

**JETAA International Meeting
Paris
26th – 28th September 2008
Maison du Japon**

Attendees:

	Michael Adams: JET AA International Chair		Webmaster: Paul Donovan	
	Joseph Luk: JETAA International Vice Chair			
	Michelle Fox: JET AA International Secretary			CLAIR Tokyo: Sacha Battrick
	Liz Aveling: JETAA International PR Coordinator/Treasurer			CLAIR Tokyo: Mr. Shingo Uoi
	US East: Ryan Hart		CLAIR Tokyo: Mr. Sakashita	
	US West: Shannon Quinn		CLAIR Tokyo: Mr. Hiroshi Ueda	
	Australia: Lucy Shields			CLAIR Paris: Tadashi Tokisawa
	Brazil: Cristiane Hayato		Represented by Japanese Embassy France	Martial Henry Trapon Koji Kitayama
	Canada: Sabine Sengmuller Sasakura		France: Yvonne Chu Kit	
	Germany: Frank Bender		Ireland: Phil Voon	
	Jamaica: Kay Dunkley		Scotland: Barbara Gill	
	New Zealand: Vicky Southgate		South Africa: Nuria Giralt	
	England: Stuart Butchers		Korea: Yoongjeong Yi	
	Northern Ireland: Suzanne McMillan	Apologise: Japan 	Russia 	

Friday 26th September

Time		Facilitator
9.15-9.30	<p>Michael welcomed the delegates and mentioned that we are in France and want to have a more language friendly meeting, so please speak slowly and in Japanese if you need. Joseph Luk will help translate.</p> <p>The topics for discussion will include the CMS, Pre Departure Best Practice, GIA funding.</p>	Mike Adams

	<p>We are an interesting organisation in that the Chapters were developed prior to the International Committee. The Committee was developed to be a communication forum between the chapters</p> <p>Yvonne Chu Kit – wants to know more about the website and the CMS</p> <p>Sabine from Canada - Exchange of info, ideas and best practice in general – Mike requested that if you have any good ideas from your chapter or country, feel free to bring it up and share it with the group</p> <p>The delegates did self introductions.</p> <p>Thank you to MOFA and to Clair (3 offices)for your support over the years. Thanks to the 3 Clair offices for coming to day.</p> <p>Unfortunately the MOFA delegate couldn't come. Thank you also for Yvonne for organisation of the Conference. We remember Florence last year his quote – Please come to Paris because we love you – we really feel the love!</p>	
<p>9.30-10.00</p>	<p>Executive Progress Reports</p> <p>Michael Adams –</p> <p>Our Sydney chapter is a great chapter – we are “awesome” One of the reason that we are great is that we all “do”. Being a Country Rep’s main responsibilities are:</p> <ol style="list-style-type: none"> 1. Compiling country reports 2. Voting 3. Dissemination of information <p>Mike is a light hearted person, so please share any jokes or light hearted comments!</p> <p>Michael’s comments on the executive progress reports</p> <p>Essay Competition – Mike was trying to combine it with the American competition. He donated the money for prizes himself and therefore chose the winner. He really liked the South African chapter submission. He will leave the essays at the back for us all to read.</p> <p>International Conference in 2010 – in the past every five years, all the Chapter reps would come to the meeting too. Because of budget restrictions, this will not happen in 2010. Instead we will just have a meeting with all the Country Reps.</p> <p>US – new chapter – Music City!</p> <p>Mike does get a lot of spam so if he doesn't reply, please resend something.</p> <p>Japan is not attending this meeting. This was strictly because they weren't able to provide a country rep in time – 8 weeks prior to the meeting. The IM coordinator needs to know prior to the meeting. Subsequently, the decided to voluntarily withdraw from JETAA International. After discussions with CLAIR and the Executive he will reach out to them to ask them to come back in, as long as they adhere to the guidelines.</p> <p>Mike spends about ¾ of his time dealing with the Japan chapters. He meets with Michelle to update the website, set up email addresses and that has been quite productive</p> <p>Liz Aveling – update on the PR/Treasurer</p> <p>In theory we can have a bank account - piggy backing on a UK bank account. There isn't much else to talk about with the financial side until we get funds, we don't know how they will be administrated.</p> <p>In future, we don't know where the bank account should be and</p>	<p>Mike Adams Michelle Fox Joseph Luk Liz Aveling Paul Donovan</p>

