

PNWJETAA

Monthly Meeting Minutes

September 2022

September 13, 2022 | 18:30 | NEXUS Seattle & Zoom

Call to Order: 18:46

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~~

*Note: Jessica & Lynn will be attending in person but will be arriving late.

GUEST(S):

Welcome/Check-In

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Meeting Minutes Review and Approval

- Motion: Sam
- Second: Cheryl
- Unanimously approved

Unfinished Business

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

Movie Night

TBD

Cheryl

- Cheryl will send dates in October via Slack
- 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
- 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!!!
- 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

Sake Nomi Happy

Hour

Sept 24

Sam, Janice,

Devyn

- Janice emailed Sake Nomi last week
 - We will be getting 3 bottles of sake - \$256 total
 - Not sure how to price event because we don't know how many people will come
 - Pay at the door or later?
 - Easier to order by the glass than by the bottle
 - Open tab + one bottle bought by Janice
- Sake Nomi closes at 8, but they start packing up at 7:30
 - Starting at 5ish?
- Spoke with the owner at Sake Nomi, able to do sake tastings for up to 20 people.
- If we want an exclusive event, hourly rate will be \$300
- Can either pre-purchase bottles for the event or each individual can have an open tab.
- Peruvian Nikkei "Senor Carbon" restaurant across the street
- Good happy hour for the fall, potentially
- **Saturday, September 24th @ 6pm**
- Will create a flyer tonight and post on social media.

Pumpkin Patch

TBD

Devyn

- Devyn will have a date confirmed by this weekend and will set up an event on Facebook
 - Cheryl or Devyn will create a graphic
- **Someone must buy cider donuts for Cheryl**
- Let's bring walkie talkies, and have a distinct meeting location
- Let's do this again this year!!!!
- Possible dates: **10/8 or 10/15**

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- Morning/afternoon
 - 15th is Natcon, so 8th would be better
 - Bob's Pumpkin Patch
 - Devyn can start planning
 - Will let us know about dates in Slack
 - Booked smores for 1 hour last time, 2 hours this time might be better
 - If someone has good WiFi hotspot (or Satellite phone?), they can be a point person for guiding people to the place
 - Possibly bring banner-how about a balloon w/ our logo? We can paste it on & fly it above the corn stalks?
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Transitions 2022

TBD

Jessica, Lynn, Sam

- 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?
 - 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)
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- 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)

Anti-Racism Work

- Next session: Still pending

Ongoing

Sam

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?"

Meeting with

Consulate

September 8,

2022

Jessica, Council as
needed

- Good step for starting PNWJETAA + Consulate stuff
- Bringing more people onto the board, helping us get more returnees
- Hope to have an annual meeting in the future (or whenever both parties feel we need to have a meeting to get aligned
 - We should set a meeting for the spring, once the new board starts
 - Annual JETAA Aisatsu with the Consulate
- Haruna-san is leaving at the end of September, good time to thank her and acknowledge her support of JETAA
 - Maybe write a thank you message / e-card or physical card
 - **Last day is October 7.**
- Sam, Cheryl & Janice for PNWJETAA, Jessica, Lynn and Haruna as CGJ
 - Request from PNWJETAA:
 - Ways to recruit for council. (In person events and reception)
 - Training support (Will talk when time gets closer)
 - Consulate can possibly help with venue, and can help with programming.
 - Consulate is insistent that PNW keeps a presence.
 - Timing is difficult, so it is important to set a date early so people can be prepared.

- Request from Consulate
 - When recruiting, know the updated information.
 - Otherwise, “keep being you” (sharing about JET and Japan in activities and personal life)
- Hope to be an annual meeting, but more open communication so PNWJETAA can feel supported and Consulate can advocate for important role PNWJETAA has in community.

Consulate Volunteering Opportunities

August

Jessica, Lynn

- Had over 30 in registration
- Emerald City Comic Con (August 18-21)
 - Super big “THANK YOU” to Denise & Tiana for helping in the booth! Especially Denise who did 3 days!!!
 - Thank you also to Mira & Tiana for helping out with the JET Panel!
 - Located in Tahoma Level 3, much better location this year
 - Three backdrops, so it was a good photoshoot location
 - CGJ is going to limit volunteers to executive council members and then board in the future for ticketed events (Sakura-Con, ECCC, etc.), as ticket prices increase
 - Alumni volunteers need to read notes / cheat sheet that Jessica writes before event
 - Share cheat sheet in the fall before recruiting events, in the spring before all of the events—then we know that all of the info is up to date!
 - If we have council members volunteering, we need to be accurate when giving information
 - Before the slew of events happen, we need to go over new regulations for JET, etc.

