

PNWJETAA

Monthly Meeting Minutes

July 2022

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

Call to Order: 18:33

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

- What is one thing today that brought you joy?

Meeting Minutes Review and Approval

- Motion: Janice
- Second: Devyn
- Passed unanimously

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?
 - Newsletter won’t be coming out in time for that
 - Food available for pickup
 - Info will be put up on Facebook and Instagram
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*Summer Picnic
August 13, 2022

Sam, Devyn,
Cheryl

- 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
- Need to get food, budget from GiA
 - Sam & Devyn to take a look at food things
- Do we want to do undokai as well? Should keep social distancing in mind
 - Modified, socially-distanced games (like balloon toss)
 - Sam & Devyn will discuss before the 22nd

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) by the 22nd 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)
 - Possibly teaming up with travel agent & ANA, so booth might be crowded

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
- Maybe this is paused? We'll find out from Jessica

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

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!)
- Used in-house equipment to do recordings
- Generally good feedback per post-training survey
- Would definitely use the space again!
 - U Seattle staff there should be able to set up things there if we order equipment ahead of time (but this might cost extra money)
- Better when it's more than one day, we miss the fun stuff when it's only one day
 - 2 days is difficult, though
 - One day in-person, second day virtual?
 - Another option: splitting it with the Consulate
 - **Thing to decide for next year: one day PNWJETAA, one day Consulate?**
- **Let's decide right now: first weekend of June - set a reminder to talk about this end of February / beginning of March**

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!!!
- Hopefully Steward Park next year!
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- Thank you for leading this every year, Lynn!!

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!
- Cheryl met Hello Robin, will reach out to her for future events :)

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)
- High-level turnout, more than anticipated
 - Lot of last-minute signups
- Sang karaoke!!
- Will put photos on social media
- Ratio of alumni to new JETs was good, new JETs could talk to a lot of alumni
- Thank you for the presentation, Lynn!
- 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
 - Total expenses and reimbursements owing = \$376.42
 - GoPoké (Cheryl) = \$306.14
 - Uwajimaya beverages (Sam) = \$70.28
 - Net balance (revenue minus expenses) = **\$97.28**
 - treasurer@pnwjetaa.org Can we put the remaining revenue toward the next happy hour event? Or towards summer picnic?
 - Our money already set aside might already be enough for summer picnic

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
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Transitions 2022

TBD

Jessica, Lynn, Sam

- Usually fall (after returnees have settled in)
 - Collaboration with USJETAA?
 - Sam will start the conversation with Jessica & Lynn
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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.
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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

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

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 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)

- 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.
 - **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

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)

- Add signature to new emails!
 - [Branding Guide](#) created by Jeremy (updated link 03/08/21)
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- 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

- Mira's parents are coming to visit next month!
 - Sam got a promotion!!!
 - Devyn got to pick up some tiny goats
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Adjournment: 19:54

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)