	<p>This may be related to whatever we decide on the NPO. Set framework – who we want to get What we want to do with the funds</p> <p>Joseph Luk – small chapter update The support for the new chapters to help them set up and give them support.</p> <p>At the end of the last meeting the committee for small chapters set up a mailing list, but disappointed that nothing continued with this. With the new chapters – India – contact received from Divya Jha Stephen Smith, a JET in Thailand, communicated with a view to set up a chapter there. Welcome back to Korea at the Conference. Last year, Ali obtained the contact address of someone in China and we sent postcards/Christmas Cards to say hello the Chinese chapters. We hope they may connect with us in the future</p> <p>On the website there are resources for new and small chapters – Setting up a new chapter – zip file with interesting documents – examples of templates, charters, reporting examples This collection of documents is very specific to JETAA Sydney, so the small chapter committee will look to updating that zip. The other resource is the free web hosting at jealumni.org to help chapters get started.</p> <p>Shannon Quinn – Sub Chapter development has been a focus of the US Chapters. A new person doesn't necessarily know what things are. Could we have a page where there is a document or one pager on how to set up a chapter, and a mentor programme so they have someone to call? How do we make sure that the info is easy to find.</p> <p>Jamaica spent a lot of time trying to grow the Caribbean, but challenge, as they don't know who people are. They have connected with all the groups on yahoo and facebook. At the moment they are reviewing the bylaws to incorporate Trinidad/Tobago and</p> <p>Ryan suggested creating an inventory of whatever mailing lists, groups chapters have.</p> <p>Michael reiterated trying to connect with local government orgs to connect with sister city groups and delegations. One value adds that helps them to sell the JET Programme to the Local Governments in Japan is that they have local contacts for visiting groups, so please help to promote that.</p>	
10.00-10.30	<p>Welcome everyone to Paris. This year is a special year as it's the 150 anniversary of Japanese/French diplomatic relations. 1858 Japan and France signed a treaty of commerce and friendship. Kitayama san has a brochure to distribute) He hopes we can profit from some events to promote the Japanese culture in Paris – recommends going to the book store where you find Manga translate. France is the top consumer of Japanese manga. Tomorrow night the Embassy will invite us to a Japanese izakaya in Paris, so enjoy the atomsphere that we may miss. This is the 20th Anniversary of JET France. In 1988 the Japanese Government decided to open the program to France. To</p>	Koji Kitayama

	<p>commerorate it, JETAA France made a book. This evening all delegates will receive this commemorative book.</p> <p>Maison du Japon is in the Cite Internationale Universitaire. In this area there are about 40 buildings like this. There is a Swedish, Swiss, US, Brazil house in this area. You can walk around this typical French area. On the wall is a painting by Fujita who is well known in France. This painting is not open to the public, so you are very lucky. There are about 70 rooms and 50 Japanese foreign students based here.</p> <p>MOFA sent a manuscript to read: It is a great pleasure that this event is being held in a non English speaking country outside Japan. Since it's beginning in 1987, more than 50000 have been to Japan, making it the largest organisation of its kind in the world</p> <p>22000 members in 49 chapters through the chapters. JETAA is an invaluable asset. When Abe San visited US, he met with JETAA representatives. In the past, MOFA provides support to different stages of the JET and JETAA. In order to continue to improve the programme there are 4 examples of Japanese government initiatives</p> <ol style="list-style-type: none"> 1. Expanding Japanese language teaching in foreign countries. 2. Easing the ability for former JETs to get residency visas for those who want to work or study in Japan – JETAA have the language and cultural understanding so they want to make it easier to live and work in Japan 3. Organising Job Fairs 4. Establishing scholarship for former JETs in some countries. Kitayama will make an effort to extend this to French delegates. <p>In 2008, 20 JET Alumni received scholarships to help further their careers.</p> <p>In 2010, due to budget cuts, the International Conference won't be held, but MOFA will hope to support the International and Regional Meetings.</p>	
<p>10.30-11.00</p>	<p>Address from Senior Managing Director</p> <p>He does want us all to keep hearing and speaking Japanese, but to save time he will read. Firstly, congratulations for the 3rd International Meeting. Thank you to JETAA I and JETAA France for all their hard work. Some hopes for JETAA are for the alumni to use the skills they picked up on the programme and</p> <p>2 important roles</p> <ol style="list-style-type: none"> 1. To hold international exchange events – deepen understanding of Japan in the Community. CLAIR expressed at Toronto that they aimed to hold events that strengthen bonds with local authorities with multicultural activities. 2. To cooperate on JET Programme related activities – JETAA plays an important role on recruiting, selection and pre-departure. Every year, there are many JETs that quit mid contract so we need to take preventative measures at recruitment, selection and pre-departure times. <p>The JET Programme is now in it's 22nd year and more than 50000 have participated in the programme. However, things are becoming more and more difficult.</p>	<p>Mr Hiroshi Ueda</p>

