of attendees: 28 (estimate 30)
 - Likely some day-of people to show up as well
 - Will aim to get food for around 30 people
 - 3 games + extra few in case there's time
 - Radio taiso, person scavenger hunt, 2-team crane-folding competition & race, glove toss
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- Materials required
 - Denise will bring paper for cranes & uchiwa
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Consulate
Volunteering
Opportunities
August
Jessica, Lynn

- Emerald City Comic Con (August 18-21)
 - Will be emailing within the next month - same as Sakura-Con, invitation only (council has priority).
 - Just a booth! (in the Pop Asia room) **Please let Lynn know (email her work address) ASAP (a few weekend shifts are still available) if you are interested in volunteering at the booth and your day/AM/PM preferences. (Th - Sat: 10 am - 7 pm/ Sun: 10 am - 5 pm) and set up & clean up help accepted! (From the council - thanks Denise & Janice for volunteering to staff the booth - shifts will be confirmed soon!)**
 - All panel positions have been filled - Thank you!
 - Seattle Convention Center - Arch @ 800 Pike (formerly TCC)
 - Possibly teaming up with travel agent & ANA, so booth might be crowded
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Meeting with
Consulate
September 8,
2022
Jessica, Council as
needed

- Proposal by Consulate to meet with the council annually to share updates on the Program, budget and any JET related activities, etc.
 - Sets us up for the future to support the council if needed and vice versa(?)
 - We need to start pulling in people for the JET council
 - Open to all steering council members
 - **Meeting confirmed for Thursday September 8th, 7 pm**
 - Same day as September meeting, so we may need to switch that
 - Haruna-san is leaving at the end of September, good time to thank her and acknowledge her support of JETAA
 - Maybe write a thank you message / e-card or physical card
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Sake Nomi Happy
Hour?
TBD
Sam, Janice,
Devyn

- Spoke with owner at Sake Nomi, able to do private sake tastings for up to 20 people
 - Standing room limit to 30
 - Peruvian Nikkei restaurant across the street
 - Good happy hour for the fall, potentially
 - We will follow Janice's lead for timing on this event
 - Saturday, September 24th
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Anti-Racism Work
Ongoing
Sam

- Next session: Still pending
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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.
 - Will become Sam's pet project

Finished Business

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

Bon Odori

July 16, 2022

Sam, Denise

- Saturday night, virtual only (<https://seattlebetsuin.com/vsbo22/>)
- Food available for pickup
- Info was put up on Facebook and Instagram

New Business

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

Movie Night

TBD

Cheryl

- LET'S SET A DATE
 - Cheryl will send a poll in Slack
 - Should try to utilize Slack more!
 - Our free account allows us to see the most recent 10,000 messages
 - We should try to keep official JETAA things to Slack
 - Cheryl will host it at her place
 - Spooky season?
 - Theater downstairs, 15-20 people
 - Cheryl will figure out cap for the theater
 - Can put a cap on the event
 - If there's a lot of interest, may want to rent a small theater
 - \$12-15 a person
 - Hocus Pocus 2 is available on Disney+ from September 30th!!!
 - Might need to do a winter-esque one
 - Drive My Car
 - 2nd weekend (10th) of September for spooky one?
 - **Cheryl reserved theater for 4-7 pm on September 10th**
 - Horror movie in October? Might be tight with transitions
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Transitions 2022

TBD

Jessica, Lynn, Sam

- Usually fall (after returnees have settled in)
 - Possibly on Saturday, October 29th (full-day, with reception)
 - Lynn talking to Consulate about coordinating reception
 - Will this be the same day or a different day?
 - Need to secure venue
 - Previously have done Northwestern University
 - **Should book by the end of this month**
- Collaboration with USJETAA?
 - Jim reached out via email what transitions might look like and if we'll do it with USJETAA (as we have for the last couple of years)
 - Jim can go back and ask for more of a budget
- Sam will start the conversation with Jessica & Lynn regarding venues, etc.
- Budget: \$500
 - Jeremy can submit Form 4 if necessary (and can bring budget up to \$700)

Pumpkin Patch?

- Let's do this again this year!!!!
- Possible dates: 10/8 or 10/15
- Bob's Pumpkin Patch
- Devyn can start planning
 - Will let us know about dates in Slack
- Booked smores for 1 hour last time, 2 hours this time might be better
- If someone has good WiFi hotspot (or Satellite phone?), they can be a point person for guiding people to the place
 - Possibly bring banner

Executive Officer Reports

(Position-related news, announcements, requests)

Co-Presidents

(Sam & Cheryl)

- Cheryl for internal communication; Sam for external
- Cheryl needs to email Mya
- Cheryl and Sam only plan on doing this role for this year, so we need someone to take over presidency next year
 - Please invite new people to meetings, to volunteer, etc.

