

# Board of Directors Handbook

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# Message from the Board Chair 2024-2025:

## “Embracing a Fresh Start”

Dear Esteemed Board Members,

As we mark the Japan-America Society of the State of Washington's 101st year of promoting mutual understanding and friendship between the people of Japan and Washington state, I am honored to welcome each of you to our board.

*"Individually, we are one drop. Together, we are an ocean." - Ryunosuke Satoro*

These profound words by Ryunosuke Satoro beautifully capture the essence of our society's journey of unity, collaboration, and collective strength since 1923. With our rich history as a foundation, we now stand at the threshold of a new era, poised for innovation and evolution to meet the changing needs of those we serve.

I would like to extend a special appreciation to Mr. Dennis Yamashita for his outstanding service as Vice Chair, as well as Ms. Rita Brogan and Ms. Karin Zaugg Black for their invaluable contributions as At-Large members. Their expertise and unwavering support have been enriching our discussions and decisions, shaping the direction of our society in meaningful ways.

Our 101st year is not just a milestone; it is a testament to our enduring commitment to **building bridges** that bond our trusts, **growing our community** for lasting friendship, and laying **a foundation for the future** for mutual understanding and partnership between the people of Japan and Washington State.

As we embark on this new chapter in our history, I am humbled to lead such a dedicated and talented group of individuals who embody our shared mission. Your expertise, passion, and unwavering dedication are the driving forces, and I am grateful for the opportunity to collaborate with each of you. As a Board Chair, **my priorities for this year are 1) focusing on strategies that attract and retain members, 2) ensuring the sustainability of our organization, and 3) fostering a stronger sense of community and engagement.**

Thank you for your continued support and commitment to the Japan-America Society of the State of Washington. I am honored to serve alongside you and look forward to the exciting possibilities that lie ahead as we write the next chapter of our organization's legacy.

Masami Katayama  
Board Chair 2024-2025  
Starbucks Corporation



# Board of Directors

Consul General of Japan in Seattle: The Honorable Makoto Iyori

## Directors to 2025

1. Diane Butler, Davis Wright Tremaine
2. Sarah Okawa Ellerbrock
3. Mark Harman, Costco Wholesale
4. Hideaki Katsube, Mitsui & Co. (U.S.A.), Inc.
5. Michelle Kato, PNW JET Alumni Assn
6. Dr. Ryo Kubota, Kubota Pharmaceuticals
7. Manabu Miroku, Japan Airlines
8. Naoko Inoue Shatz, Shatz Law Group
9. Jane Stonecipher, Seattle Japanese Gardens
10. Satoko Valdes, Moss Adams, LLP

### Welcome to Our Newest Board Members

Mike Nieman, Boeing

## Directors to 2026

1. Christopher Cummins
2. Kanako Matsumoto, Nishijin Accounting & Consulting
3. Ambassador Michael Michalak
4. Yoshi Minegishi
5. Shigeki Okano, Silver Bay Seafoods
6. Kay Packard
7. Cliff Rudolph, Parker Smith & Feek
8. Matt Smith
9. Hideo Suganuma, Kohtoku Enterprise
10. Karen Swanson, Nichirei USA LLC
11. Carl Wollebek, Port of Everett

### Special Thanks to Retired Board Members

大変お世話になりました!

**Retired Board of Directors**

Ted Fuse, Mitsubishi Corporation (Americas)  
Michael Yaguchi

## Directors to 2027

1. Rita Brogan, Mukai Farm and Garden
2. Kazuhiro Hoshi, Ito En / Distant Lands Coffee
3. Masami Katayama, Starbucks Corporation
4. Masamichi (Mitch) Kato, Jamco America
5. RADM James D. Kelly (Ret.)
6. Jane Corddry Langill, Teatro ZinZanni
7. Todd Mason, Weyerhaeuser
8. Barbara Mizoguchi
9. Mike Nieman, Boeing
10. Joel Paget, Ryan Swanson and Cleveland, PLLC
11. Yoshie Phillips, Russell Investments
12. Akemi Sagawa
13. Yuka Shimizu, Bellevue Children's Academy
14. Asami Tsuruta, Japanese Business Association

# **Board Member Responsibilities and Involvement**

## **1. Attend Quarterly Board of Directors Meetings**

Attend board meetings regularly. Your views and ideas shared at the Board meetings are important and valued. Society bylaws state that any director who misses more than three consecutive meetings may be asked to vacate their position.