<p>After starting in 1989, JETAA is in its 20th year and has achieved so much. If JETAA forms a world wide network, it would be more effective. Even in times when Chapters disagree with one another we hope that JETAA I can mediate with on another.</p> <p>Current situation of JET Programme and GIA</p> <p>This year, there are 2000 new JETs who have just started working as ALTs and CIRs, 4700 is a decrease by 400. The demand for the participants is decreasing year by year due to financial deficits. All expenditure is shared by the local authority and has been reduced by 10%. Now, CLAIR is forced to cut the budget for current JETs and will not hold conference for recontracting JETs. CLAIR will have to rethink GIA. The total is 15.4 million yen, an increase of 1 million and is increasing in proportion with the members of JETAA. They haven't decided the details but</p> <ol style="list-style-type: none"> 1. will decide the upper limitation of the GIA before hand every year. 2. chapters must make most use of precious GIA. It is more appropriate to use GIA where it is easily understood how it contributes to JET Prg and how it contributes to the relationship between our countries and Japan. <p>CLAIR ask for our understanding and request we pass it on to the Chapters.</p>	<p>Mr. Sakashita</p>
<p>GIA JET Streams Publication – JET Alumni around the world</p> <p>Stats from the JET Programme were shown GIA Common applications errors Membership list and number of members in chapters are different Wrong exchange rate is used Grant in Aid change from previous year not included Explanation of event is not included so they don't know what the expense is really involved and they can't let the accounts department know.</p> <p>Please read the info your receive carefully and attach all the required documents</p> <p>Chapter Budgets should include Activity/expense title Explanation of activity/expense item Total cost (yen) Cost CLAIR will pay (yen) Cost CLAIR will pay in local currency</p> <p>Example budget Date of event, breakdown of all the costs involved and what will be taken from the MOFA and CLAIR budgets. The explanation of the events should be comprehensive.</p> <p>Reminder of the deadline – Dec 28th. Form 5 Must attached receipts (organised by activity)</p>	<p>Mr. Shingo Uoi</p>

<p>Report of expenses</p> <p>Please remind your chapters of the deadline and encourage them to get them in on time. When they miss, it delays the payment. If there are events after Dec and you have estimated, please send in the receipts as soon as possible after the event</p> <p>JET Streams Copy of the most recent edition is on our desks A hard copy is sent out in July to returning JETs and PDF to JET Alumni.</p> <p>Encourage your members to update their details – email Sacha</p> <p>The Archive is now available on the JET Website</p> <p>Articles are written by the JETAA and CLAIR appreciate them so please request the Chapters input.</p> <p>At the end of the year Sacha will request input. Please send Articles, and the Chapter Update Reports. This goes in the documentation for Conference for Returning JETs so is great for marketing your chapter.</p> <p>JETAA Survey This will be done for the first time in two years. This will be done online This will be in JET Streams and After JET Guide. Target will be those who returned in 2006. It will encourage current JETs and give info on how the JET experience helps when you go into the workplace.</p> <p>It is possible to incorporate to add questions that JETAA would like to know.</p> <p>Ryan – used in Seattle to give concrete data to give to recruiters to encourage them to participate in the Job Fairs, to get sponsorship</p> <p>JET Alumni “Around the world” – this is the 2nd time (first in 2003) Has info on Chapter Activities, JET alumni profiles, examples of continued interaction between JETAA and local government.</p> <p>This year, they are using this to promote the JET Programme to Local Government</p> <p>Showing off how the JETs keep their connections even after they leave helps to promote and encourage having a JET.</p> <p>Please send any input/contributions over the next week.</p> <p>GIA examples of great activities Auckland – Support for students studying Japanese</p> <ul style="list-style-type: none"> - Japanese study day for student to revise before national school exams - Hire professional teachers (many are alumni) - Been running for 8 years - Gives back to the community <p>Japanese DVD contests</p>	<p>Sacha Barrick</p>
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	<p>High School students make 3-5 mins video in Japanese about NZ life 7 years National contest Prizes are donated from private companies and businesses New JETs get DVD of prize winning videos to bring to Japan – this is a great tool for JETs when they are in Japan</p> <p>Jamaica</p> <p>Photo exhibition and seminar Schools invited to attend Photos taken by JETs Intro to life in Japan Origami, games Volunteers from JICA Students can see, touch and feel – really interactive</p> <p>France</p> <p>Igo Event Teach Igo to the public New event, unique to chapter Hire an instructor Over 50 participants came</p> <p>Individual JETAA examples</p> <p>Angela Davis – UK Still close contact with Contracting Organisation Assists visitors to and from UK and Kagawa Organised Kagawa choir group join concert In 2003 went back to Kagawa for six months to replace ALT that quit mid contract</p> <p>Carlo Capua – Fort Worth, USA Voluntarily taught Japanese in Mexico Started Dia de Japon/Japan day festival Had former student from Japan come to help Took a group of Mexican students to Japan and hopes to take a group of Africans</p> <p>Mike reiterated Form 3 – for Chapters who have changed events from their original submission.</p>	
11.15-11.45	<p>Q & A of Country Reports</p> <p>Michelle thanked the Country reps for the submission of Country Reports. She reiterated that the new Country Reports are to give more value to the reports with a real case studies in order to share and exchange information about initiatives, events and activities that have been carried out in the various chapters within your country during the year that can be replicated by others. These will also be posted on the relevant events pages on the website as resources</p> <p>Vicky has info of how Auckland run their video content. She will email soft copy</p> <p>Photographic exhibition for Irish JETs – projected all the images onto the windows of the exhibition, even though they didn't enter,</p>	Michelle Fox

