

# JETAA Canada National Conference Minutes

June 8-10, 2012 | Calgary, AB

## Session 1 : Welcome and Introductions

Mr. Verrall: Welcomed us in behalf of MOFA and the Consulate.

Mr. Kawasaki: thanked us in behalf of CLAIR for the aid the alumni associations have given Japan, in particular after the Earthquake Tsunami of last year. He also reiterated the hope that JETAA Canada and each chapter will continue to grow strong.

Mr. Joughin: he was glad to see the old and the new blood. He thanked MOFA and CLAIR for their continual support. Greg asked the delegates to tweeter during the conference in order to support our members who were not able to attend.

## Session 2: Presentation by the Consulate-General of Japan in Calgary

The priorities for the alumni association from the consulate's perspective

- Support for new JETs
  - Info sessions for candidates
  - Assistance during the interviews
  - Training of new Jets
- Representing the coordinators in chapters that are very spread out
- Support JET alumni and help them come in more contact with the Japanese community

## Q&A

- Who are the coordinators: Steve, Marcia, Tanya, Robin and Stephanie. All are alumni and many attend the executive meetings. They do not meet but keep in contact by email.

## Session 3: Presentation by CLAIR

- A detailed hand out was given out. There has been no major changes from last year on funding guidelines
- Explained that the tight application process was necessary in order to ensure accountability. CLAIR funding comes from local government rather than the federal government. Because of austerity measures many of the local governments are reluctant to fund CLAIR. They do not see the value of the alumni association and in some cases they do not know that it even exists. CLAIR would like to publicize our events in their website and magazine so that the alumni associations get more exposure.
- Cautioned us to always be conscious of how our activities may be perceived by the Japanese tax payer
- Grant Aid is provided for chapters, the country rep and for the national conference
- Chapter Aid
  - Basic GiA for administrative and operating expenses
  - Normal GiA for the following services
    - Communication (includes web hosting)
    - Career Support
    - JET programme support
    - Promoting Japan culture, tourism, products and exchanges

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- Important Deadlines
  - July 6, 2012 submitting applications. Will receive decision of Notice and Prepayment by August or early September.
  - March 1<sup>st</sup> 2013 submitting activity reports
- JETAA USA developments
  - They were able to raise over \$87 000 for the relief fund. The bulk of this money went to smaller scale organizations that focused on helping children and education such as Hope for Tomorrow.
  - On Feb 16 they established a set of bylaws. These can be viewed at <http://www.jetaa.com/about-2/jetaa-usa-governance/>
  - They now have a board of advisors.
  - The Tech Regional conference was a success.

## Q&A

- Funding for national web hosting may be possible but there might be some issues arise with the accounting.
- There cannot be an overlap in MOFA and CLAIR funding for events. This can be circumvented by breaking up the event into different activities that are each is funded differently.
- NOTE: in Japan refreshments are not fundable

## Action Items

- Although there is no template for funding applications. Chapters should share ideas with each other.
- Please proofread your applications considering the section on "common mistakes" in the handout.
- Please keep your membership lists current. This will help once a National Database is developed.
- Do not hold events in March that will need CLAIR funding.
- Send photos and summaries of large events to CLAIR so that they can advertise them.
- Try to establish and maintain connections with the local education boards were you worked.

## Session 4: Keynote Address & Workshop by Erynne Sjoblom

- [www.ajtma.com/about.php](http://www.ajtma.com/about.php)
- Powerpoint will be emailed later.
- Alberta formalized their first twinning in 1980 with Hokkaido. Now there are 10 AB municipalities twinned with towns/cities in Hokkaido and 9 municipalities twinned with other towns/cities in Japan. In addition there are several municipalities that have strong friendships although they have not formalized them into sister city associations.
- Jobs of the AB-Japan Twin Municipalities Association:
  - Assistance in twinning activities
  - Organizing yearly conferences

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- Translating documents
- Trip planning and arranging host families.
- Establishing new twinning and friendship associations
- Future directions
  - Provide bilingual information of twinned municipalities
  - Support new Japanese immigrants
  - Promote adult Japanese language learning
  - Organize more school exchange activities ([www.epals.com](http://www.epals.com))
- How can JETAA help?
  - Help run school exchange activities like the Japanese Bowl
  - Get involved with Japanese immigrant associations
  - Help host Japanese students
  - Have alumni in smaller communities help out

## Session 5: Chapter Reports

Did not receive information of activities for Edmonton

Events relating to departing or returning JETs will be addressed later in this document

Toronto

- Focused on joining other associations like the Japanese Visitor Association (JAVA), and the Japanese & Canadian network Organization
- Fundraising events included: March Art show, an event at the Hard Rock Café, Boat Cruise
- Activities: Hanami with JAVA and JCSA, Rock climbing, Dragon boat, Japanese Walking Tour, a book launch "Life after the B.O.E. by David Namisato, Twilight curling
- Revamped their newsletter and now have a section on interesting JETAAs
- Formalized their bylaws

Montreal

- Launched their website
- Working on establishing partnerships with members and Cultural Language Connections.
- Activities: Japanese Salmon cutting workshop, soori workshops, movie festival for families, they also served as tour guides for 3 weeks (did not catch event).

