

JETAA OTTAWA

FEBRUARY MEETING

06 FEBRUARY 2018 / 5:45 PM / UJI CAFE

ATTENDEES

Brandon, Scott, Morgan, Amy, Stephanie, Tyler, Victoria, Andrew, Anna, Erica, Malcolm

APOLOGIES

Nancy

NEXT MEETING

March 6th at 5:45PM (Uji Cafe)

AGENDA

Last Meeting Follow-up

1. Approve Minutes From January Meeting

- a. Scott motions, Brandon seconds (*motion passed*)

2. Bios & Photos for Website

- a. Everyone has submitted their bio except Erica, who was only recently told about it.
- b. Stephanie will post the bios and pictures as soon as possible.
- c. Amy will translate the bios into Japanese.

3. Bylaws

- a. Recently found the most current version of bylaws, and will upload these to the website.

- b. Must wait until AGM 2019 to make changes to the bylaws, but we can discuss what changes we'd like to make before then.
- c. Would like to request information from Ontario Services for \$12.
 - i. JETAA Ottawa originally incorporated in Oct. 2014, and reincorporated in Oct. 2017. Will request information for 2017 account.
 - ii. Brandon will put in a request in a few weeks.

4. Japanese Lessons

- a. 5/6 people are showing up each week.
- b. To increase attendance:
 - i. Andrew will promote on social media.
 - ii. Anna has already included in newsletter.

5. JETAA Networking & Embassy JET Welcome Back Reception

- a. Members felt that the event went well, and that it encouraged attendance from a wide variety of JET Alumni.
- b. Due to high attendance, we'd like to consider partnering with the Embassy for this event again next year.
- c. Pros & Cons to partnering with Embassy:
 - i. Pros:
 - 1. Encouraged more people to attend.
 - ii. Cons:
 - 1. Small space.
 - 2. Less intimate due to high attendance.
- d. Improvements for next time:
 - i. Plan and promote the nijikai better.
- e. Photography:

- i. Brandon will email people in photos and give them access to the drive folder.
- ii. Photographer:
 1. Conflict of interest for photographer.
 2. Morgan excused herself. Andrew recorded minutes.
 3. Brandon suggested offering Morgan \$100 for role of photographer at the 30th Anniversary Reception, as she was hired to become the photographer before joining the board of directors.
 4. Brandon motions \$100 honorarium, Tyler seconds.
(Votes: 9 in favour, 0 against, 0 abstentions)

6. February Event Planning (Potluck)

- a. 12 people are going, 3 more are interested, only 6 have filled out form for what they're bringing.
- b. Space has been booked and paid for by Scott.
- c. 5 days before event, Scott will email people coming to give them his number so they can get into the building.
- d. Scott will be at the door between 6 and 6:30 to let people in.
- e. Amy changed Google Form to doc for the event
 - i. Creates potential problem of people not filling out everything.
 - ii. Allows everyone to see what everyone else is bringing.
- f. Send reminder to people attending to fill out form.
- g. Supplies needed
 - i. Morgan will bring karaoke machine.
 - ii. Garbage bags are provided, JETAA has cutlery, plates, cups and napkins in storage. Andrew will bring them.

- iii. Scott will bring rice cooker.
- iv. Andrew will bring his Gamecube.
- h. Nijikai
 - i. Winging it!

7. Market research into members & ways to encourage and retain member involvement

- a. Andrew posted a poll on our open FB page. Others can contribute to it, and we will pin post after February event to keep it at the top of the FB page.
- b. Poll shows that food and cultural events are the most popular.
- c. Newsletter is best way to reach older JET alumni.
- d. Want to request feedback on events from attendees.
- e. Possibly have a raffle to encourage feedback.

8. Fundraising events/opportunities & donations

- a. Natsu Matsuri
 - i. Have option for vendors to either pay a fee or have a donations box for JETAA at their station.

9. JETAA International

- a. Vermont Ski Trip
 - i. Great event, 33 people attended from NY, New England, Toronto, Ottawa, etc.
 - ii. Brandon will send pictures to Anna to put in newsletter.
- b. Toronto just had their AGM. They owe us money for Kingston trip.
- c. Idea to change interchapter event from Kingston boat cruise to Picton wine tour (with Toronto and Montreal).
- d. Montreal trip:

- i. Amy will find out details about renting a limo and reach out to Montreal JETAA.
 - ii. Date: TBD, maybe in August?
- e. NYC had a gala a week ago.

New Business

1. March Event

- Have no funding for the event due to GIA funding.
- Ideas:
 - Dinner at new izakaya on Bank.
 - Cooking class - too much work and money.
 - Japanese films or exhibits.
 - Board game night at LOFT.
- Agreed on Board game “night” at LOFT
 - Sunday, March 18th at 2PM
 - Amy will make an event write-up, reservations, and FB page.
 - Anna will put a “save the date” in next newsletter, and in the following newsletter will use write-up Amy made.
 - Tyler will make a Google Form for event, and will include a section for people to tell us what games they want to play.
 - Andrew will promote on social media.
 - Advertise as Japanese board game night?
 - Make sure to not confuse people by saying game board *night* as this may have been reason for low attendance last year.

2. Natsu Matsuri

- July 22 @ Marion Dewar Plaza, City Hall (CONFIRMED)
- Dividing task:
 - Brandon will contact performers and create master file for volunteers, booths, etc.
 - Morgan is in charge of volunteers.
 - Erica will do booths.
 - Need to confirm if they are able to sell things before contacting them.
 - Amy knows a sushi restaurant that is interested in participating.