	<p>people could see from outside and it brought people into the exhibition</p> <p>Photographs were submitted by the current JETs and former JETs. Getting far away from the tourist images, encouraging photos of homelife/school life – over 1500 images. Suggestion that we could have a library of images</p> <p>Small library on the Jetaa.uk website</p> <p>Sabine – Presentation on Japan. 30 seniors came out – “armchair travellers” – little community centres. This initiative will be explored further in the Culture section tomorrow. She will be able to send the powerpoint over to us.</p> <p>How to get the chapters to send in the reports Strict deadlines Adequate notice, and plea to chapters – is it the best use of our time,</p> <p>Leverage – Regional conference delegates could do it, leverage notes that are already made on events, minutes etc.</p> <p>Sabine sent out the report to every chapter to give them ideas on what they could write on and the format, and then have the competitive edge too.</p> <p>Why are we doing this? Important to let people know the purpose – eg. Feb reports – great recruitment tool Let chapters know why!</p> <p>Due dates events sent in a calendar in advance so every member in the chapters can put in their input at an appropriate time.</p> <p>Action Required in the subject line is effective</p>	
11.45-12.10	<p>Pre-Departure Orientation Best Practice Mike introduced the Pre-departure orientation. A suggested agenda could be Ice breaker game Financial Matters Culture Shock Break up into groups – CIR sessions Break ALTs into 2 – Japanese etiquette/ Japanese self introduction team teaching. Mike works with a teacher from Macquarie University.</p> <p>Teach them something that they can take away – replicated a classroom situation in Japan.</p> <p>Mike demonstrated how to involve people in the team teaching lesson and gave a quick demo of the song that is taught</p> <p>Opened the floor to the predeparture orientation ideas Jamiaca – homework – they have to imagine that they are in Japan and the JETAA behave as Japanese students. Teach them how to relate in terms of body and space, to they go into</p>	Mike Adams

	<p>more classroom etiquette. Discuss professionalism at work</p> <p>UK – London chapters run a separate PDO. More informal – Embassy encourage parents to be invited so parents can be reassured. Activities – a mock enkaï.</p> <p>Promote the JETAA PDO – encourage the Consulate/Embassy to send out an invitation when they invite the new JETs to the official one.</p> <p>Australia – Canberra – follow similar themes – meeting at night for 5 or 6 weeks.</p> <p>US – Some chapters do their own, and some are organised through the consulate. The consulate often have a strict agenda, but the JETAA have a more informal day on the second day with questions on anything that they want</p> <p>Canada – computer assisted PDO idea. Online lesson programme?</p> <p>Jamaica – volunteers go into the embassy for the weekend and new JETs can drop in or call in with questions. Even to have a JETAA members number.</p> <p>Mike asked for Predeparture orientation discussion to be included in the Regional meetings.</p> <p>Take into account CLAIR’s request – many JETs quit their contract half way through, so our orientation should be based on that.</p>	
12.10-13.00	<p>Yvonne introduced our guest speaker – representing Diane de Selliers - Dorothee de Boisseson who published the illustrated version of Tales of Genji</p> <p>Diane has been working for 7 years for this publication. It was written in 1005 – 1008 – celebrating the 1000 year anniversary – Murasaki Shikibu</p> <p>Story of life in the court and first psychological novel in the world. One of the master works in world wide literature.</p> <p>Dorothee explained the story and the artwork that accompanied it She showed the group a slide show of images that went with the book.</p>	Dorothee de Boisseson
13.00-13.45	LUNCH	
13.45-15.15	<p>CMS * Update</p> <p>Paul introduced the website – he has updated the website practically instantly with the photos from last night.</p> <p>JETAA Dedicated Server – financing was first put together for the CMS. The server is more powerful and we can make use of it to host the websites.</p> <p>In the US more than 12 sub chapters attended the National Conference. They don’t have to have GIA funding to have a website.</p>	Paul Donovan

New, small, sub chapters may not have funds but can have a web presence.

