

JETAA OTTAWA

MARCH MEETING

06 MARCH 2018 / 5:45 PM / UJI CAFE

ATTENDEES

Brandon, Scott, Morgan, Amy, Victoria, Andrew, Anna, Erica

APOLOGIES

Stephanie, Nancy, Tyler

NEXT MEETING

TBD

AGENDA

Last Meeting Follow-up

1. Approve Minutes From February Meeting

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

2. Bios & Photos for Website

- a. Morgan will send reminders to: Steph, Tyler and Erica to complete their profiles for the JETAA Ottawa website.

3. Bylaws

- a. Will not be discussing changes to Bylaws until later in the year.
- b. Will request information from Ontario Service in 6 weeks time.

4. Japanese Lessons

- a. Fujita sensei payment for winter semester:

- Erica will fill out invoice request form and send to Fujita sensei to sign-off on before writing her a check.

b. Next class session:

- Last class (March 5) Fujita sensei was unaware that she would be continuing on as a teacher and when the next session would start. We need someone to communicate and liaise with her so this doesn't happen again.
- Erica will book the room for the next session starting in April with Eric for an 8 week session, Mondays 6-8pm.
- Prior to booking room, Anna will ask for Fujita sensei's availability.
- Anna will create sign-up form for alumni and will send to teacher.

5. March Event Planning (Board Games @ LOFT)

a. Changes:

- Event was changed from 2pm to 1:30pm in order to ensure that we wouldn't lose our booking if we were late.
- Scott changed the Google Form so that guests do not need to include their prefecture as the event is open to non-alumni.

b. Social Media:

- FB event posted, newsletter save-the-date sent.
- Anna will sent official invite in next newsletter.

c. Feedback:

- Possibly make general feedback form to fill out at events.

6. Letters to JETs

a. JETAA has to mail "letter to future self" to 2017-2018 JETs:

- Brandon will email JETs to get their current address.
- Anna will draft a form letter email from JETAA.
- Andrew will look for envelopes and stamps.
- Victoria will buy Canada stickers to put with letters and will mail them.
- Need to decide if we want to include a JETAA pamphlet.

7. Market Research

a. Ideas for how to request feedback for events:

- Anna will make a general feedback form that guests can fill out on a tablet at events.
- Will start by asking for feedback at the March event, but generally feedback is more important for larger events.
- Need to review the feedback that we already have.
- Encourage social media engagement by creating polls related to events (i.e., What was your favourite part of hanami?).

8. JNT0 Job (Short-Term)

- ### a. \$20, 9:30-5pm at Shaw Centre (conflicts with board games event)
- Some executive members applied for the position.

9. JETAA International

a. Vermont Ski Trip:

- Brandon will write something for the newsletter.

b. Money from Toronto for Kingston trip:

- Should be getting the money from Toronto soon.

c. Interchapter event:

- Possibility of doing the Picton Wine Tour with Toronto and Montreal Chapters.
- Will put off planning Kingston trip until next month.
 1. Brandon will talk to Clarissa (co-chair in Toronto) about Kingston.
- Possibility of doing and event in Toronto.
 1. Maybe a sake brewery tour.

d. Montreal trip:

- Need to figure out the details before planning this:
 1. Cost, number of guests allowed, date, inviting Montreal
 - a. Date: Possibly in August

10. Welcome Back Reception

a. Pictures on Google Drive:

- Brandon will share the pictures on the drive to everyone in them.

11. Natsu Matsuri

a. July 22 @ Marion Dewar Plaza, City Hall (CONFIRMED)

b. Tasks:

- Morgan: volunteering
 1. Scott will give Morgan information and files about volunteering.
 2. How to recruit volunteers:
 - a. Dagan sensei does an exchange program with Osaka and her students can help us.
 - b. Ask students at Carleton to volunteer.
 - c. Put a save the date for volunteering in the newsletter.
 3. How to identify volunteers:

