

PNWJETAA

Monthly Meeting Agenda

October 2022

October 13, 2022 | 18:30 | WeWork Holyoke & Zoom

Call to Order: 18:52PM 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): Kyle McGroder

Welcome/Check-In

Meeting Minutes Review and Approval

- September 2022 Minutes Approved at 18:54PM
- Cheryl motioned, Denise 2nded, approved unanimously

Unfinished Business

“Remember this thing we’re working on? What’s next?”

Bonennkai

Dec 10 (tentative)

5:30-7:30

Janice, ?

- Tentative location: [Matsu Seattle](#)
 - Japanese restaurant (Japanese owned?)
 - located near King Station
 - No rental fee required or credit card hold for party below 40 people
 - Large party stipulation include \$50 food/beverage min per person
 - This doesn't have to be one huge check/bill. They can charge per table.
 - **Janice: what do they consider for the large party stipulation?**
 - Can probably make \$50 food/beverage min per person work
 - Or we could order a set of appetizers and order separately (pay your own way)
 - Cheryl will talk to Janice about it
 - 20% Auto gratuity
 - Gluten free and Vegan menu options available
 - Other recommendations?
 - How do we want to allocate the \$300 budget for this event?
 - Cheryl will make graphic to save the date
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NatCon

October 14-16,

2022

Cheryl, Mira

- Cheryl and Mira have registered
 - Cheryl: Friday & Sunday
 - Mira: Saturday
 - Virtual
 - Chapter Presentation completed
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Movie Night

Early November

Cheryl

- Cheryl will set a date
 - Movie: Drive My Car
 - Free, Cheryl will provide snacks & drinks
 - 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
 - Spooky season?
 - Theater downstairs, 15-20 people
 - Cheryl will figure out cap for the theater
 - Can put a cap on the event
 - If there's a lot of interest, may want to rent a small theater
 - \$12-15 a person
 - Hocus Pocus 2 is available on Disney+ from September 30th!!!
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- Might need to do a winter-esque one
 - Drive My Car
 - 2nd weekend (10th) of September for spooky one?
 - **Cheryl reserved theater for 4-7 pm on September 10th**
 - Horror movie in October? Might be tight with transitions
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Transitions 2022

TBD

Jessica, Lynn, Sam

- New plan: after the holiday season
 - **Jeremy needs to know sooner rather than later if we will be doing it or not (for budget reasons)**
 - Cheryl will reach out after November 15th
 - Jessica & Lynn spoke: We do **not** have the capacity right now.
 - Can we survey JETs and see what they want and reconsider for January/February?
 - Have been in contact with Northwest University, have not heard back yet
 - Consulate has been looking into doing a reception, but we can't because of COVID
 - Alternative ideas?
 - Happy Hour that Consulate could support or something
 - Budget needs to be done a month before, before Haruna-san leaves (October 7th)
 - Consulates usually partner with JETAA for transitions
 - Cheryl could use NEXUS for venue
 - \$500 from JLGC for honoraria
 - Jeremy could apply for more
 - We cannot afford a venue if we need to pay honoraria
 - USJETAA could give \$100 (plus \$100 or \$200?)
 - 49-person limit from a health and safety standpoint (for a space that doesn't have crash bars)
 - Can book kitchen and other space together
 - **Please brainstorm ideas!!!**
 - Usually fall (after returnees have settled in)
 - November?
 - Jessica talking to Consulate about coordinating reception
 - Will this be the same day or a different day?
 - Likely not possible due to size of reception. Alternative ideas?
 - Need to secure venue
 - Previously have done Northwestern University
 - **Should book by the end of this month**
 - Collaboration with USJETAA?
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- Jim reached out via email what transitions might look like and if we'll do it with USJETAA (as we have for the last couple of years)
 - Jim can go back and ask for more of a budget
 - Sam will start the conversation with Jessica & Lynn regarding venues, etc.
 - Budget: \$500
 - Jeremy can submit Form 4 if necessary (and can bring budget up to \$700)

Bylaws Updates

Jeremy

- Both corrections passed unanimously
- Correcting name of the organization from **JAPAN EXCHANGE AND TEACHING ALUMNI ASSOCIATION (JETAA): PACIFIC NORTHWEST UNITED STATES REGION US-11** to **PACIFIC NORTHWEST JAPAN EXCHANGE AND TEACHING ALUMNI ASSOCIATION: REGION US-11** to align with our legal name.
- Correcting grammatical error in 9.1.2 - Grant proposals deadlines
 - Needs unanimous board approval
 - Anonymous vote for both of these

