

Officers/Staffs' Meeting Agenda 3 Spring 2014
“Be more inclusive without recruiting more staffs”

I. Officers and Staff's Updates

- A. Spring quarter: “Anyone lunch?” & Quiz up: **Priscilla**
 - 1. Quiz up died down
 - 2. Find other interactive FB page, invite people
 - 3. Keep up Anyone lunch
 - 4. If you haven't done it yet, please do
 - 5. Have JSA hangout page
 - a) **Yusaku** will create it
 - b) Remind people each quarter
- B. 2013-2014 Sweatshirt: Emily
 - 1. Preview of backside by this week
 - 2. Complete by next week
 - 3. Please post a font design if you have any ideas
 - 4. Upload everything on FB event page
- C. Board mixer with NSU: **Kevin**
 - 1. Messaged Julia
 - 2. Dinner on Sunday
- D. EYP: **Priscilla**, **Kevin**, Erik, Thao, **Alice**, **Andy**, **Yusaku**
 - 1. Budget – \$2300 overall, max \$1300 from people
 - 2. Members pay (last year - \$35)
 - 3. Cap at 40
 - 4. Funds from fundraiser, matsuri will be used
 - 5. Still looking for a hotel
 - 6. Performance – keep it a secret, practice, make it interesting
- A. **Andy** test run on Wednesday, so we will not mess up on the day of
 - 7. and **Yusaku** – in charge of food
 - a) Tell Andy what kind of food you would want to eat
- E. Subgroups: Jcru / JSAthletes / JSA Cooking Crew / JSA Fitness
 - 1. Jcru – will decide on a date
 - 2. JSAthletes – soccer this Sunday
 - 3. JSA cooking – event this week
 - 4. JSA Fitness – people have been showing up
- F. Long-term Projects: 2014-2015 Term Apparel / Tabling Committee / JSA video / Time capsule
 - 1. 14-15 term apparel
 - a) Decided on fleece
 - b) Color that compliments next year's t-shirt color
 - 2. Tabling
 - a) Huge JSA letters
 - b) Board with a lot of pictures
 - c) Clothes pin pictures
 - d) Costume, yukata from clubroom, matsuri happi
 - e) Meeting soon
 - 3. JSA video

- a) Asked each subgroup head
- b) Figure out a date convenient for each group
- c) Film at GBM2 as well
- d) Include more groups (2nd year, officer, staff etc)
- 4. Time capsule
 - a) Burying them is not a good idea
 - b) Not sure if we will do a time capsule next year
 - c) Keep it in the clubroom for now

II. Hanseikai

A. Strawberry Picking/ Flower Field

- 1. Flower field
 - a) Some people felt 1hr was too short
 - b) But people were tired, so the time may have been good
- 2. Parking
 - a) Too many cars, took long to park
 - b) should have parked in the back
- 3. Adjust drivers
 - a) Don't have one driver and one member in a car
- 4. print out maps for drivers
- 5. strawberry picking was shorter than last year
 - a) more to enjoy time picking strawberries
 - b) next time make it longer than 30 minutes
- 6. restaurant – Armenian Cafe
 - a) too long of a wait (2hrs)
 - b) don't go for a large group
- 7. strawberry field and flower field together
 - a) worth \$15 for both
 - b) good to have it together
 - c) better organized to not give options (going to the mall)

B. Language Table

- 1. 20 people, 5 extension (continuing from last week)
- 2. Worksheets were good
 - a) Gave more options to talk about
 - b) English and Japanese will not be split
- 3. Extension students
 - a) Thought that half of the time was for them learning English, and the other half for teach Japanese
 - b) For new extension students, tell them that it is a place for them to learn English
 - c) Have only English speakers (non-japanese) for English learners
- 4. Printing worksheets
 - a) Go to imprints and tell them that it is for a student org

C. Event Master Doc

- 1. Leaders make sure to create questionnaire
- 2. Share and upload on staff and officer page

III. Cooking

- A. Leaders: Arisa, Yuka, Diana, Emily, Sho
- B. Date: 4/26 Saturday
- C. Time: 10am CaféV
- D. Location: ERC, Europe Hall
- E. Price: \$5
- F. Details:
 - 1. Gyoza, miso soup, rice
 - 2. Test run on Wednesday, so we will not mess up on the day of
 - 3. Vegan option?
 - a) Can't accommodate for one person
 - 4. Already posted in event page that we were making Gyoza
 - 5. List ingredients, "if you have any allergies or cannot eat a certain product, maybe try out future events"
 - 6. For future events shouldn't have to adjust for one person
 - 7. One spot left for staff and officer

II. Vendor Fair

- A. Leaders: Yuka, Emily, Thao
- B. Date: 4/29 Tuesday
- C. Time: 11am – 2pm
- D. Preparation:
 - 1. Set up starts at 7:30am – to reserve spot, first come first serve
 - 2. Square reader – for credit card
 - a) 2% taken off
 - b) Maybe not for this event, but maybe multi-cultural event
 - c) Need to check on more legal content - Andy
 - d) Check school policy
 - e) Signing up for actual account
 - (1) Requires SSN
 - (2) Connected to JSA bank account
 - 3. Buying 30 bags
 - a) Pick up on Sunday from market (4/27)
 - b) Defrost for one and a half day in room temperature
 - 4. Event page will be made tomorrow - Yusaku
 - 5. Sign-up sheet will be up soon

III. GBM2

- A. Leaders: Tomoki, Andy, Yusaku, Kenji
- B. Date: 4/29 Tuesday
- C. Time: 8pm
- D. Location:
- E. Icebreaker/Game:
- F. Dinner: thai food – kung thai
- G. Details:
 - 1. Room & restaurant will be reserved asap
 - 2. Leader meeting this week

IV. Language Table

- A. Coordinators: Tomoki, Seira

- B. Austin will not be able to make it, but worksheet will be made
- C. Survey week 1, 5, 10