## **2. Attend Society Programs**

Attend and help host Society programs. Encourage your colleagues, friends and family to attend.

## **3. Support and Promote the Society**

Tell your friends, business colleagues and clients about the events and good work of the Society; solicit memberships.

## **4. Join and Participate in a Committee**

Actively participate on at least one Society committee. JAS has a number of important committees you can select based on your interest and expertise, ranging from Programs to Golf committees.

## **5. Offer Consultation Services**

The Society frequently needs legal advice, accounting, auditing, computer and management consulting services. Your corporation's know-how and expertise offered to the Society pro bono is greatly appreciated.

## **6. Provide Meeting Space**

Help host committee meetings or programs by allowing use of your conference room or auditorium.

## **7. Participate in Fundraising Efforts**

Help solicit and provide names of potential contributors, donate on behalf of organizations you represent, or donate yourself (see below for annual fundraising projects).

## **8. Purchase a Table at Special Events**

Support Society fundraising events by purchasing a table of ten. Invite your business colleagues, clients, employees and family to attend.

## **9. Donate Prizes/Gifts**

Donate items suitable for use as raffle prizes, table favors or awards at Society special events such as the Holiday Celebration and golf tournament.

## **10. Provide In-kind Services**

The Society appreciates any in-kind services offered by Board members and friends (e.g., computer & technology assistance, printing event programs, etc.)

## **11. Provide Information**

Be alert at all times to information of interest or benefit to the Society; call the Board Chair or Executive Director with any information or ideas.

# The Most Important Board Member Responsibilities

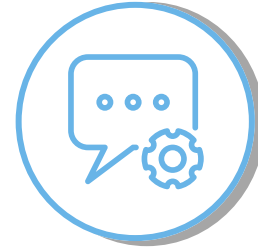
In the volunteer board member in philanthropy, the national charities information bureau describes a good board as one *that blends imperfect human beings into an effective working team.*



**Fulfill legal and fiduciary responsibilities.**



**Hire and oversee the executive director.**



**Adopt sufficient communication tools.**



**Advance the organization's mission.**



**Come prepared to board meetings.**



**Recruit exceptional new members.**



**Serve on committees.**

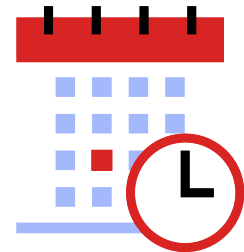
**Laying out the qualities of such a team, they advise that a good board is made up of members who:**

- Are dedicated to helping others.
- Approach their responsibilities in the spirit of a trustee on behalf of contributors, intended beneficiaries, and the public at large.
- Stand up for their convictions, even at the cost of misunderstanding or disapproval in business or social life.
- Endeavor to keep disagreements and controversies impersonal and to promote unity.
- Welcome information and the best available advice, but reserve the right to arrive at decisions on the basis of their own judgment.
- Respect the right of other board members and staff to disagree with them and to have a fair hearing of their points of view.
- Accept as routine that decisions must be made by majority vote and will at times go against one or more members.
- Avoid being over awed by others on the board, whether they be executive staff, tycoons of business, labor or society, or professionals of medicine, education, etc.
- Treat staff as a partners in high calling maintaining overall supervision and control but not interfering with day-to-day administration.
- Maintain loyalty to their agency, within a higher loyalty to the welfare of the community and humanity as a whole.

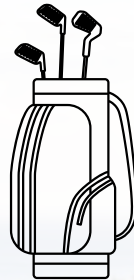
# Important Events and Dates

## Board of Directors Meeting from 3:30 PM to 5 PM

- June 27, 2024
- September 26, 2024
- January 23, 2025 (& Shinnen-kai)
- April 24, 2025 (& Annual Meeting)



JUL 22  
2024



### GOLF TOURNAMENT AT THE GOLF CLUB THE PLATEAU CLUB

Volunteer to participate on the Committee. Serve as an event or contest sponsor at the Annual Golf Tournament.

DEC 3  
2024



### HOLIDAY CELEBRATION AT THE WESTIN SEATTLE

Volunteer to participate on the Committee, donate to the auction, table favors and raffle, sponsor a table.