Puyallup

Assembly Center

Remembrance

Gallery

- Puyallup Assembly Center Remembrance Gallery
 - Needs donations to be completed
 - Going to be a very large chunk of grandstand real estate when completed.
 - Does anyone have any insider info about this? Densho does not appear to be affiliated at this time, but JAACL is. Jeremy called Densho and left a message about it, but is not expecting a response.
 - One of the photos listed is courtesy of Densho
 - Lynn will follow up with Densho - have not heard back yet
 - puyallupvalleyjacl.org/about-4

Anti-Racism Work

Ongoing

Sam

- Next session: Still pending
- Cheryl emailed Mya, but hasn't heard back
 - Will try to contact at new email

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?"

Pumpkin Patch

October 8, 2022

Devyn

- Bob's Pumpkin Patch
 - 9 participants
 - Kiersten Zug, 2021 returnee, and her boyfriend Littleton
 - Kent Nixon, applying for 2023 departure
 - Devyn
 - Laura
 - Denise
 - Jeremy
 - Landon
 - Janice
 - Super nice weather, lots of fun
 - Denise brought Cheryl donuts and Cheryl was very happy :)
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Sake Nomi Happy

Hour

September 24,
2022

Sam, Janice,

Devyn

- Sake Nomi, then Señor Carbón Peruvian Cuisine afterwards
 - 9 participants
 - 3 new(ish) people came!
 - 2 people interested in joining the council (Lin and Jackson)
 - Peruvian food was amazing!
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New Business

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

Returnee List

Jessica

- Returnee list sent to Sam, Cheryl & Membership
 - Request: Consulate is asking for a list of new members since 2020 in order to invite them to Welcome Back Reception that may happen in December.
 - Send list to Lynn
 - Membership & Compliance note: only to those who have consented to having their information shared with the Consulate
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Executive Officer Reports

(Position-related news, announcements, requests)

Co-Presidents
(Sam & Cheryl)

- Cheryl for internal communication; Sam for external
- Cheryl has taken over external for now

Vice President
(Devyn)

- No updates

Treasurer (Jeremy) [2022-2023 Budget](#) - **Finally live!**

- Previous balance
 - Checking: \$9,475.24
 - Professional Development Fund: \$948.23
 - Petty Cash: \$577.75
 - Current balance **(as of 10/13/2022)**
 - Checking: \$9,419.60 **(-55.64)**
 - Professional Development Fund: \$948.41 **(+0.18)**
 - Petty Cash: \$597.75 **(+20.00)**
 - Breakdown:
 - Checking
 - SPENT \$55.71 for Devyn Summer Picnic Reimbursement on 9/20/22
 - RECEIVED \$0.07 in interest on 9/17/22
 - Savings
 - RECEIVED \$0.18 in interest on 9/24/22
 - Owing/Pending:
 - STILL waiting on JETAA Hawaii to cash a check for NatCon expenses handled by Adam - can someone reach out to them and find out what's up?
 - Alejandro, Kiersten NJT honoraria still outstanding (\$50.00/ea)
 - Cheryl Summer Picnic expenses - check's in the mail! (\$99.91)
 - News!
 - We went over budget for Summer Picnic by \$30.62.
 - PR for Young Professionals Fund! -> change name to Professional Development Fund?
 - Advertise for paid events (like JASNet events)
 - "YPF eligible, contact _____"
 - Jeremy will do more research and make an info sheet
 - Let's find an event to pair it with (can't be a PNWJETAA event)
 - People can use it for
 - Jeremy moves to rename "Young Professionals Fund" as "Professional Development Fund"
 - Cheryl seconds
 - Passed unanimously
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- Jeremy will move money in and out of the funds account every 36 months(?)
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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)

- Website does not seem to be synced with our membership list anymore, so no new updates - how are we able to resolve this issue?
 - **Issue resolved, membership form is working again**
 - Last entry we had was in June
 - Form is no longer living in Google, it's living in WordPress
 - Janice will make a manual on how to download the form (as an Excel sheet)
 - Old list is not imported yet
 - Next month we'll have an accurate update on the membership list!!
- 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
- 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)

- Kyoto Arts & Antiques is opening at the end of the month
 - We used to have monthly happy hours
 - Management changed, space at that bar can no longer be saved for us
 - ideas: hiking, river float/rafting, camping trip, see fireworks, drive-in movie, undokai
 - Rafting: Cedar Creek
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Transitions