Ottawa (I apologize that my notes are incomplete for your activities.)

- Fundraisers: charity concert for Smile Kids Japan, Tea ceremony, Photo show
- Activities: natsu Matsuri with JETAA dogs and many community partners, JETAA care packages

Man-Sask

- Back from their hiatus
- Bought a new domain [www.jetaambask.ca](http://www.jetaambask.ca), but the server has been lost
- Activities: participated in Folklorama, a multicultural festival

Vancouver

- Focused on bolstering their island section

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- Fundraising: Changing Tides Photo Exhibit and Silent Auction. Raised \$2000 for Smile Kids Japan and Peace Boat. Photohoku (sending Tohoku residents digital cameras)
- Activities: Several classes including Obi sewing, ceramics, cooking, taiko. Family undokai, bowling, volunteer appreciation event.
- Now have a digital newsletter.

## Calgary

- Have added new executives which allowed them to run the national conference
- Activities: Natsu Matsuri and garage sale which raised \$130. Jet 101 for people interested in the JET programme.

## Action Items

- Get involved with Japanese organizations in your city.

## Session 6: Brainstorming & National Action Plan

- Web hosting: all the chapters that were present liked the idea of eventually using the same host for all their websites. Unfortunately at present several of the chapters have renewed their hosting contracts. Ottawa (Alex) will look into which is the best hosting company out there. At present the company being considered is myhosting.
- National Database: Again the chapters present were keen on the idea but realize that some more research needs to be done. The companies being considered are Salesforce and SugarCRM. Concerns are with privacy laws and where the database will be located. Ottawa (Alex) will look further into this and design a demo database. This database may be linked with the Sempai list that Vancouver has created at some future date.
- Not-for-profit. Each province has its own rules and it seems that to get national not-for-profit is very difficult. The Ottawa chapter has filed in their application and is waiting on the results. Although we are unable to reach full charity status which would allow us to give out tax receipts. Not-for-profit status will provide some legal benefits and often allow for discounts and give more legitimacy to the association. Matthew said that Grant and Aid could be offered from CLAIR for the application.
- Communication: there needs to be more sharing of information between the national website and the websites for each chapter. There was a comment on having a chapter log-in for the national website.
- Japanese classes: varied success with having classes focused on JLPTs. To retain students some chapters have taken in deposits which they return in increments after each class or as a large chunk at the end of the session.
- Increasing value at the Prefectural Government level: Take your regular event and try to have more of a local focus, such as Sake from Tohoku. Report successful events to CLAIR and the Japanese Counsel and Embassy. Partner up with local Japanese associations. CLAIR and the Consulate may be able to give us contacts for different associations.
- Increase link between JETs and JETAA: lesson filler contest where students complete some sort of project on Canada. The project is sent to the JETAA who award the winning entry with Canadian omiyage.

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- Email Greg the dates when your web hosting contract ends
- Research application procedure for Non-profit status
- Partner up with Japanese associations in your cities
- Think of possible project ideas for the Lesson filler contest and a possible deadline for entrees.

## Session 7: JETAA Programme Updates

### Not in attendance: Mr. Kawasaki

#### Application changes

- Canada was the only country to increase in the number of applications. 49% learned about Jet from word of mouth
- Reasons for this success:
  - JET alumni were in the media more (fundraisers)
  - Social Media: we now have facebook and Twitter accounts. Also have a mobile friendly website. New domain. [www.jetprogramme.ca](http://www.jetprogramme.ca) More funding toward online advertising.
  - The new online application made the process quicker and easier
  - They have brochures and posters for the fall to advertise the program

#### What can JET Coordinators do to help JETAA?

- Help advertise events
- Bridge communication between JETAA and JETs, the embassy and returning JETs
- Assist with MOFA funding
- Keep up updated on changes to the JET programme