If you want to have private domain name, you can have this too. You just have to fund the domain name renewal.

A lot of people don't have a techy person to help them set up a website. As a result of the ability to set up jetalumni.org, we have a knowledge of Joomla. Paul has created a "plug and play" that he can make and give a user name and password to a webmaster for them just to put in info.

Collection of logos for every chapter.
Central resource of all of the logos – back up for their logo and repository of your logo

CMS – Content Management System (Centralised Membership System)

Mid 90s – the idea of a database was floated

Security seemed to be a risk, but there have been great changes in Internet security.

Vancouver Conference in 2002 – website for JETAA – jetalumni.org

New York Conference and Portland Meeting – proposal to build a web based database project – CMS.

Integrate website and database

Database has been held up.

January 1 2009 – CMS will be up and running

Can't see real demo today – but Paul showed screenshots
To parts

1. Members can enter their data
2. Pull of reports with appropriate restrictions and permissions in place eg. Newsletter – addresses of members

GIA – number of members,

Paul showed screen shots of the profile

Paul doesn't know as yet, how to incorporate people who go for a second time.

Might have to incorporate sub chapters on the drop downs

JET Streams – not posted out to alumni so would only be

Emailed

Activity on the networking info – are the category correct

Paul to email country reps and chapter reps – is your chapter name correct, are the categories right.

Sabine – requested an expiry date or an auto email reminding people to keep things up to date.

Privacy settings – Public profile – not address, tel no. just basic information. No email address, but can send a message via the system

Terms and Conditions and Privacy policy will be required.

CLAIR, MOFA, Host Institutions will be able to see the lists, but not necessarily private contact information.

CLAIR and MOFA and Host institutions will also have contact info in the CMS too for us to get in touch with them.

Communication

JETalumni.org – needs to be more than just reports
This needs to be the main portal to the world of Jetalumni.org
We want to push people to come here.

Find ways to help us create content

Need more items for members not just the leadership of chapters
We'll need authors, writers etc.

Now it is the time for the Country Reps to get the chapters involved.

Help to promote the website, and marketing the registration

What do we have? News, Events Calendar, Forums, Chat and Discussions, Job Boards, Classifieds, Want ads, personals, tatami timeshare, advertising

The chapter websites are not affected. Each chapter still has their own website.

Marketing team – online materials for you to download and use
Online graphics, layouts for newsletters, banner ads, marketing materials

Create FAQs, set up forums for discussion – email push and design and marketing assistance.

North American chapters have been offered financial assistance from CLAIR NY. Country reps should check in with their local CLAIR office if there is anything available

Time line

Marketing team to develop materials – October/November
Marketing materials will be released to chapters – Dec
Reporting tools will become available – March
Non renewers conference in Tokyo – opportunity for sign up – Feb
Departing JETs in May/June

Expectations

March 31st – 5000 members signed on
September – more than 10000 members signed on
September – 1000 – 2000 new returnees

Issues and Concerns

CMS & GIA – may GIA affect down the road, but not now
Will you continue to receive member list from CLAIR – YES at least for a few years

Cannot add members ourselves, as chapter leadership. Privacy laws mean that you cannot enter people. They must enter themselves individually.

