

PNWJETAA

# Monthly Meeting Minutes

June 2022

June 9, 2022 | 18:30 | Zoom

## Call to Order: 18:39

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

- 

## Meeting Minutes Review and Approval

- Motion: Jeremy
- Second: Denise

## 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).
  - Just a booth! (in the Pop Asia room)
    - Seattle Convention Center - Arch @ 800 Pike (formerly TCC)

---

## New JET Training

June 18, 2022

Seattle University

- We have all of the sessions planned for
    - Remove Japanese Education System session
    - Lynn will do Tourons in its place
    - We still need someone to lead Mental Health session!!
      - Anyone knows anyone who would be willing to lead it?
      - Denise will contact Eve
  - Haruna-san will attend as Consulate rep, will give a welcome speech at the beginning
  - Booked NEXUS for Enkai 101 on **July 8th**
  - **We need to discuss not doing this in June in the future (earlier? First weekend in June?)**
  - We cannot bring disposable water bottles on Seattle U campus
    - Cheryl and Lynn can bring dispensers (will update in supply list)
    - We should encourage people to bring their own thermoses/water bottles
  - ~~No live Zoom~~, recording event to upload later
    - Adam will bring over equipment to Cheryl
    - Janice will help with media at the event
    - Portland won't have training and requested for us to host it virtually so they can attend
      - Not sure how many people from Portland will attend
    - We should be able to do a live Zoom
      - Jessica will ask tech person at Seattle U
      - Janice will create Zoom link
  - Cheryl will prepare an email to send this weekend
  - Jessica will send reminder email to sign up on Monday
  - Send final email to registrants with location information on Thursday
  - Jessica will find out if we can go to the sendoff
  - PDO July 14th (most likely)
  - Volunteers: need a few more for Q&A
  - 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
  - **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

---

### 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
- Lynn will contact those who participated in the past
- If people want to help support by pledging, links are above!
- Janice will update the website with info

---

### 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

---

### Anti-Racism Work

Ongoing

Sam

---

- Next session: Still pending

---

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](mailto: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 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

---

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?"*

---

Early JET Send Off  
May-July 2022  
Consulate, Jessica,  
(Lynn-swag &  
assistance if  
needed)

- The Consulate sent 5 JETs on May 14
  - Dinner with Jennifer Shiue on May 6
    - It was great! Thanks to everyone who came!
  - Cheryl joined PDO on May 9th
  - Currently due to COVID no in-person sendoff but JETs thanked you for your support

---

JAS-Net  
Unmasked  
May 26, 2022  
Cheryl

- 25 people attended
  - Hosted at NEXUS rooftop
  - Met Gavin, who works at Sugimoto Tea
  - August 25: Karaoke event at Rock Box in Cap Hill to raise money for JAS
-

---

## USJETAA JET35

May 20–22, 2022

Bahia, Samantha,  
Jessica, Cheryl

### Overview

- Jessica did amazingly with all of the volunteer work!!!!
  - We got a lot of great feedback
  - Cheryl saved souvenirs for those who couldn't attend
  - 23 people got COVID :(
  - JET35 Bento Lunch: location was great, people really liked the bento
  - 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~~ limit to 30
    - 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
  - Good happy hour for the fall, potentially
- 

### Bon Odori

July 16–17, 2022

Sam, Denise

- Saturday night
  - Lynn will reserve space with tarp and canopy
    - Needs to see if they're really going to do it
- 

### Movie Night

TBD

Cheryl

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

### 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
-

## 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.
-

---

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.
-

- 
- 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.
- 

**Secretary (Mira)**

- Nothing to report at the moment
- 

## Steering Council Reports

(Position-related news, announcements, requests)

**Membership**

(Lynn, Adam)

- Two new sign-ups via website
    - Funnel people that you meet over to the website!!
  - Lynn will send something out to ask everyone to update their information
  - 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
- 

**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
    - Did handoff to Laure!
  - We got meishi with meishi holders, will get the rest done soon!
-



Software Dev (Adam)	<ul style="list-style-type: none"> <li>• Whatever platform we use, Adam will explore what we can do (back end-wise)</li> </ul>
Media (Janice)	<ul style="list-style-type: none"> <li>• Website migration complete!</li> <li>• Archive by 6/19/2022</li> <li>• Email Migration 6/25/2022</li> <li>• Pushed Google migration to end of this month, before the 27th</li> <li>• We could <i>technically</i> go for the free edition, but it's technically for individuals and families <ul style="list-style-type: none"> <li>◦ Google will slowly take away tools from the free edition</li> </ul> </li> <li>• Janice can try to contact customer support to see what we can do</li> <li>• Vote regarding Google migration - will ask Sam to set that up -&gt; <b>needs to happen before June 27</b></li> </ul>
Newsletter (Denise)	<p><b>Share things you'd like to feature, please! Links appreciated.</b></p> <p><b><u>Deadline: 2nd Sunday afternoon of each month (Month/Day - Event, link, brief description - email Denise to share details/specific messaging)</u></b></p> <ul style="list-style-type: none"> <li>• Walk for Rice <ul style="list-style-type: none"> <li>◦ Lynn will send a blurb</li> </ul> </li> <li>• Kyoto Arts &amp; Antiques May 26–June 5- We Went, We Bought, We Conquered</li> <li>• Personal content for newsletter_</li> <li>• See * content above</li> <li>• Advertise Young Professionals Fund <ul style="list-style-type: none"> <li>◦ Denise did this a few years ago</li> <li>◦ We have a link to an application, but it's on Google Forms</li> <li>◦ Offer small subsidy for parking or off registration for JET35</li> <li>◦ Typically was \$10 subsidy based on the event, up to 5 events per year (\$50 per person per year)</li> <li>◦ Up to \$20 subsidy for JET35</li> <li>◦ Up to \$10 for JAS-Net</li> <li>◦ This fund is a reimbursement!</li> </ul> </li> </ul>
Compliance (Jeremy)	<ul style="list-style-type: none"> <li>• Jeremy requests we take a class on Roberts Rules of Order — Jeremy is the teacher; <b>we still need to set a meeting time.</b> <ul style="list-style-type: none"> <li>◦ Executive Board required. To be discussed on slack.</li> </ul> </li> <li>• <b>We need to make sure we do not lose our data!</b></li> <li>• Jeremy is currently uploading receipts to receipt folder</li> </ul>

- 
- 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

- Devyn quit their evil school and will work at another school!!
  - Jessica finished her masters degree!!!
  - Cheryl's sister is pregnant!!!
- 

## Adjournment: 20:03

### Next Meeting Date and Location:

July 14, 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)