- Knifeware want to be a vendor, and will contact blacksmith in order to do forging performance (performance will be included in schedule).
- Need to review feedback from last year.
- Scott will email Catherine McKenna to give speech.
- Anna will update VIP list.
 - Anna has form letters from last year, and will send these to Tyler to translate into French.
- Past years JETAA has done hot dogs, but we'd rather leave food to vendors this year.
- Events manager at City Hall recommended not calling the event a "festival" because then we are competing with other events.
 - Scott will try to get more information about this.
 - Decided to not change name.
- Will have to negotiate with City Hall to allow vendors, as we would prefer not to change locations due to:
 - Free access to chairs, tables, sound system, and toilets.
 - Central location encourages walk-in traffic.
- Allowing vendors to sell stuff may increase price of rental and cost to vendors (licensing fee).
- Promote as family event.

3. Canada Summer Jobs Government Grant

- Application Sent in on Feb 2nd. Awaiting competition result.
- The Ottawa Centre MP, Catherine McKenna does have some power with CSJ funding decisions. Should we email her asking for any support she can give to our application?
- Overview:
 - Must be student returning to school in Fall.
 - Funding will cover min. wage for 6 weeks (30 hours/week).
 - Someone with a car/license is an asset.

4. 2018 JETs (Malcolm)

- Short-listed candidates will be notified in April. Can include them in JETAA events once notified about admissions to programme.
- Embassy will take care of:
 - Q/A Session in May/April
 - Malcolm will request JET alumni to participate.
 - Language class in May/June

- 2 hours on a weeknight at Sandy Hill Community Centre.
 - TESOL training in May/June
 - 2 day pre-departure orientation (14/15 or first week of July)
 - Farewell reception
- Cooking event in May/June (run by JETAA, funded by Embassy).
- Malcolm will include Natsu Matsuri in handout if given all info.
- JET Pre-departure Events:
 - Amy will plan events.
 - Karaoke night, etc.
- Pilot Program:
 - Pair up outgoing JETs with JET alumni.
 - Pairing will be based on topics of interest to outgoing JETs, including: placement, LGBTQ+ issues, Muslim, Asian, bringing family to Japan, etc.
 - Want to have group meet-ups based on common topic of interest as well as one-on-one meet-ups.
 - Establish interest in doing this.
 - Last year some topics were well covered in pre-departure orientation (i.e., LGBTQ+ issues), but others weren't (i.e., finding a church). Group meet-ups may address this.
 - Only shortlisted candidates are eligible.
 - Mock-up form:
 - Add general interests box (hobbies, etc.)
 - Section for their placement (Malcolm will add in May)
 - Don't want to force people to identify as sexual minority etc., instead will ask JETs what they are interested in talking about.
 - Amy will make a Google Form for the newsletter.
 - Try to make most questions with drop-down menu.
 - Will send out form in late April.
 - Send suggestions to Malcolm.

5. Membership Card

- Brandon will look into making membership cards for JET alumni.
- Possibility to give discounts at booths at Natsu Matsuri for JET alumni at Welcome Table.
- Issues to solve:

- How to confirm membership?, how do they sign up?, do they have a physical card?...
 - Need an official list of JETs. CLAIR email to join JETAA Ottawa doesn't capture everyone, and this is the only list we have access to.
- Need to create a list of Japanese businesses in Ottawa and reach out to them.

MISCELLANEOUS

- We have three FB pages: Private Exec, Private JETAA, open page
 - Andrew has updated questions (i.e., when they worked in Japan) to try weed out people that aren't JET alumni from Private JETAA page.
- Events: Amy should forward event details to all exec.
- Newsletter sign-up form:
 - Brandon motions to edit the form, Erica seconds (*motion passed*)
- **Erica motions to end meeting, Scott seconds (*motion passed*)**

ACTION ITEMS

1. **Stephanie:**
 - a. Once meeting minutes have been approved, will post them on the website.
 - b. Post bios and photos on the website.
 - c. Upload Bylaws onto website.
2. **Amy:**
 - a. Will translate bios into Japanese.
 - b. Send reminder to fill our form for Feb. event.
 - c. Will figure out details for Montreal trip.
 - d. Will make write-up, FB page and will reserve table for March event.
 - e. Will plan pre-departure events for outgoing JETs.
 - f. Will make Google Form for newsletter for Pilot Program.

3. **Andrew:**
 - a. Will promote language classes on social media.
 - b. Will bring Gamecube, plates, cups, utensils, and napkins to potluck.
 - c. Will promote March event on social media.
4. **Brandon:**
 - a. Will put in request for information with Ontario Services.
 - b. Will share folder with photos from JET Welcome Back Reception with alumni in photos.
 - c. Will send Vermont pictures to Anna to put in newsletter.
 - d. Will contact performers and create master file for Natsu Matsuri.
 - e. Will look into making membership cards for JET alumni.
5. **Erica:**
 - a. Will submit bio and picture for website to Steph.
 - b. Will do booths for Natsu Matsuri.
6. **Scott:**
 - a. Will email his phone number to people attending potluck.
 - b. Will bring rice cooker to potluck.
 - c. Will email Catherine McKenna to give speech at Natsu Matsuri and ask if she will support us in our application for summer job.
 - d. Will get more information about changing name of Natsu Matsuri.
7. **Morgan:**
 - a. Will bring karaoke machine for potluck.
 - b. Will be in charge of volunteers for Natsu Matsuri.
8. **Anna:**
 - a. Will put blurb and pictures of Vermont trip in newsletter.
 - b. Will put "save the date" for March event in next newsletter, and more details (from Amy) in following newsletter.
 - c. Will update VIP list and send letter to Tyler for translation.
 - d. Will edit the newsletter sign-up form.
9. **Tyler:**
 - a. Will make Google Form for March event.
 - b. Will translate VIP letter.