Web blogs can be hosted on the jetalumni.org
Wiki can be used

	<p>Backup – server – daily back up of all data each day. Before Jan – create a mirror on a second hard drive If one of the hard drives should die, the other one will be there</p> <p>A second physical server will also be activated with a replication, in case – and not in the same city as the primary server.</p> <p>Paul needs someone to help and eventually take over. So, if there are any people in chapters who have skills, desires please volunteer them.</p> <p>Steps are to make sure the error won't happen again, then within 5-6 weeks will send out a test version, ask for feedback and have room to make changes before release.</p> <p>Current JETs, friends of JET, all of the stage 2 aspects are different projects for the next step</p> <p>Canberra is very excited to test it out and appreciates the privacy aspects that have been taken on board.</p> <p>Is the home address really necessary? It is already a requirement for GIA funding, so that field will be necessary.</p> <p>CLAIR said that the home street address could be optional.</p> <p>Joseph Luk – there has never been a technical audit. Paul has mentioned there will be opportunity to go in and give feedback.</p> <p>Joseph Luk would like to see a timeline of when things will be released. He suggests a project review, and technical review.</p> <p>Sabine from JETAA BC wants to go back to the chapter with more fixed timelines.</p> <p>Kay – Paul promised an email last year with information. Countries and chapters have to be the ones who take responsibility to do our part.</p>	
15.15-15.30	Afternoon Tea	
15.30-16.45	<p>Our technology</p> <ul style="list-style-type: none"> * Website/Email How to Session * Michelle and Mike went through how to use our technology <p>Michelle discussed the capacity on the website for Country and Chapter reps to add their own content Mike went through how to log in and some of the functionality of the email</p> <ul style="list-style-type: none"> * Purpose and benefits of other sites (LinkedIn, Facebook, MySpace) * Purpose <ul style="list-style-type: none"> o Facebook, LinkedIn, MySpace etc. are networking (social or business) o The infrastructure is there for us to leverage * Competitor or Complementary to CMS? <ul style="list-style-type: none"> o Use it to find members not registered with JETAA who have listed JET as an employer o Use it to promote the CMS to groups on these networking sites 	Michelle Fox Mike Adams

	<ul style="list-style-type: none"> * Standardisation <ul style="list-style-type: none"> o JETAA International does not have the resources to manage/patrol these sites. o If you see anything that appears to be counter JET on these sites, please do let us know <p>Stuart suggested we join our prefecture facebook sites, the committee reiterated the ways these could be leveraged.</p>	

Saturday 27th September

Time		Facilitator
9.05-10.00	<p>JETAA International Charitable Fund Room to Read has been selected as the JETAA international Charity</p> <ul style="list-style-type: none"> * Michelle went through a presentation for the Room to Read charity * Discussion was opened about how to support * There was also discussion on whether we should be supporting a Japanese charity <p>Ryan wondered if we can get on the list of sponsors He also suggested that we should be supporting a Japanese chapter Michelle Fox explained that a decision was made and that even if we don't necessarily agree with it, we should respect the decision made in the past and try to move forward with something to honour that. Sabine suggested language learning books that we used in Japan Stuart suggested that we need to look at how can we do any fundraising at any event that we do? Paul Donovan suggested chapters could adopt a project eg. A library Goal proposed by Sabine – everyone would bring a representative book from their country The group looked at the website and the book drive PDF document and the list of Chapters of Room to Read around the world Any funds (money) should be controlled on a Chapter level Ryan requested the Charity presentation to be made available. That, and other resources from Room to Read will be made available to Country Reps and Chapters.</p>	Michelle Fox
10.00-10.45	<p>Cultural Activity Initiative Presentation</p> <ul style="list-style-type: none"> * “Arm Chair Traveller” <p>Simple to do for people interested in going to a country or elderly that can't travel Japanese embassy gave some material Powerpoint presentation given by JETAA – dispelling myths, personal experience, Japanese people who can't travel home. Call up a community centre, youth travel centre Now they have a line up of requests Just talking about their experiences and introduce the culture and places BC created this to capitalise with their relationship with JNTO.</p>	Michelle Fox Presenters TBA