- a. Exec will wear happi.
 - b. Volunteers will wear hachimaki.
 - i. Could potentially decorate their hachimaki.
 - ii. Anna and Morgan will sew them if needed.
 - iii. Morgan will look into ordering hachimaki.
- 4. Training for volunteers:
 - a. Will occur day before event, and we will create signage this day.
- Erica: update on booths
 - 1. Vendors:
 - a. Need to confirm if vendors are allowed to sell. Haven't negotiated this with City Hall yet.
 - b. Scott contacted Knifeware and are in, and the blacksmith is coming. Assurance was given to them that they would be able to sell.
 - c. Need to add links to website of vendors that have confirmed they're coming ASAP.
- Scott: update on Catherine McKenna and City Hall
 - 1. Anna is going to help Scott send an email to Catherine McKenna and other guests about giving a speech and/or inviting them.
 - 2. We are going to change the name of the event because if we advertise the event as a "festival" we will have to pay more.
- Anna: update on VIP list
 - 1. Form letter for VIPs:
 - a. Anna will send form letter from last year to Tyler to translate ASAP.
 - b. Need to make clear in the letter that we are either asking them to say a few words, or simply inviting them and if they wish to say a few words they can.
 - c. Brandon will mail the letters once Anna has personalized and sent letters to him.
 - d. Will send both email and physical invites.

e. People to invite:

- i. Jim Watson (through online invite form)
- ii. Anna will invite and thank the guy that helped us at Mooney's Bay last year.
- iii. Ambassador

12. Canada Summer Jobs Government Grant

- Anna is going to send a form to Scott so he can send an email to Catherine McKenna.
- Not certain when we'll find out if we have received the grant.

13. 2018 JETs

a. JETAA involvement:

- Will include new JETs in events starting in April
 1. Anna will give sign-up form to Malcolm so they can sign-up for the newsletter.

b. Tasks:

- Amy is in charge of creating google form (DUE LATE APRIL!)
 1. What to include?
 - a. General interests/hobbies, placement, level teaching, things they're interested in talking about, interest in group meet-ups...
 - b. Want most options to use drop-down menu.
 - c. Amy will make a draft of the form and will present it to JETAA next meeting for approval.
 2. Need to get senpai's to sign-up ASAP
 - a. Brandon will bring iPad to events so that senpai's can sign-up there. Maybe at next event?
 3. Malcolm will most likely pair senpais and kohais.

14. Membership Card

a. Update on membership card:

- Members & Businesses:
 1. Brandon will create Google Form for members to sign-up for card. Members will have to come to an event to receive their card.

2. Use relationships from Natsu Matsuri to recruit businesses. (Maybe have discounts at booths at Natsu Matsuri?)
 3. Need to compile a list of Japanese businesses and do outreach.
- Card Ideas:
 1. Should it be a physical card, and app, a QR code, a number for each person?
 2. Card should have our logo on it.
 3. Could set up a membership card pilot program when we're just getting started with it. Ask members what businesses they'd like to have discounts at.
 - Issues
 1. How to confirm membership, how to sign-up, how to obtain an official list of JETs...
 - b. Andrew and Brandon will have a meeting at work to brainstorm and come up with ideas to present next meeting.

15. Newsletter sign-up form

- a. Newsletter sign-up form has been edited.

New Business

1. April Event

- Ideas:
 - Cooking Class
 - Budget & Prices
 - Teacher has a \$200 budget for food and will be reimbursed at the cooking class.
 - Will charge students \$5 on Eventbrite (Erica will set up Eventbrite).
 - Date
 - TBD, on a weekend in late April. Depends on availability of teacher and venue.
 - Teacher
 - Brandon will contact Zack about teaching the class ASAP.

- Will has expressed interest in helping.
- Teacher will decide what they cook, and will pick up food.
- Students
 - Will open event to JETAA first, then exec, then public. Alumni will be made aware of this.
 - Need a clear policy on bringing kids (discuss with Zack).
- Venue
 - Laurentian Leadership Centre (20 people max.)
 - Independent Grocer (Brandon will call to inquire)
- Advertising
 - Will be advertised in newsletter, closed FB group, and an event will be made once it has been opened up to the public.
 - Will promote on social media.
- Will meet one time before event to discuss.

2. Dragon Boat

- June 23rd-24th, \$1400, 16-22 people (\$65-95 each)
 - Embassy is not interested in being involved.
 - Busy time of year for exec, so exec is not interested in being involved.
 - Anna first, Andrew seconds, Brandon abstains that we should not pursue making a JETAA Dragon Boat team.
 - Andrew will make a poll to establish alumni interest in organizing a JETAA Dragon Boat team.
 - Anna will mention Dragon Boat in the newsletter and will make a save-the-date.