- See new business
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Advisory (Lynn,

Ryan, Adam,

Michelle, Jessica)

- Outreach to rural areas?
 - Jessica will be going as coordinator to rural areas, but after work wants to look for alumni. Ideas of where to start?
 - **Let Jessica know if you know any alumni hiding in the rural areas**
 - Jessica will post in Facebook group as well
 - Lynn will look for Exec Officers first and get a list together to share with current officers -
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work in progress- no updates at this time

- Gold pins and furoshiki for them - have given furoshiki & gold pin to Shun Endo (former Treasurer) - work in progress. Will keep council posted.
- Did handoff to Shun!
- 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)
- Janice got Adam access to all of the things and he started working on getting OnlyOffice hooked up
 - Unfortunately ran into blockers,

Media (Janice)

- Has anyone seen NatCon emails regularly?
 - Adam Lisbon couldn't get a response from people back in September
 - Seems we're getting more Spam emails
 - Didn't seem like Cheryl and Mira got NatCon emails, but we'll see if we got all of the emails or if there were some missing
 - Doesn't seem like a wider issue
 - WEBPAGE UPDATES
 - WPFORMS
 - Membership form up and running on pnwjetaa.org
 - Please use WPFORMS to create all sorts polls, surveys and \$0 event registrations
 - Elementor Plug in
 - New tool to fancy up your posts
 - Update some outdated information on the Steering Council page. Thanks Jessica for requesting to have that updated.
 - NEXTCLOUD
 - Still figuring out how to implement a different Office Suite
 - **If you're adding photos and videos, add them to NextCloud!**
 - GOOGLE WORKSPACE
 - Paid for a 2nd month subscription.(Jeremy I'll send the invoice this weekend)
 - **If you have any questions, please let Janice know!!**
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Newsletter
(Denise)

- Japan Week was not in last month's minutes, so it was missed
- **Share things you'd like to feature, please! Links appreciated.**
- **Deadline: Sunday afternoon after the monthly meeting (Month/Day - Event, link, brief description - email Denise to share details/specific messaging)**
- Personal content for newsletter_
- See * content above
- Advertise Young Professionals Fund
 - **Let's discuss widening the outreach for this**
 - 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
 - Cheryl: Summer Picnic
 - Denise: NJT
 - Sam: Enkai 101

Compliance
(Jeremy)

- **For now, Sam will remind people to get back on track during the meetings**
 - **Let's table this for the new year**
 - Jeremy requests we take a class on Roberts Rules of Order — Jeremy is the teacher; **we still need to set a meeting time.**
 - Jeremy will try to find an online resource for us to take a look at
 - Review and see if it (or at least elements of it) would work for us
 - Possibly going officer by officer instead of event by event
 - After reports, we'd move into new business
 - Collaborative document that we can put all our thoughts in
 - More business to take place on Slack, etc.
 - Executive Board required. To be discussed on slack.
 - Cheryl will send out a Slack poll for a meeting date!
 - Changes should be run under anonymous votes
 - Do we want to restructure meetings (including how we do minutes, etc.)?
 - To discuss more in the fall
 - Trying to get our name officially changed
 - Policy book
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Brand (Michelle)

- Add signature to new emails!
 - [Branding Guide](#) created by Jeremy (updated link 08/11/22)
 - Lynn is coming to summer picnic, good time to request
 - New meishi look great!!!
 - **Name, pronouns, position, email address to Jeremy if you want personalized business cards**
 - Cheryl and Sam are stepping off the council after this year
 - Board needs a new president
 - President and treasurer cannot be the same person
 - President does NOT need to have been on steering council
 - Other JET coordinators have stepped in as interim presidents, but this is not something we want to do, and we'd have to scale back a ton if we did
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Good and Welfare

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

Announcements

- Jeremy successfully navigated half of the corn maze (before cutting through)
 - Health seems to be on the mend
 - Kyle is starting 2 new jobs next week!
 - Devyn was stoked to get \$50+ of pumpkins
 - Cheryl has been feeling a lot physically better (and back to weightlifting!)
 - Sam can now do 10 pushups!!
 - Mira (might) be going to Japan!!
 - Denise went to Alaska and ate soooo much food (and got recipes!)
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Adjournment: 20:17

Next Meeting Date and Location:

November 10, 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)