

PNWJETAA

Monthly Meeting Agenda

June 2022

June 9, 2022 | 18:30 | 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?"

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).
 - Seattle Convention Center - Arch @ 800 Pike (formerly TCC)

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New JET Training

June 18, 2022

Seattle University

- Committee - Cheryl as lead, Denise, Mira, Janice, Lynn as support
 - Jessica will work as Consulate to support the event
 - Send off: July 23rd
 - Update: As of now, due to COVID, only Consulate staff will be able to join the group at the airport. Will keep PNWJETAA posted if anything changes.
 - Work with Consulate directly for training
 - New Request from Portland: They are having issues with their training and Jessica would like to offer their outgoing JETs the option to join remotely.
 - Jen (Seattle U) has submitted everything, but hasn't been able to get booking confirmed yet
 - Cheryl told Atsuko that we can't use JCCCW
 - Suzan Kobashigawa confirmed
 - Jessica sent information, gathered feedback from new returnees and sent it
 - Cheryl is reviewing that
 - Cutting some not-as-important sessions
 - Cheryl will have a plan to send to Puget by this weekend
 - Optional enkai 101 (sometime in July)
 - Bon odori if before JET departure
 - July 16-17, so perhaps we will do our own
 - We have a bag of supplies for odori
 - **We cannot do anything 2 weeks before departure (past July 7th)**
 - In person PDO and reception will most likely not be happening.
 - Idea: Would the council like to make a 1-3 minute send-off video for this year's JETs? Tone could be serious or fun or both!?!)
 - New returnees as volunteers
 - We have \$50 for supplies
 - That may be an issue because Lynn needs to buy swag under this money
 - Cheryl can print everything and bring some supplies
 - Extra from honoraria money since we are cutting the number of speakers (the original plan was for 14)
 - Jeremy will send proposals once we know how many speakers we will have
 - 7-10 presenters max
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Walk for Rice

June 18, 2022

Jefferson Park

- 9 am - Noon <https://give.acrs.org/event/2022-walk-for-rice/e401859>
 - **2022 Webpage links:**
 - **Team Page:** <https://give.acrs.org/PNWJETAA>
 - **Yuki's Page:** <https://give.acrs.org/YukiTheDog>
 - Lynn will lead (shortened walk - then lunch tentatively @ Tutta Bella)
 - She will take an afternoon slot, preferably 3pm or later for JET Training
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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)
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Anti-Racism Work

Ongoing

Sam

- Next session: Still pending
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Seattle-Kobe

Sister City

Association 65th

Anniversary

Summer 2022

Karin Zaugg Black

Overview

- 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)
 - ~~Kick off event on May 26th 3:00PM to 5:00 PM at Consul General's Residence~~ **canceled**
 - Multiple followup events (dates and locations pending)
 - Mayor Hisamoto delegation timeframe: October 31st - November 4th
 - Kobe Jazz Vocalist Group will come at the same time
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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
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Finished Business

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

Early JET Send Off

May-July 2022

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

- The Consulate sent
 - Dinner with Jennifer Shiue on May 6
 - Cheryl joined PDO on May 9th.
 - 5 JETs on May 14
 - Currently due to COVID no in-person sendoff but JETs thanked you for your support.

JAS-Net

Unmasked

May 26, 2022

Cheryl

USJETAA JET35

May 20–22, 2022

Bahia, Samantha,
Jessica, Cheryl

Event Review

- Pre-Event Dinner
 - Japan Expo Hall
 - Career Counseling Sessions
 - Insider Tour of Pike Place Market
 - JET20+ Luncheon
 - Samurai Undressed
 - Opening Speakers
 - Opening Remarks / Special Address / Keynote Address
 - JET Community Welcome
 - Spotlight on Seattle & Kobe: Celebrating 65 Years of Friendship
 - The 35 Year Experiment: Reflecting on the JET Program & the Bridges It Builds
 - Special Supporter Dinner
 - JET35 Welcome Reception (with Mothra: JET Storytelling Hour)
 - Panels
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- Creators Panel: Telling the JET Story
 - The Road Less Traveled: JET Entrepreneurs
 - Culinary Adventurers: Drawing on the JET Experience

 - JET35 Bento Lunch

 - Breakout Sessions
 - Career Strategies for JET Alumni
 - Writing About the JET Experience
 - Sister Cities, KenKETkai, & Other Innovative Exchanges: Sustaining Ties with Communities in Japan

 - Bringing Japan Home: Community Connections to Japan

 - Haru Matsuri JET35 Dinner Reception

 - Sunday Optional Activities/Excursions
 - JETAA Chapter Leaders Brunch
 - Japanese-American History Tour of Nisei Veterans Committee Memorial Hall
 - Walking Tour of Ballard neighborhood
 - Japanese-American History Tour of JCCCW Building, Northwest Nikkei Museum & Hosekibako Japanese Shop
 - JET35 Seattle Scavenger Hunt
 - Volunteer Appreciation Lunch

 - General Notes - Lynn has JET35 souvenir giveaway for council members that didn't get to attend the event

New Business

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

Sake Nomi Happy

Hour?

