JETAA Annual General Meeting, December 13, 2025

Venue: Sandy Hill Community Centre

Minutes taken by:
Description of executive roles:
https://www.jetaaottawa.ca/about-us-2/executive-committee-positions/

JETAA Ottawa By-Laws: https://www.jetaaottawa.ca/about-us-2/by-laws/

2024 Executive

President	Yeti Mallavi	**Treasurer**	Caitlan "Cat" Wilson
Vice-President	Shuaib Syed	**Secretary**	Anna Rayner-Grignon
Social media	Zoe Ascoli	**Newsletter**	Erica Long
Webmaster	Joshua Rose		

Attendees: (full names with correct spelling necessary for elections)

Opening (1:00)

Explanation of purpose of meeting and agenda

President formally opens meeting and provides explanation of meeting purpose and chapter

- Greetings and self-introduction
- Explanation of chapter's status as a not-for-profit and the purpose of this status
- Introduction of executives positions and current officers
- Explanation of current meeting process of by-weekly, 1 hour meetings
- Overview of events and activities
- Overview of chapter's involvement in community events

Secretary

- Explanation of roles, in bylaw terms
    - Executive (signing roles, essential to chapter function, defined by by-laws): President, Vice-President, Treasurer and Secretary
    - Other roles are "officers" according to by-laws
- Explanation of procedure for motions and voting: official actions, especially anything related to money, need to have a motion put forward. A motion must then be seconded. Motions are approved or not via a vote
- Explanation of nomination and seconding process and voting for executive election
    - Each candidate must be nominated via a motion, then seconded. Following the nomination of all candidates for a role, candidates may offer an oral platform before the vote is held

    - Voting can be conducted by a show of hands or secret ballot, depending on the preference of present members
- Explanation of transition process
    - next month is a transition month where the old and new meet, set up new emails and password changes, and provide in-depth explanation and demonstration of role while both people present

Announcements

- Japanese class funding - brief explanation of funding cut and overview of stopgap funding, current solution of cost sharing and CLAIR funding

Financial

Financial Report - Treasurer

- Provide explanation of our funding structure, which is based on the Japanese fiscal year, and the documents that outline the year's activities
- Provide explanation of bank account activity, outstanding expenses, and reserve fund
- Key documents:
    - Financial Report (Events, Accounts, Outstanding, Account Activity) LINK
    - GiA/Event Usage LINK

Audit

- Consideration of whether to have outside audit for financial year 2025
    - explanation of CLAIR oversight process

Meeting Minutes (1:45)

Consideration of 2024 AGM minutes (available here)

Elections (1:50)

- Explanation of opportunities for participation and experiences available to people interested in joining the executive
- Explanation of roles
    - Note: officer roles can be created, merged or split as deemed necessary via motion. Roles can be made defunct - email accounts for defunct roles are kept in case of future need
    - Proposal of general board member position
- Each executive committee member provided an explanation of their role and the roles of absent members, outlined their achievements and activities in the role
- Decision whether to vote by voice or secret ballot

Roles up for election:

- President
- Vice President or Vice Presidents
- Treasurer
- Secretary
- Events Coordinator
- Social media Coordinator
- Newsletter Editor
- Webmaster
- Senior Advisor

President
- interested candidates and platforms:

Vice-President
- interested candidates and platforms:

Treasurer
- interested candidates and platforms:

Secretary
- interested candidates and platforms:

Social Media Coordinator
- interested candidates and platforms:

Webmaster
- interested candidates and platforms:

Newsletter Editor
- interested candidates and platforms:

Senior Advisor role
- interested candidates and platforms:

Special events coordinators
- interested candidates and platforms:

Events Coordinator
Due to lack of interest, the position was temporarily retired in 2022, with other executive to handle duties

External communications coordinator
Due to lack of necessity, the position was temporarily retired in 2022, with other executive to handle duties

Next meeting (2:20)

Change-over meeting
- date and venue to be set
- consideration of refreshments or other expenses for the meeting
- Agenda to include: handover procedures, email custody, password changes, not for profit paperwork

Regular business (2:30)

Approval of minutes from previous executive meeting
- December 9, 2025 minutes (available here)

Account renewals/maintenance
- Eventbrite requires verification of certain corporate details by December 15 to process payments

Upcoming events under consideration

- Japanese Class Session
- Cooking Class
- Brainstorming for JET 40 in 2026
- Collaboration with Canada Rep for JET 40: Global Origami Project

Promotional Materials

- Order more business cards
- Promotional items, banners, etc. to order for the next year

Video Message

- Wishing Tokyo & Clair happy 40th anniversary for the JET programme

Closing

- closing remarks by President
- meeting formally closed

Social time!

- Let’s socialize, alumni! Off to Kinton!

JETAA Annual General Assembly, December 10, 2023 Agenda (printable)

Venue:

2023 Executive

President	Shuaib Syed	**Treasurer**	Caitlan “Cat” Wilson
Vice-President	Yeti Mallavi	**Secretary**	Anna Rayner-Grignon
Special events	Erica Long		
Social Media	Zoe Ascoli	**Senior Advisor**	Brandon Wallace

Opening

President formally opens meeting and provides explanation of meeting purpose and chapter

Secretary provides explanation of roles, procedures, and executive transition

Announcements

Upcoming local and JETAA events

Meeting Minutes

Consideration of 2021 AGM minutes

Financial

Financial Report - Treasurer

Consideration of whether to conduct an outside audit

Elections

Explanation of opportunities for participation and experiences available to people interested in joining the executive. Explanation of roles and options for creating, merging or splitting as deemed necessary.

Roles up for election:

- President
- Vice President or Vice Presidents
- Treasurer
- Secretary
- Events Coordinator
- Social media Coordinator
- Newsletter Editor
- Webmaster
- External Communications Coordinator
- Senior Advisor

Next meeting

Change-over meeting
January 2024

Venue:

Agenda to include: handover procedures, email custody, password changes, not for profit paperwork

Regular business

Approval of minutes from previous executive meeting

- November 22, 2023 minutes (available here)

Finances

- QuickBooks - motion for up to $55 for Treasurer to purchase QuickBooks license through TechSoup
- Japanese Class - motion to pay instructor $420 honorarium, to be reimbursed by

Upcoming events under consideration

- Japanese Class Session (Winter ‘24) - ($420)
- Career workshop
- Cooking Class ($350) - Anna
- Shodo Workshop ($150) - Yeti
- Stay N’Play Gameboard Event ($100) - Erica
- Winter Onsen ($150) - Yeti
- Trivia Night
- Nihongo Dake
- Sugar Bush

Outside opportunities and events

Closing

Closing remarks from President

Social time!

Let’s socialize, alumni!