

PNWJETAA

# Monthly Meeting Agenda

May 2022

May 5, 2022 | 18:30 | NEXUS Coworking Room (Level R1)

## Call to Order: 18:45

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 (both minutes): Cheryl
- Second: Denise
- Passed unanimously

## 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)
  - Waiting to see how things go with SakuraCon for now; format will be similar
  - Possibly open for JETAA volunteers this year - Please let Lynn or Jessica know if you are interested in Volunteering
    - Washington State Convention Center

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## Early JET Send Off

May-July 2022

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

- The Consulate will be sending
  - 5 JETs May 14
    - Dinner with Jennifer Shiue on Friday (thank you Sam!)
  - Cheryl will be joining PDO on May 9th.
  - Lynn has acquired all swap (thanks Lynn!)
  - No in-person sendoff

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## USJETAA JET35

May 20–22, 2022

Bahia, Samantha,  
Jessica, Cheryl

### Updates:

- Early registration finished / Hotel booking deadline reached
- PNWJETAA will have a booth
  - Sam will be there for most of the time
  - Others encouraged to be there when they can!
- All info is saved in Google Drive folder
  - Sam will export the documents at the end of the week
- Venue for JET35 over 20 years lunch
  - Karaage Setsuna, Nana's, Go Poke
    - Nana's outside could work
    - Ryan will check with Go Poke
- Saturday lunch: handing out bento and then going across the street

### Volunteering:

- Email [volunteers@pnwjetaa.org](mailto:volunteers@pnwjetaa.org) if interested and more details will be shared
    - If you do not go through the process it will not be official and we cannot give you hours / Jessica will stress that positions are not filled so if you want to volunteer, please email!
    - We need at least 2 people who can be with a group on Sunday to go to Densho/Panama Hotel via light rail and walking. We also need 1 person to support Ryan in the scavenger hunt in the afternoon.
    - Help Sam & Denise decorate things!
      - Thursday night setup
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- **Volunteer appreciation lunch/dinner**
  - Cheryl's place on Sunday the 22nd at 1 pm
  - Have the reservation until 4
  - Potentially move to 2 so it isn't during Scavenger Hunt
    - Scavenger Hunt: 11 am or 1 pm
  - Sam will send information to Jessica
- Please let Jessica know if you have not yet signed up for volunteering
- Waiting for confirmations from potential volunteers

**Overview:**

- [Website](#)
- Events all three days. Social and conference.
- 100-150 JETs attending are the goal (especially our region/Coast)
- Venue: [Motif Seattle](#)
  - Ballroom with 4 breakout spaces
  - "Japan Expo" with tables from donors/sponsors/local businesses (please share thoughts with USJETAA for who they may want to include).

## New JET Training

June 18, 2022

Seattle University

- Committee - Cheryl as lead, Denise, Mira, Janice, Lynn as support
- Jessica & Lynn will work as Consulate to support the event; also some current JETs have expressed interest in supporting the event
  - Jessica sent Cheryl previous JET feedback on Wednesday
- Send off: July 23rd
- Work with Consulate directly
- 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 enkaï 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)**
- 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>
- Lynn will lead
  - She will take afternoon slots for JET Training

### 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)

### 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 2021)
- Kick off event on May 26th 3:00PM to 5:00 PM at Consul General's Residence
- 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?"*

### Sakura Matsuri

April 9-10, 2022

Lynn, Cheryl?

- JETAA staffed table in the Consulate booth
- First in-person festival since 2019
- Thank you so much to all those who helped in the booth especially as I spent a lot of my time putting out fires, especially on Friday. (Jeremy, Sam, Gabby, Pat, Devyn, Cheryl, Jennifer C. and Sabrina, Denise & Janice) Super kudos to Cheryl handling the Sake event! We survived!
- Lynn & Cheryl worked very hard to make things a success!!
- First Festival of 2022 for the series

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### Sakura-Con

April 14-17, 2022

Lynn

- Steering council volunteered at booth
- First in-person Sakura-Con since 2019
- Successful JET alumni talk - About 60 people!
  - More at the informational talk than the alumni talk
  - Informational talk was a great addition!
  - Maybe change the panel title for next year
    - Maybe "tips for living abroad" to reach more people
- Thank you so much to all those who helped in the booth (Jennifer, Jason, Cheryl, Sam, Pat & Michiko) & a special shout out for everyone that helped at our sessions (Alejandro, Michiko, Pat, Sam, Denise & Jeremy)! Both were very successful!

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### JETAAUSA CR

#### Onboarding

April 19

JETAAUSA BOA,

New CRs

- About 12 in attendance
- Onboarded in a series in 3 sessions
  - 2 of them will be here for JET35!