	<p>Ski info for people who are going to Japan</p> <p>Japan suitcase – to introduce Japanese school life and culture to elementary school students</p> <p>France – the 150th anniversary – they did a number of events to commemorate the year. Collection of photos by former JETs – displayed at Japan Expo for 4 days – more than 80000 people attend that. Great opportunity to reach young people JETAA France produced “Japan in your pocket” – useful website for those who are interested in Japan and want to learn more. 20 year anniversary booklet. Creating banners may not be so expensive – about \$150 ish.</p> <p>Japan in the pocket – New England team – Japanese baseball player came to play in the team. JETAA did a press release to the newspaper explaining some baseball terminology and it was published giving free publicity.</p> <p>Trivia night has been really popular in Australia – share the questions between Chapters and it is a cheap fun evening. Mix up the tables with Japanese and Australian participants with questions for both groups. Great for predeparture info and good for introducing new JETs</p> <p>At the info evenings in Universities etc and other recruitment drives – promote JETAA</p> <p>Speed dating – Japanese and foreigners – cheap and popular Also, Shaberu night/ Shaberu kai – free events</p> <p>Ryan – young professional Japan related group – partnered with Japan/American society – outlet for career development</p> <p>Importance of linking up with other groups Leverage groups Saves time</p> <p>Other connections JETs connecting with Prefecture networks English teachers of Japanese Japanese teachers, assistant Language teachers from Japan –invite them to events</p> <p>Mike connected through the AJS – to greet the “Kure kids” children of fathers who were stationed in Japan during the war</p> <p>Sporting events – Dragon Boat team – former JETs and other members of the community. Japanese team – increasing the profile of Japan within the Asian community</p>	
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	<p>Through sports, the chapters connect with the Japanese community – dragon boat, dodge, marathon</p> <p>Country walks/Hiking – connecting with the Japanese community</p> <p>Invite the CLAIR and Consulate team out socially</p>	
10.45-11.00	Morning Tea	Mike Adams
11.00-11.40	<p>JETAA-I funding, sponsorship and PR Update and discussion 3 sets of guidelines that we need to look at: 1. governing/concerning the source of funds 2. what we want to use the funds 3. how we administer the funds</p> <p>reiterate some things that came up at the Toronto meeting</p> <ul style="list-style-type: none"> - what is our “product” and what can we give <p>JETAA is a great tool for any company that is seeking to sell its services</p> <ul style="list-style-type: none"> - access to thousands of members - links on website - ad opportunity - exposure on an international level <p>Our product could be financial and in kind – doesn’t need to be database Our product is exposure, opportunities for promotion Potential market for services Membership – associate membership for a fee Employees</p> <ul style="list-style-type: none"> - the use of the name and logo and what our guidelines for use <p>Guidelines – are we happy for anyone to buy ads Do they have to be Japan related Do they have to support our mission statement Do we need an ethics policy What about conflict of interest? (eg. Competitors of JET)</p> <p>Suggested guidelines –</p> <ol style="list-style-type: none"> 1. JETAA International will endeavour to seek sponsorship and sell advertising in order to benefit its members 2. Use of funds Eg. CMS/dedicated server running costs Subsidising IM and IC meeting costs Support for small chapters Charity Competitions/prizes/sponsorship <p>What other things? How do we identify the needs?</p>	Liz Aveling

	<p>Should all the funds be given to JETAA International</p> <p>3. Administration of funds and resources Rules governing the name, logo, marketing resources. How do we issues permission, what constitutes misuse and what are the penalty.</p> <p>We do not have a legal entity – our logo and name are not registered.</p> <p>Registration is costly and complicated</p> <p>Misuse – external and internal Don't see that we can do anything. Internal abuse – only one case of misuse in the history of JETAA and was more a case of not realising they shouldn't do it. We should have some kind of rule.</p> <p>Proposed guideline Chapters/Countries to only use international logo for events with international focus. Chapters should not use international logo to promote their event or raise their own funding. Should chapters apply for funding, either by championing a cause, issues a bid, apply for a grant in the similar way to GIA</p> <p>Suggestion – the name JETAA International, its website and logo and marketing material are the property of JETAA International. Chapters or countries may use them to promote JETAA International</p> <p>Group discussion</p> <p>Sources of funds</p> <ol style="list-style-type: none"> 1. Identify the criteria <ol style="list-style-type: none"> a. Is it in the best interest of members b. Is it in the best interest of the stakeholders (consult with the stakeholder if there would be subsidies to something they are already funding) c. Is it aligned to the mission and vision 2. Avenue identified – web banner/insert/sponsorships 3. JETAA Executive would be the group that approves this – on a 2/2 split would go out to members <p>Use of funds</p> <ul style="list-style-type: none"> - CMS/Dedicated server - Funds for International Meetings - Other projects as decided by the JETAA International Executive – voted as per the standard voting procedures <p>Administration of funds</p> <p>Posting 2 levels of legal standards for preventing misuse – one on the public site, one of the internal site Website – trying to combat people misusing the brand Internal – more specific guidelines as a resource for chapters/ Countries on how to use the logo</p>	
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	<p>Regulation of our logo for Executive release – guidelines on use, who authorises and how do you release – possibly a template for authorisation.</p> <p>1 person on the executive be the owner of the process of guidelines, release and keeping track of how the logo is being used.</p> <p>Administration of the funds would be through the treasurer – with financial decisions in consultation with the Executive.</p> <p>The administration of how to decide on funds for other projects will be reviewed in the future.</p>	
11.40-12.15	<p>Discussion of best use of GIA expenditure CLAIR wants more details on each event. The explanation is what is going to ensure funding.</p> <p>If JETAA gives a commitment to giving a broader explanation, can CLAIR give more feedback? CLAIR would give reimbursement for approved activities after the event description has been submitted.</p> <p>Explanations can help CLAIR justify what the funds are being spent on. So, the who, what, when, where, why would be useful.</p> <p>Local government money cannot be used for eating and drinking in Japan, so it should not be used in this manner overseas. It is not prohibited now, but may be limited in the future.</p>	
13.15-13.45	<p>Group Brainstorm of GIA expenditure – please see attached power point presentation p1. This discussion would be continued tomorrow.</p>	Mike Adams
13.45-14.30	<p>Amendment to Bylaws</p> <ol style="list-style-type: none"> 1. Acceptance of the new Chapter Michael Adams received the required documents from the new chapter – Music City and accepted them as a member of JETAA International backdated to February 2008. Then requested that the JET coordinator at CLAIR disseminate the information to CLAIR and MOFA 2. Country Reps addition. The US now have 19 Chapters, and would be eligible for an extra Chapter rep. 3. The clause about the country being divided into region – this is optional so no change is required 4. According to JETAA bylaws a chapter has to have 20 members to be a Chapter and 50 members to be eligible for GIA. If a Chapter becomes a sub chapter for GIA purposes would JETAA International still recognise them? Yes 	Joseph Luk

