

PNWJETAA

Monthly Meeting Agenda

July 2022

July 14, 2022 | 18:30 | WeWork Holyoke Building & Zoom

Call to Order:

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:
- Second:

Unfinished Business

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

Bon Odori

July 16, 2022

Sam, Denise

- Saturday night, virtual only (<https://seattlebetsuin.com/vsbo22/>)
 - Share on SNS?
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*Summer Picnic
August 13, 2022
Luther Burbank

- Committee: Sam, Devyn, Cheryl
- Usual picnic tables and BBQ at Luther Burbank Park reserved for full day
- Space is booked (all day)
- Cheryl will create graphic before next meeting

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 if you are interested in volunteering and your day/AM/PM preferences. (Th - Sat: 10 am - 7 pm/ Sun: 10 am - 5 pm) and set up & clean up help accepted!
 - Seattle Convention Center - Arch @ 800 Pike (formerly TCC)

Meeting with
Consulate
Summer
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(?)
 - Summertime after new JET sendoff
- We need to start pulling in people for the JET council

Sake Nomi Happy
Hour?
TBD
TBD

- 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

Anti-Racism Work
Ongoing
Sam

- Next session: Still pending

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?"

New JET Training

June 18, 2022

Seattle University

- ___ JETs attended in-person, ___ attended via Zoom, and ___ requested recording
 - Seattle Consulate: ___ JETs
 - Portland Consulate: ___ JETs
 - Sessions on Teaching in the Target Language, What your JTE expects (and what to expect from your JTE), Life on JET, Learning to Bow (and Japanese Etiquette), Mental Health, Tourons, New Alumni Q&A
 - Video recordings have been added to PNWJETAA website (thanks, Janice!)
 - Generally good feedback per post-training survey
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Walk for Rice

June 18, 2022

Jefferson Park

- Big Success!
 - 12 bipeds joined 1 fuzzy captain for a total of 13 officially registered team members!
 - We raised \$2507.00 and ranked 15th for fundraising out of 55 Teams
 - We did a special tribute to Chris Mochel (Casey's) mom - we had special tie-dye pattern smiley face pins that we wore in her memory. Casey's folks, especially her mom have been great supporters of WFR - even walking with our team (pre-COVID) w/o Casey!
- BIG THANK YOU TO EVERYONE WHO DONATED & PARTICIPATED to make this year a success!!!
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Seattle-Kobe

Sister City

Association 65th

Anniversary

June 29, 2022

Cheryl attended event at Consulate-General Residence & was able to share PNWJETAA swag w/ the Ambassador! Way to represent PNWJETAA!

Enkai 101

July 8, 2022

Nexus Seattle

- Very successful! Plenty of food, but ran out of non-alc. drinks early on :(
 - 27 total attendees, 10 new JETs, 16 alumni, 1 Ayumu (Kochou-sensei role)
 - Ended up making money
 - Per ticket breakdown:
 - General admission: \$20 gross sale, of which \$2.52 was EB fee, \$0.50 was payment processing fee, \$0.23 was tax
 - Gen. admission + drink ticket: \$25 gross sale, \$4.47 EB fee, \$0.63 payment processing fee, \$0.41 tax
 - Total revenue (gross sales minus fees & tax) = \$473.70
 - media@pnwjetaa.org do you have the \$20 cash that we received on the day of? Need to get it to Jeremy to add to our petty cash
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- Total expenses and reimbursements owing = \$375.17
 - GoPoké (Cheryl) = \$306.14
 - Uwajimaya beverages (Sam) = \$69.03
 - Net balance (revenue minus expenses) = \$98.53
 - treasurer@pnwjetaa.org Can we put the remaining revenue toward the next happy hour event?
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New Business

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

Movie Night

TBD

Cheryl

- LET’S SET A DATE
- Let’s set a surveymonkey poll!
- Cheryl will host it at her place

Transitions 2022

TBD

Jessica, Lynn, Sam

- Usually fall (after returnees have settled in)
- Collaboration with USJETAA?

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)

- Nothing new to report at the moment.
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Treasurer (Jeremy) [2022-2023 Budget](#) - **Finally live!**

- Previous balance
 - Checking: \$9,368.48
 - Professional Development Fund: \$947.87
 - Petty Cash: \$577.75
- Current balance **(as of 7/14/2022)**
 - Checking: \$9,564.75 **(+196.27)**
 - Professional Development Fund: \$947.88 **(+0.01)**
 - Petty Cash: \$577.75
- Breakdown:
 - Checking
 - SPENT \$82.50 on NJT Venue Deposit on 6/17/2022
 - RECEIVED \$0.07 in interest on 7/18/2022
 - SPENT \$175.00 on Summer Picnic Venue Reimbursement on 6/23/2022
 - RECEIVED \$453.70 for Enkai 101 Eventbrite Deposit on 7/14/2022
 - Savings
 - RECEIVED \$0.01 in interest on 6/25/22
- Owing/Pending:
 - STILL waiting on JETAA Hawaii to cash a check for NatCon expenses handled by Adam
 - \$247.50 for Seattle University Rental (awaiting invoice)
- News!
 - Will be submitting NJT invoice to MOFA soon.
 - I need to send honoraria out to presenters. Need:
 - Names (as on bank account)
 - Mailing addresses
 - Phone numbers

Secretary (Mira)

- Nothing to report at the moment
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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

Transitions

- Depends on what's going on with USJETAA
- Tentatively in person, old format with reception
- Returnees are most likely coming back in Sept, but some maybe in July; usual timing for Oct/Nov is probably ok
- Maybe even have the welcome back reception!

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) - still working on individual contact w/former officers.
 - Did handoff to Laure!
- 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)

- 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
 - 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.
 - Unable to downgrade to free edition w/media@pnwjetaa.org. We will eventually need to unsubscribe from Google Workspace before Aug 8th.
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- 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.

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!

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.
- **We need to make sure we do not lose our data!**
- Jeremy is currently uploading receipts to receipt folder
- Jessica wants us to keep our emails until after JET35
 - Can start exporting on the 27th
 - **Please export new things by the 27th!**

Brand (Michelle)

- [Branding Guide](#) created by Jeremy (updated link 03/08/21)
- New meishi look great!!!
- **Name, pronouns, position, email address to Jeremy if you want personalized business cards**

Good and Welfare

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

Announcements

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Adjournment:

Next Meeting Date and Location:

August 11, 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)