Vice President

(Devyn)

- Stoked for picnic & pumpkins!!!
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Treasurer (Jeremy) [2022-2023 Budget](#) - **Finally live!**

- Previous balance
 - Checking: \$9,564.75
 - Professional Development Fund: \$947.88
 - Petty Cash: \$577.75
- Current balance **(as of 8/11/2022)**
 - Checking: \$9,895.79 **(+331.04)**
 - Professional Development Fund: \$948.00 **(+0.12)**
 - Petty Cash: \$577.75 (+\$20.00 from Enaki 101 not in my possession)
- Breakdown:
 - Checking
 - RECEIVED \$0.07 in interest on 7/16/22
 - SPENT \$50.00 for Haruka Honorarium on 8/10/22
 - SPENT \$50.00 for Susan Honorarium on 8/10/22
 - RECEIVED \$933.00 for MOFA NJT Invoice on 8/11/22
 - SPENT \$69.03 for Sam Enkai 101 Reimbursement on 8/11/22
 - Savings
 - RECEIVED \$0.12 in interest on 7/23/22
- Owing/Pending:
 - STILL waiting on JETAA Hawaii to cash a check for NatCon expenses handled by Adam - can someone reach out to them and find out what's up?
 - \$247.50 for Seattle University Rental has been issued.
 - NJT Honoraria have been sent out!
- News!
 - GiA Request has finally been resubmitted!

Secretary (Mira) ● Nothing to report at the moment

Steering Council Reports

(Position-related news, announcements, requests)

Membership
(Lynn, Adam)

- Not sure - need advice & instructions regarding current state of our website & how it links to our current database & how to access it.
 - If we're moving away from Google Drive, new membership database won't work
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- Adam might be able to set up a free-tier setup on a provider (Amazon, GCP)
 - Adam will do some research on this, Janice will touch base
- If we have complete control of hosting, Adam can make a custom-made API
 - Depends on where membership database is going to land

Social (vacant)

- Event ideas: hiking, river float/rafting, camping trip, see fireworks, drive-in movie, undokai
- Rafting: Cedar Creek
- Denise: Kubota Garden taiko event (August 21st) - but it's the same weekend as ECCC
 - Will add the info this month, too

Transitions

- See new business

Advisory (Lynn, Ryan, Adam, Michelle, Jessica)

- Lynn will look for Exec Officers first and get a list together to share with current officers - work in progress
 - Gold pins and furoshiki for them - have given furoshiki & gold pin to Shun Endo (former Treasurer) - work in progress. Will keep council posted.
 - Did handoff to Laurel!
- We got meishi with meishi holders, if you haven't given your information to Jeremy yet please do so, so that he can mockup your cards & share the file w/me for printing

Software Dev (Adam)

- Whatever platform we use, Adam will explore what we can do (back end-wise)

Media (Janice)

- Purchased 1 month of Google Workspace
 - Looking to get things done by the end of this month
 - Something on Nextcloud that could replace Slack and Zoom, but not sure about funding
 - Google Forms is gone, but there is Wordpress Forms, which is connected with our website
 - Can put form right below the post
 - Can replace current forms on website with Wordpress Forms
 - Email migration complete!
 - Email can only store up to 1gb. Please clean out spam and/or trash emails, some accounts are at 70% capacity.
 - Was not able to migrate social@pnwjetaa emails to Titan.
 - IMAP available if you want to receive pnwjetaa emails into your personal gmail or outlook account.
 - Google drive to Nextcloud 90% complete
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- Adam will help with coding the free open source office editor into nextcloud. Currently no office editor but all of 00_ALL SHARE files have been migrated over
 - Nextcloud accounts for each officer are already in place.
 - **Janice just sent out Nextcloud login information, so please take a look and try it out**
 - Unable to downgrade to free edition w/media@pnwjetaa.org. We will eventually need to unsubscribe from Google Workspace before Aug 8th.
 - If we need to extend for another month, we have the reserves for it
 - Please check that all essential files are on the 00_ALL Share folder in Nextcloud. If any files are missing, please let Janice know. It's zipped and living rent free in her external drive.
 - **If you have any questions, please let Janice know!!**

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_
- See * content above
- Advertise Young Professionals Fund
 - Denise did this a few years ago
 - We have a link to an application, but it's on Google Forms
 - Offer small subsidy for parking or off registration for JET35
 - Typically was \$10 subsidy based on the event, up to 5 events per year (\$50 per person per year)
 - Up to \$20 subsidy for JET35
 - Up to \$10 for JAS-Net
 - This fund is a reimbursement!
- Writing reports for past events to put on the website
 - Denise: NJT
 - Sam: Enkai 101
 - One for Summer Picnic next month

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.
 - Do we want to restructure meetings (including how we do minutes, etc.)?
 - To discuss more in the fall
 - Trying to get our name officially changed
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Brand (Michelle)

- Add signature to new emails!
 - [Branding Guide](#) created by Jeremy (updated link 08/11/22)
 - Lynn is coming to summer picnic, good time to request
 - New meishi look great!!!
 - **Name, pronouns, position, email address to Jeremy if you want personalized business cards**
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Good and Welfare

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

Announcements

- Jeremy feels human again!! (we love that)
 - Sam is also slowly becoming a human again!
 - And avoided COVID!
 - Denise is gonna chill with Janice's kitties!!
 - Janice is going to DISNEY
 - Mira moved and her parents are visiting!
 - Cheryl got into metal music!
 - Record player acquired
 - Musical palate expanded
 - **Devyn met the Beer Fairy!**
 - Devyn's students sent them a sweet message
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Adjournment: 20:08

Next Meeting Date and Location:

September 13, 2022 | 18:30–20:00 | In-Person & 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
 - In Progress
 - pnwjetaa.president@gmail.com (Sam)
 - pnwjetaa.vicepresident@gmail.com (Jessica)
 - (backup email should be current pnwjetaa email)