	<p>5. Country Rep guidelines – tie break procedures for country rep elections. This will remain as is (with the existing Country Rep being the deciding vote), but please send suggestions about how to break a tie break in an even number chapter country to the Vice Chair.</p> <p>6. Sunset clause – reviewing the Chapter reps requirement to</p> <p>Michael Adams proposed to the motion to make the rule that was valid until 2008 permanent – eg. To retain the clause “proposed amendments to the by-laws of JETAA-International shall be put to the vote of the Executive Committee (Executive Officers and Country Representatives)”</p> <p>Voting on this will be put to the Chapter Representatives after the meeting following the standard voting procedure</p>	
14.30-15.30	<p>Executive Elections</p> <p>PR/Treasurer Stuart Butchers – nominated by Vicky Southgate, seconded by Suzanne Macmillan Shannan Spisak – nominated by Shannon Quinn Seconded by Michelle Fox</p> <p>Shannan had submitted a platform that Paul Donovan (as a non voting member) presented</p> <p>Stuart Butchers presented his platform</p> <p>19 votes were received – Stuart Butchers was elected</p> <p>Secretary Michelle Fox – nominated by Shannon Quinn Seconded by Liz Aveling Michelle Fox ran uncontested and was elected</p> <p>Vice Chair Kay Dunkley – Nominated by Sabine Sengmueller Seconded by Suzanne Macmillan</p> <p>Sharon Bignell – Nominated by Shannon Quinn Seconded by Liz Aveling</p> <p>Joseph Luk – Nominated by Ryan Hart Seconded by Barbara Gill</p> <p>Kay Dunkley presented her platform Sharon Bignell was introduced by Paul Donovan Joseph Luk presented his platform</p> <p>19 votes were received – Joseph Luk was elected</p> <p>Chair Michael Adams – Nominated by Michelle Fox Seconded by Lucy Shields</p> <p>Michael Adams ran uncontested and was elected</p> <p>Chair – Michael Adams</p>	Executive Committee

	<p>Vice Chair – Joseph Luk Secretary – Michelle Fox PR/Treasurer – Stuart Butchers</p> <p>Jamaica last year put themselves forward for hosting the meeting, the Embassy wasn't happy with the current membership. Jamaica worked very hard over the course of the year to get their chapter to a place where the Embassy would support them.</p> <p>They are now 100% backed by the Embassy.</p> <p>It is also the 10th year of Jamaican JETs being sent on the programme.</p> <p>Jamaica proposed a date late Aug/early Sept.</p> <p>Mike will send out an email officially requesting platforms and voting will happen later.</p>	
15.30-15.45	Afternoon Tea	Michelle Fox Mike Adams
15.45-16.30	<p>Summary of Action Plan for Executive Officers and Country Reps 2007/08</p> <p>Mike ran through the annual country rep action plan document</p> <p>Action items – we ran through the action items from the meeting.</p>	Mike Adams/ Incoming Chair of JETAA-I
16.30-16.45	<p>Sayonara from Outgoing Executive Officers</p> <p>Welcome from new Executive Officers</p>	Outgoing and incoming Executive

Sunday 28th September

Time		Facilitator
9.30-11.00	<p>Continued the discussion around events. We broke into 3 groups. The first discussed High Involvement activities, eg. Large scale events. The second discussed Low involvement activities eg. Small events requiring not much organisation. The third talked about Pre-departure events.</p> <p>See attached document for the findings p2</p>	Michelle Fox
11.10-12noon	<p>Informal Meetings:</p> <ul style="list-style-type: none"> * Small and New Chapter Committee - Joseph Shannon, Suzanne, Yvonne, Sabine, Kay, Lucy * CMS Marketing Team - Mike Ryan, Mike, Michelle, Paul * Charity Team - Stuart Vicky, Phil, Nuria, Cristiane 	