*Summer Picnic

August 13, 2022

Sam, Devyn,

Cheryl

- Had over 30 in registration
 - We had close to every person registered show up at some point
- Undokai went well!
- Need to decide if we want to continue having it on Luther Burbank Park
- **Full rental is double the price (\$50) if you are not a Mercer Island resident**
 - Cheryl has people that live on Mercer Island for the half-price discount
 - Need to think about what to do in future
- Current number of attendees: 28 (estimate 30)
 - Likely some day-of people to show up as well
 - Will aim to get food for around 30 people
- 3 games + extra few in case there’s time
 - Radio taiso, person scavenger hunt, 2-team crane-folding competition & race, glove toss

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- Materials required
 - Denise will bring paper for cranes & uchiwa
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New Business

“Hey, let’s do this thing! What do you think?”

NatCon

October 14-16,

2022

Sam, Devyn,

Cheryl

- October 14th-16th, starting time is relative to location
- Virtual
- Need 2 people from PNWJETAA to attend
 - Could break it up by days among people
 - Mira | Sam, Jeremy, Devyn, Janice for part of it, possibly

Bylaws Updates

Jeremy

- 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 **s** deadlines
 - Needs unanimous board approval
 - Anonymous vote for both of these

Puyallup

Assembly Center

Remembrance

Gallery

Jeremy

- 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 JACL 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
- puyallupvalleyjacl.org/about-4

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)

- Stoked for picnic & pumpkins!!!

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

- Previous balance
 - Checking: \$9,895.79
 - Professional Development Fund: \$948.00
 - Petty Cash: \$577.75
- Current balance **(as of 9/13/2022)**
 - Checking: \$9,475.24 **(-420.55)**
 - Professional Development Fund: \$948.23 **(+0.23)**
 - Petty Cash: \$577.75 (+\$20.00 from Enaki 101 not in my possession)
- Breakdown:
 - Checking
 - SPENT \$50.00 for Lynn Honorarium on 8/13/22
 - SPENT \$50.00 for Gavin Honorarium on 8/18/22
 - RECEIVED \$0.09 in interest on 8/20/22
 - SPENT \$50.00 for Michiko Honorarium on 8/23/22
 - SPENT \$247.50 for Seattle University Venue Rental on 8/25/22
 - SPENT \$50.00 on Cheryl Honorarium on 9/1/22
 - SPENT \$306.14 on Cheryl Enkai 101 Reimbursement on 9/1/22
 - SPENT \$50.00 on Tiana Honorarium on 9/8/22
 - SPENT \$50.00 on Mira Honorarium on 9/9/22
 - Savings
 - RECEIVED \$0.23 in interest on 8/27/22
- 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)
 - Devyn Summer Picnic Reimbursement still outstanding (\$55.71)
 - Cheryl Summer Picnic expenses - still need receipts!
- News!
 - GiA Request has finally been resubmitted!

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?
 - 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)

- 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
 - Will add the info this month, too

Transitions

- See new business

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 - 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
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Software Dev (Adam)	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ◦ Unfortunately ran into blockers,
Media (Janice)	<ul style="list-style-type: none"> • Purchased 1 month of Google Workspace (Might purchase a 2nd month) • Janice paid \$6 for the first month, may pay \$6 for the next month <ul style="list-style-type: none"> ◦ Will give Jeremy receipts • Everyone should have access to documents through their personal gmail accounts <ul style="list-style-type: none"> ◦ Adam and Janice working on Nextcloud Office Suite. Will get it done soon. Once finished Janice will put recent documents from Google docs to Nextcloud. • <u>If you have any questions, please let Janice know!!</u>
Newsletter (Denise)	<p>Things are currently off-schedule, let's find out when next newsletter will be sent out!</p> <p>Share things you'd like to feature, please! Links appreciated.</p> <p><u>Deadline: 2nd Sunday afternoon of each month (Month/Day - Event, link, brief description - email Denise to share details/specific messaging)</u></p> <ul style="list-style-type: none"> • Personal content for newsletter_ • See * content above • Advertise Young Professionals Fund <ul style="list-style-type: none"> ◦ <u>Let's discuss widening the outreach for this</u> ◦ 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 <ul style="list-style-type: none"> ◦ Cheryl: Summer Picnic ◦ Denise: NJT ◦ Sam: Enkai 101
Compliance (Jeremy)	<ul style="list-style-type: none"> • Jeremy requests we take a class on Roberts Rules of Order — Jeremy is the teacher; we still need to set a meeting time. <ul style="list-style-type: none"> ◦ Jeremy will try to find an online resource for us to take a look at <ul style="list-style-type: none"> ■ Review and see if it (or at least elements of it) would work for us

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- 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

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

Good and Welfare

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

Announcements

- Cheryl is going to the Netherlands!!!
 - Jeremy is going to the Officer Institute in his union!
 - Sam saw really small kittens, but no third cat :(
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Adjournment: 20:43

Next Meeting Date and Location:

October , 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)