

# **Great Lakes JETAA Closed Meeting**

**02/05/25**

**8:00pm- 9:30pm**

**Discord - Zoom**

## **In attendance**

- Alicia Smith, Anna Burbo (Minutes), Megan Doi, Lily Sun, Jennifer Sherman, Eric Wochholz (joined at 9:05pm via zoom), Kily Buta (joined at 9:20pm via zoom)

## **Tentative Agenda**

- Old business
- Budget Upcoming Events
  - Job Fair
  - MI New Year's Networking
  - Book Club
- Swag To-Dos
- Set next meeting time

## **Intro**

### **8:00pm meeting began in officer discord voice chat**

- Officers reviewed and approved previous meeting minutes

## **Agenda**

- Old Business
    - a. OH New Year's networking event
      - i. No one signed up, but our OH officers still attended and had a nice time
        - 1. JS asked for clarification regarding reimbursement
          - a. Can we use event funds to cover costs for non-JETs?
            - i. MD- we can reimburse for group events with shared receipts, we just cannot reimburse non JET Alumni individually
              - 1. Alcohol cannot be reimbursed
    - ii. MD - would like to lower budget for events with less people attending in the future
      - 1. Perhaps setting a minimum number of attendees when budgeting
- Budget for upcoming events
  - a. Job fair women's club honorarium - \$150
    - i. AS would like to ask that the Young Professionals group plans the event in a warmer less icy month next year
    - ii. There are 200 people registered this year
    - iii. Job fair has raised \$4,250 in table fees

1. With grant and refreshments sponsorship that's around \$6,000
    - a. We are managing funds with our bank account
      - i. JBSD is requesting reimbursements but we have a strict process that must be adhered to
  - b. MI New Year's Networking - \$101
    - i. LS has restaurant menu to plan ahead of time (shared photo in discord)
      1. Korean BBQ would be easiest way to show cost sharing
  - c. Book Club - \$0
    - i. Ideas for future when there's budget:
      1. Sending participants a package
        - a. tea or coffee
        - b. GLJETAA Swag
        - c. Bookmark
        - d. Stationery (notebook and pen?)
  - d. (past) Wagashi -\$1,291 w/ cost sharing
    - i. Event was a huge success, lots of attendees and new faces
  - e. (past) OH New Year's Networking - \$100
  - f. JS suggested a future pottery event
    - i. AB will look into pricing and options at Eastside Clay
- Next Quarterly Forum
    - a. LS - 2/22/25 3pm EST
      - i. JS will attend
  - Swag
    - a. We can earmark some GIA budget for GLJETAA swag, and then order anytime
      - i. MD will calculate budget after job fair

**9:05pm meeting moved to zoom so non-officer committee members could join**

- Newsletter committee member Eric Wochholz joined to discuss Alumni Spotlight
- Alumni Spotlight
  - EW shared interview questions via screen share
    - Officers discussed and tweaked list a bit
      - Questions were approved
  - LS asked if EW would be interested in learning wordpress in order to add interviews to GLJETAA website
    - EW agreed
- Newsletter schedule
  - LS - info should be sent to LS or AS no later than the 3rd Monday of the month
- Next meeting
  - Changing from Wednesdays (Emily Rich is no longer available)
  - AS - suggested Schedj poll
    - MD suggested quick poll while most officers are present
  - KB - Thursdays are good

- Thursdays work for all officers present, we will ask ER if that works for her, and if not we will do another Schedj survey

### **Wrap up**

- MD asked if anyone had any receipts to submit for reimbursement that haven't been sent yet
  - No one had any
- AS - reminded officers to bring agreed upon materials to job fair
  - There is a winter weather advisory for tomorrow
  - LS requested that anyone attending take pictures
- JS - signed up for quarterly forum
- Meeting adjourned at 9:50pm

### **To Do**

1. February Newsletter
  - a. EW - Potential Alumni Spotlight
  - b. All officers - Send all newsletter content to LS or AS by 2/17/25 (3rd Monday of the month)
  - c. LS - Send out newsletter on 3rd Friday of month
2. Quarterly forum
  - a. JS - attending
  - b. LS - may attend
3. Next Meeting
  - a. ER - confirm if Thursdays evenings work
    - i. All - if not, complete Schedj survey
4. Submit GiA
  - a. MD - will submit reports and digital receipts to CLAIR by Feb. 14
  - b. MD - follow up with officers about missing receipts, if any

### **Next Meeting**

1. Potentially the first Thursday of the month, 8-9:30pm
  - a. If not, we will do another Schedj poll