TBD

Cheryl, Lynn

- Spoke with owner at Sake Nomi, able to do private sake tastings for up to 20 people
 - Maybe a good option for summer? Or a New JET-related event? (Enkai 101?)
 - We can do up to 50 if standing room
 - Etiquette can be demonstrated standing up, so it should be fine
 - Peruvian Nikkei restaurant across the street
 - Cheryl will bring this idea up with Lynn
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Bon Odori

July 16–17, 2022

Sam, Denise

- Saturday night
- Lynn will reserve space with tarp and canopy

Movie Night

TBD

Cheryl

- LET'S SET A DATE

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.

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: \$10,027.90
 - Professional Development Fund: \$947.85
 - Petty Cash: \$577.75
 - Current balance **(as of 6/9/2022)**
 - Checking: \$9,368.48 **(-659.42)**
 - Professional Development Fund: \$947.87 **(+0.02)**
 - Petty Cash: \$577.75
 - Breakdown:
 - Checking
 - SPENT \$22.83 on Janice NatCon Lunch on 5/10/22
 - SPENT \$25.00 on Denise NatCon Lunch on 5/18/22
 - RECEIVED \$468.38 for JET35 Decor Reimbursement on 5/18/22
 - RECEIVED \$0.10 in interest on 5/21/22
 - SPENT \$158.56 on Janice Web Admin Reimbursement on 5/24/22
 - SPENT \$103.00 on Seattle University Insurance on 5/27/22
 - SPENT \$60.22 on Sam JET35 Decor Reimbursement on 6/1/22
 - SPENT \$1.00 on Square Reader Test on 6/3/22
 - RECEIVED \$0.87 for Square Reader Test on 6/3/22
 - SPENT \$408.16 for Sam JET35 Decor Reimbursement on 6/9/22
 - Savings
 - RECEIVED \$0.02 in interest on 5/28/22
 - Owing/Pending:
 - STILL waiting on JETAA Hawaii to cash a check for NatCon expenses handled by Adam
 - \$82.50 for 25% Seattle University Rental (check sent 5/24/22)
 - \$247.50 for Seattle University Rental (pending event completion)
 - \$175.00 for Cheryl Summer Picnic Reservation (check sent 5/24/22)
 - News!
 - Received our budget from JLGC!
 - \$3,844.91 available
 - We budgeted assuming a rough estimate of \$3,825.00, so we are **FABULOUS!** Kind of.
 - Actual per diem for NatCon puts us over budget so we may have to only allow one travel day instead of one on each end.
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- I still have not received confirmation of what Book Club needs/wants, they are radio silent. Does anyone have a phone number for them?
 - I will be submitting the application as soon as I have confirmations AND time - June is absolute CHAOS for my schedule.
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Secretary (Mira)

- Nothing to report at the moment
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Steering Council Reports

(Position-related news, announcements, requests)

Membership

(Lynn, Adam)

- Two new sign-ups via website
 - If we're moving away from Google Drive, new membership database won't work
 - 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
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Social (vacant)

- Event ideas:
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Transitions

- 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!
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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
 - See "branding" about new meishi & please get back to Jeremy for designing & Lynn for printing
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Software Dev

(Adam)

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

- Website migration complete!
 - Archive by 6/19/2022
 - Email Migration 6/25/2022
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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*)

- Kyoto Arts & Antiques May 26–June 5- We Went, We Bought, We Conquered
- Personal content for newsletter_
- See * content above
- Cheryl will send JAS-Net graphic to Denise
- 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) - Please offer feedback on new meishi!
 - Typically executive officers have their names on meishi, steering council has generic ones
 - Council needs to vote on a design for the meishi
 - Top left for base of business cards, and then adapt that for the ones with names
 - Jeremy will make a mockup of cards with names in same style
 - Tighten up text on back side (with watermark)
 - Might be problem with watermark if it doesn't line up exactly when printing
 - Maybe make a margin/gutter? Watermark doesn't need to bleed to the end
 - We can test print it
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- Not in favor / neutral in having mission statement on personalized cards
 - In favor of having mission statement on generic cards
 - **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

- Denise's parents may be adopting a 3-year-old German shepherd!! (really Denise's dog)
 - Adam is going to the American Humane Society's annual fundraising gala, and he is bringing the foster kittens with special harnesses
 - Ryan is going to Japan!!
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Adjournment:

Next Meeting Date and Location:

July ?, 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)