

JETAA

Japan Exchange & Teaching Programme
Alumni Association Canberra

2020 JETAA Canberra Inc AGM

2:00pm, Saturday 26 September 2020; Online via ZOOM

MEETING OPEN: Declared open by President Samantha Annetts at 2:04 pm.

ACKNOWLEDGEMENT OF COUNTRY: Read by the President.

ATTENDEES: Samantha Annetts (President), Bonnie Suehiro (nee Choi) (Treasurer), Nicole Willcox (Vice President), Robbie Blackburn (Webmaster), Caitlin Collins (Social Media Coordinator), Sheridan Piltz (temporary Social Media Coordinator).

APOLOGIES: None received.

PREVIOUS COMMITTEE MEETING MINUTES: Minutes from previous meeting (March 2020) had been circulated via email previously, and were displayed via screen during this AGM.

Moved: NW. Seconded: RB.

PREVIOUS YEAR'S AGM MINUTES: Previous year's AGM Minutes (Sept 2019) had been circulated via email previously, and were displayed via screen during this AGM.

Moved: NW. Seconded: RB (Note: both were in attendance at the 2019 AGM).

NW noted all past Minutes available for viewing by the Committee on Google Drive.

PRESIDENT'S REPORT: Read & circulated by the President. Major theme for the year was disruptions to JETAA Canberra activities such as severe winds (Oct 2019), hailstorms (Jan 2020), and covid-19 (since March 2020 in ACT), which saw many events cancelled.

President's Report moved: NW. Seconded: CC.

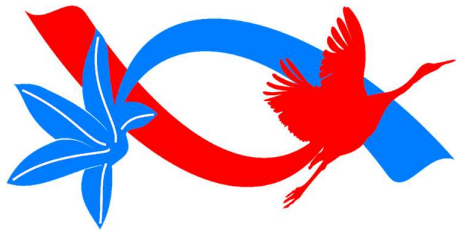
The President noted this would be made available on the JETAA Canberra website.

TREASURER'S REPORT: The Treasurer confirmed the Audit for YEJ2020 was completed. The Auditor's Report was displayed on screen for viewing.

The Treasurer noted the Auditor used was same as previous two years (Hardwickes) and that they have a strong understanding of JETAA Canberra and the way it operates.

The Treasurer read through the Audit Report (please see Report for details). Key points were noted by the Treasurer:

- Main funding came from CLAIR and the Embassy of Japan – gratitude expressed.
- Money received from one-off Embassy funding was used to purchase business cards (blank for names), JETAA Canberra logo t-shirts for the 2020 Tertiary to Work job fair, and are still being used).
- 2019 Trivia Night raised \$1,856 – the highest fundraising ever achieved by JETAA CBR. \$1,600 of this was donated to the Tohoku Youth Program (coordinated by AJS ACT).
- 2019 Candle Festival cancelled by ACT Government due to severe weather. This is usually our major profit raising opportunity. Most expenses were able to be recuperated, except the cooler



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fee (\$330) and the delivery fee (\$200) as these items had already been delivered to the Festival site prior to the ACT Govt announcement of the Festival cancellation.

- 2020 Shinnenkai event (bowling) made a small profit (\$270).
- Changeover from Quadra (server/email) to Google/G-Suite: Embassy kindly paid for Year 1 (approx \$500 annual fee). Will need to keep in mind that this could be an additional cost next year, in the case that the Embassy does not approve reimbursement for 2021.
- Regular expenditure items include: storage unit annual fee, annual Auditor fee, insurance.
- Term Deposit: \$17,521 (at 11 Oct 2020) on a 3-month term. At each 3-month maturity, it can be decided by the Executive Committee as to whether this will be rolled over, or otherwise.

Question (by CC): "Meetup" subscription fee?

Answer (by BS): Comes under Oshaberikai. Expires March 2021. Fee has increased significantly over last few years. As previously discussed by Committee, hoping to transfer Meetup members to Facebook – need to do by Feb 2021.

Question (by SA): How to we compare funds received in previous years?

Answer (by BS): It changes depending on what we apply for under the Grant-in-Aid (GIA) application to CLAIR. We have applied for this financial year, currently waiting for outcome, should be announced by CLAIR soon.

Question (by SP): Does what we received depend on what other JETAAs apply for?

Answer (by BS): Yes, and also the Japanese Government situation. We have always received approval in the past, and this year there are less events due to Covid-19.

Treasurer's Report moved: RB. Seconded: SA.

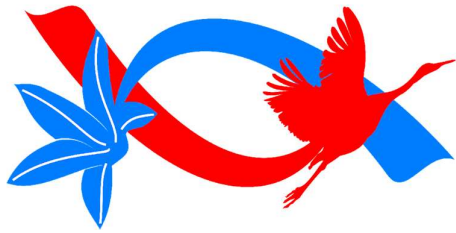
The Treasurer noted the Audit Report will be made available to the Committee on Google Drive, and publicly on the JETAA Canberra website.

ELECTION OF 2020-2021 COMMITTEE:

ANNOUNCEMENT & MOVING / SECONDING OF NOMINATED POSITIONS:

The Vice President/Secretary announced all of the nominations received. It was noted that each position had received only one nomination.

- Office Bearers
 - President: Nomination = Samantha Annetts. Accepted. Moved: NW. Seconded: SP.
 - Vice President/Secretary: Nomination = Nicole Willcox. Accepted. Moved: RB. Seconded: SA.
 - Treasurer: Nomination = Bonnie Suehiro. Accepted. Moved: NW. Seconded: CC.
- Ordinary Committee Members
 - Webmaster: Nomination = Robbie Blackburn. Accepted. Moved: NW. Seconded: SA.
 - Social Functions Coordinator: Nomination = Caitlin Collins. Accepted. Moved: NW. Seconded: RB.
 - Newsletter Editor/Social Media Coordinator: Nomination = Sheridan Piltz. Accepted. Moved: NW. Seconded: BS.



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NOMINATIONS FOR GENERAL COMMITTEE MEMBERS:

Nomination = Carol Pinnock (no need for General Committee positions to be seconded). Taken as accepted (she nominated herself for the role).

CONFIRMATION OF COMMITTEE AS APPOINTED: President Samantha Annetts confirmed Committee as appointed.

The President will inform outcome of AGM/appointments to CLAIR, Embassy of Japan, related Canberra Japan groups, and by email to Members. Treasurer to inform Access Canberra. Webmaster to update website. Also to be updated on social media (Facebook and Instagram).

President thanked all for attendance and contributions.

MEETING CLOSED: Declared closed by the President at 2:36 pm.

NEXT MEETING: Next meeting as a "new Committee" is required to be held within one calendar month. It was decided to be Saturday 17 October (time TBC).

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ACTION ITEMS:

	COMM MEMBER	ACTION ITEM
1	President	Inform outcome of 2020 AGM/appointments to: CLAIR Sydney, Embassy of Japan, related Canberra Japan groups, and by email to Members.
2	Treasurer	- Audit Report to be made available to the Committee on Google Drive - Inform Access Canberra of new Committee
3	Vice President	AGM Minutes to be completed & shared on Google Drive.
4	Webmaster	Update JETAA Canberra website with: President's Report & Audit Report; new Committee details.
5	Social Media Coordinator	Announce new Committee on social media (Facebook and Instagram).