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### Dinner with Jim

#### Gannon

April 12, 2022

Cheryl, Sam, Pat,

Mira, Ryan, Jim

- 6 attendees
  - Haidilao hotpot
  - Discussed upcoming JET35 event
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## New Business

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

Sake Nomi Happy Hour? TBD Cheryl, Lynn	<ul style="list-style-type: none"><li>• Spoke with owner at Sake Nomi, able to do private sake tastings for up to 20 people</li><li>• Maybe a good option for summer? Or a New JET-related event? (Enkai 101?)</li><li>• We can do up to 50 if standing room<ul style="list-style-type: none"><li>◦ Etiquette can be demonstrated standing up, so it should be fine</li></ul></li><li>• Peruvian Nikkei restaurant across the street</li><li>• Cheryl will bring this idea up with Lynn</li></ul>
Bon Odori July 16–17, 2022 Sam, Denise	<ul style="list-style-type: none"><li>• Saturday night</li><li>• Lynn will reserve space with tarp and canopy</li></ul>
	<ul style="list-style-type: none"><li>•</li></ul>
	<ul style="list-style-type: none"><li>•</li></ul>

## Executive Officer Reports

(Position-related news, announcements, requests)

Co-Presidents (Sam & Cheryl)	<ul style="list-style-type: none"><li>• Cheryl for internal communication; Sam for external</li><li>• Cheryl needs to email Mya</li><li>• Cheryl and Sam only plan on doing this role for this year, so we need someone to take over presidency next year<ul style="list-style-type: none"><li>◦ Please invite new people to meetings, to volunteer, etc.</li></ul></li></ul>
Vice President (Devyn)	<ul style="list-style-type: none"><li>• Nothing new to report at the moment.</li></ul>

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Treasurer (Jeremy) [2021-2022 Budget](#) - **(DO NOT EDIT)**

- Previous balance
  - Checking: \$10,518.30
  - Professional Development Fund: \$947.84
  - Petty Cash: \$577.75
- Current balance **(as of 5/5/2022)**
  - Checking: \$10,027.90 **(+2,703.93)**
  - Professional Development Fund: \$947.85 **(+0.02)**
  - Petty Cash: \$577.75
- Breakdown:
  - Checking
    - RECEIVED \$0.07 in interest on 4/16/22
    - SPENT \$140.47 for Zoom Renewal on 4/25/22
    - SPENT \$350.00 for JASSW Membership on 4/29/22
  - Savings
    - RECEIVED \$0.01 in interest on 4/23/22
- Owing/Pending:
  - STILL waiting on JETAA Hawaii to cash a check for NatCon expenses handled by Adam
  - Paid USJETAA for Table at JET35
- Proposed Budget Presentation
- Sam moved
- Cheryl seconded
- Passed unanimously

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Secretary (Mira)

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## Steering Council Reports

(Position-related news, announcements, requests)

### Membership

(Lynn, Adam)

- No activity since last month
  - 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)
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- 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)	<ul style="list-style-type: none"> <li>● Event ideas:</li> </ul>
Transitions	<ul style="list-style-type: none"> <li>● Returnees are most likely coming back in Sept, but some maybe in July; usual timing for Oct/Nov is probably ok</li> <li>● Maybe even have the welcome back reception!</li> </ul>
Advisory (Lynn, Ryan, Adam, Michelle, Jessica)	<ul style="list-style-type: none"> <li>● Lynn will look for Exec Officers first and get a list together to share with current officers - work in progress           <ul style="list-style-type: none"> <li>○ Gold pins and furoshiki for them</li> </ul> </li> <li>● See “branding” about new meishi &amp; please get back to Jeremy for designing &amp; Lynn for printing</li> </ul>
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>● Please assist Janice in following email instructions of archiving information</li> <li>● Email Migration 5/28/2022</li> <li>● Subscription will increase from \$2.99/month to \$6.99/month when we renew in 4 years</li> <li>● Jeremy will get check to Janice</li> <li>● Thank you Janice!!!!!!!!!!</li> </ul>
Newsletter (Denise)	<p><b>Share things you’d like to feature, please! Links appreciated.</b></p> <p><b>Deadline: 2nd Sunday afternoon of each month (<i>Month/Day - Event, link, brief description - email Denise to share details/specific messaging</i>)</b></p> <ul style="list-style-type: none"> <li>● Kyoto Arts &amp; Antiques May 26–June 5</li> <li>● Personal content for newsletter_</li> <li>● See * content above</li> <li>● Cheryl will send JAS-Net graphic to Denise</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</li> </ul> </li> </ul>



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person per year)

- Up to \$20 subsidy for JET35
- Up to \$10 for JAS-Net
- This fund is a reimbursement!

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## 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!**

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## 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
- 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: 20:41

## Next Meeting Date and Location:

June 9, 2022 | 18:30–20:00 | In-Person & Zoom

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## 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)