3. JETAA Website

- Thoughts on paid theme:
 - Need Steph to make a proposal of what functions she'd like to have and how much it costs.
- Thoughts/concerns about tArt theme:
 - Exec thought that the theme was kind of boring.
- Suggestions about top header menu:

- Brandon firsts, Victoria seconds that Stephanie can decide what to include as headers (*motion passed*).
- Anna motions to put president and treasure in charge of coming to decisions about website theme with Stephanie.
- Morgan will email Stephanie to ask if she wants to buy a code for a theme or use the Wordpress paid service that adds more functions.

4. City Hall Event Central Info Session

- March 28th, 5-7PM, Centrepointe Drive
 - Brandon, Anna, Erica and Scott will go.
 - Scott will register group ASAP, and CC everyone going in email.
 - Info session with special events advisory team...

5. Misc.

- Andrew and Erica will finish budget proposal in June.

- **Anna motions to end meeting, Erica seconds (*motion passed*)**

ACTION ITEMS

1. Amy:

- a. Will figure out details for Montreal trip.
- b. Will plan pre-departure events for outgoing JETs.
- c. Will make Google Form for newsletter for Pilot Program and present it in April's meeting.
- d. Will post about event on FB groups and make event for cooking class.

2. Andrew:

- a. Will look for envelopes and stamps for "letter to future self".
- b. Will encourage social media engagement by creating polls related to events.
- c. Will have a meeting with Brandon to brainstorm ideas for membership card.
- d. Will promote cooking class on social media.
- e. Will make a poll on FB to establish alumni interest in organizing a Dragon Boat team.

f. Will finish budget proposal with Erica in June.

3. **Anna:**

- a. Will put blurb and pictures of Vermont trip in newsletter.
- b. Will update VIP list and send letter to Tyler for translation.
- c. Will contact Fujita sensei about her availability.
- d. Will create sign-up form for Japanese classes and will send to teacher.
- e. Will send official invite for March event in next newsletter.
- f. Will draft a form letter email from JETAA for “letters to future self”.
- g. Will make general feedback form.
- h. Will put a save-the-date for volunteers in the newsletter for Natsu Matsuri.
- i. Will help Scott send an email to Catherine McKenna and other guests inviting them to Natsu Matsuri.
- j. Will send invite and thank you to guy at Mooney’s Bay.
- k. Will send a form to Scott so he can send an email to Catherine McKenna about grant.
- l. Will advertise cooking class in newsletter.
- m. Anna will put a save-the-date for Dragon Boat in newsletter.

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 a blurb and photos to Anna about Vermont 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.
 - i. Will create Google Form for members to sign-up for card.
 - ii. Will compile a list of Japanese businesses.
 - iii. Will figure out details of card.
 - iv. Will have a meeting with Andrew to brainstorm.
- f. Will email 2017-2018 JETs to get their current addresses.
- g. Will talk to Clarissa about Kingston.
- h. Will mail letters to VIPs for Natsu Matsuri.
- i. Will bring his iPad to events so alumni can sign-up to be senpais.

- j. Will contact Zack and venues for cooking class.
5. **Erica:**
- a. Will submit bio and picture for website to Steph.
 - b. Will do booths for Natsu Matsuri.
 - c. Will pay Fujita sensei for winter semester Japanese classes.
 - d. Will book the Breather Room with Eric for Japanese classes.
 - e. Will set up Eventbrite for cooking class.
 - f. Will finish budget proposal with Andrew in June.
6. **Morgan:**
- a. Will be in charge of volunteers for Natsu Matsuri.
 - i. Will look into getting volunteers from Carleton.
 - ii. Will start contacting volunteers soon.
 - b. Will message Stephanie about website theme.
 - c. Will send reminders to people to finish their online profiles.
 - d. Will look into buying hachimaki for Natsu Matsuri.
7. **Scott:**
- a. Will email Catherine McKenna to give speech at Natsu Matsuri and ask if she will support us in our application for summer job.
 - b. Will give Morgan information about recruiting volunteers.
 - c. Will register group for Central Info Session.
8. **Stephanie:**
- a. Once meeting minutes have been approved, will post them on the website.
 - b. Post bios and photos on the website.
 - c. Will report about change in theme to Brandon and Erica.
 - d. Will add links of vendors to website once they have confirmed they will come to Natsu Matsuri.
 - e. Will make a proposal of what functions she'd like to have for the website and how much it costs (report to Erica and Brandon).
9. **Tyler:**
- a. Will translate VIP list letter.
10. **Victoria:**
- a. Will buy Canada stickers and mail "letters to future self" to JETs.