

JULY MEETING

03 JULY 2018 / 5:45 PM / BRIDGEHEAD (Bank & Albert)

NEXT MEETING

Tues., August 7 @ 5:45pm

AGENDA

Last Meeting Follow-up

1. **Approve Minutes from June Meeting**
 - a. motions, seconds (*motion passed*)
2. **Announcement from Secretary**
3. **JETAA Canada Conference (CANCON)**
 - a. August 10-12th in Winnipeg. Expenses reimbursed.
 - b. Need 2 delegates from Ottawa by end of meeting
4. **June Event Feedback (Survival Cooking Class)**
 - a. Embassy needs receipts
5. **Finances (Erica)**
 - a. Update on incorporation date
 - b. GIA
6. **Natsu Matsuri**
 - a. Site Visit tomorrow with City representatives, EoJ, some performers
 - b. Performers (Brandon)
 1. Schedule made, almost confirmed with performers (by tomorrow afternoon)
 2. Want Nancy to design a performance image
 - c. Booths (Erica)
 1. Non-food: OJCA, JELLO, OJLS, CJSO, CUJA, Ottawa Bonsai, Ikebana International
 2. Food: Embassy of Japan, Tokyo Shop/Ginza, True World Food, La Soyerie
 - a. Asian Night Market?
 - d. Insurance (?)
 - e. Volunteers (Morgan)

- f. Advertising
 - 1. Posters
 - 2. Facebook Ad
 - 3. Photographer/Videographer for next year's promotion
- 7. Sempai Kouhai Pub Night (following JET Orientation at EoJ)**
 - a. Wasabi Restaurant, Sunday July 15th at 5:30pm
- 8. Sempai-Kohai Program Feedback (Amy)**
- 9. Inventory**
- 10. Bring Forward System**
- 11. Membership Card**
- 12. JETAA Website**
 - a. Steph reimbursed?