#### What can JETAA do to help JET Coordinators?

- Keep them informed on events, successes and send them pictures
- Stay active on the forums [www.jetprogramme.org](http://www.jetprogramme.org)
- Help in recruiting and orientation (classroom presentations, pre-departure guides). Ask for brochures and posters in September.
- More sharing of resources between the chapters
- Like and re-tweet
- Keep the national JETAA database up-to-date

## Q&A

- We need to promote more the alumni association to JETs
- Greg would like to the contacts for all the coordinators so that he can share more information
- Add a calendar to the National websites for JET and JETAA for all chapters to post events

## Session 8: By-laws

At present the bylaws are changed as reactions to crisis. However we need to be more proactive at it. Discussed the process for changing the by-laws

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- Voted to change the time zone to "pacific" rather than "eastern".
- Voted to remove all references to "yahoo.dot"
- Need to add a description of the purpose of JETAA Canada
- Since reaching unanimity is difficult it was decided that only a 2/3 majority of active chapters is needed to ratify changes to the bylaws. However a concern was raised over the hypothetical situation of 2 chapters abstaining and 1 voting against. In such a situation there is clearly a problem with the proposed change and the 2/3 rule should not apply. Further discussion on this point is needed. A chapter was defined as active until there is no communication for more than one year.
- In case of there being no one to take the Canada National Rep position: Options: have the rep increase their term to 2 years. The more preferred option was to have the chapter in charge of the national conference take over some of the role for a while. Need to specify duties of Canada Rep. Need to discuss what happens if you need to remove a CNR
- Think about splitting the bylaws into two documents: elections guidelines and bylaws
- Will be splitting the bylaws into sections and have each treated separately for changes and voting.
- Each chapter will have a colour code and every change must be documented.
- Voted on having a 45 day window to propose changes and review changes made. Chapters need to notify Greg that they have read the changes and or feedback. Greg will communicate timelines to the chapters during the next chat. **Next chat scheduled for Wednesday July 4th.**

## Session 9 JETs and JETAA

### Not in attendance: Ms. Kanishi and Matthew Gilliam

As several of the activities were similar the list was not divided in chapters

For new JETs

- Japanese language lessons (6 to 8 weeks)
- Cooking class prior to departure
- Surveys are sent out to gain feedback in order to plan the orientations
- Orientations
  - varied from 1 to 2 days.
  - Workshop topics included money, transportation, use of media in Japan, culture, your first day, omiyage, packing, teaching (optional in some chapters).
  - Ottawa had the JETs teach mini lessons.
  - A couple of chapters have a mock class where JETs become students of another language.
  - Montreal runs simultaneous workshops so that JETs can cater the orientation more to their needs.
  - Toronto partnered up with JAVA to perform skits about culture shock
  - Break into smaller discussion groups: HS/JHS, male/female or according to a similar concern. Toronto had these discussions during lunch.

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- Montreal billeted the JETs from the Atlantic provinces
- Man-Sak had a simple Q&A at a restaurant
- Followed by a socializing event such as Karaoke, bowling etc.
- To promote signing up for JETAA Montreal does a draw for an omiyage basket, Vancouver does a care package, Ottawa sends Christmas letters
- Calgary made magnets with a Japanese map that JETs could right their location and contact info and leave with their parents in case of an earthquake. Most chapters also give out USB with a guidebook, cookbook etc.
- Adding a parent perspective has been helpful
- Vancouver provides JETS with a Sempai list of JETAAs who have lived 100kms from where the new JETs are stationed
- Formal departure receptions run by Embassy or Consulate.

## Returning Jets

- There has been limited success with formal resume and career orientations. Vancouver had a more positive turn out when they included volunteering in the Japanese community.
- Ottawa had a successful Wine and sushi networking evening. The alumni invited professionals to encourage networking. Very informal. . Had little blurbs on key people to contact for different industries.
- Embassy and consulates run a formal reception. The Calgary Consulate did not have a formal reception but they were invited to the Consulate's home for the Emperor's birthday which allowed the returning JETs to network with the other guests.
- Used a career services association to contact more professionals or for written information.
- Apple picking in September for an informal socializing day.
- Events in November or October to maximize mixing and mingling with experts and alumni
- Doing surveys to check the needs of the JETs. This helped them target their resume building workshop.
- Alumni led presentations on resume, volunteering etc
- Need to consider ways to reach/locate returnees who don't officially belong to our chapters (moved-in or returned at a later date).
- Calgary combined their return orientation with a PDOT activity and it was successful.

## Action Items

- Share pre-departure document to other chapters.
- Send PDOT dates to Stephanie to be included in the calendar in the national website.