### RAISE THE PADDLE FOR EDUCATION PROGRAMS

Make a financial contribution to the Japan In the Schools project. Volunteer as a program presenter in the schools.

MAY  
2025



### GIVEBIG

Promote GiveBIG to your friends

# Committees



# Committees Descriptions & Responsibilities

Membership in the Society offers a chance for members to assist in planning and presenting programs by serving on various committees. Some committees are responsible for recurring events and others focus on specific projects or are related to specific Society administrative functions. Most committees meet monthly or as needed on Mercer Island and require varying degrees of commitment. All members of the Board of Directors are strongly requested to serve on at least one JASSW committee. Staff are integral to each committee.

## 1. Executive

Makes major Society policy, financial and program recommendations to the Board of Directors. Comprised of Society officers, two past chairs including the immediate past chair, Committee chairpersons, and additional directors designated by the Chair. The Society's Executive Director serves as an ex-officio member. The Executive Committee may make decisions on behalf of the Board of Directors with a few exceptions (see Society bylaws). Meets monthly. No meeting in August.

## 2. Finance (by recommendation only)

Led by the Treasurer and the Executive Director. Meets as needed to advise on Society's finances, and review budgets and financial statements prior to reporting to the Executive Committee and Board of Directors.

The finance committee oversees a nonprofit's funding and spending. Specifically, a nonprofit finance committee is responsible for:

- Approving the annual budget
- Monitoring monthly financial statements
- Overseeing financial reporting, including the annual IRS Form 990 and all required tax filings
- Ensuring the organization has the cash reserves and investments necessary for long-term success

## 3. Nominating (by recommendation only)

Committee appointed by the Chair to make recommendations to the Board of Directors and Society membership for officers and directors elected at the Society's Annual Meeting as stipulated in the Society's bylaws. Committee determines nomination criteria, develops candidate list and contacts nominees.

The nominating committee finds new board members and directs board enrichment activities. This committee establishes board composition priorities, meets with potential board members to explain the work of the organization, and identifies strengths and weaknesses in board candidates.

### *How we choose our Board of Directors?*

#### Key dates:

- **Deadline** — The end of February
- **Deciding** — March
- **Announcement** — Annual Meeting in April

Download "Nomination Form" from our website under membership for nominations or self-nominations.



Submit "Nomination Form" to  
[dyamaguchi@jassw.org](mailto:dyamaguchi@jassw.org)

Nomination Form

2022-2023 South America Society of the State of Washington Board of Directors  
Nominations and Elections - Board Meetings and Quarterly Board Meetings by March 15, 2022

IN ORDER TO QUALIFY TO BE ON THE NOMINATED SERVICES PANEL AND SPONSOR ADDRESS:

1. My name \*

2. My email \*

3. Contact phone number \*\*

4. I am a member \*

5. I would like to nominate the following person to be a Director on the Board of Japan-America Society of the State of Washington. Please include name, organization and title. \*

## **4. Education**

Works with staff and other committee members to develop and grow the educational programming of our Japan in the Schools (JIS) and America in the Schools (AIS) programs in order to reach more teachers and classrooms with the highest quality curriculum. Meets regularly.

## **5. Membership**

Advises the Executive Committee on membership policy and benefits, and assists in membership recruitment, renewals and development, by attending programs and calling on potential and current members. Meets monthly Sept-Feb and as needed.

## **6. Events**

Develops programming which supports the Society's mission and serves our community, whether related to business, culture, the arts, or current event topics. These program events are typically four times per year, such as business and trade panels, women's empowerment, and partner events with other organizations. These events compliment the Society's regular networking, fundraising, and education offerings. The committee brainstorms topics, speakers, venues and other program elements, and assists with recruiting speakers, finding venues and suggesting sponsors. Meets monthly.

### **• JAS-NET**

Nurtures the new generation of U.S.-Japan business leaders and Japan-America Society members by creating a social network of our Board members, corporate members, and young professionals in Washington State who share a common interest in Japanese business and culture. JAS-Net is led by staff and supported by members to create attractive and enticing opportunities for our members and community to make connections through events such as karaoke nights, beer gardens, and our annual Shinnen-kai in January following the board meeting. Meets monthly as needed.

## **7. Fundraising**

Assists with other committees to ensure fundraising goals are met, and advises and strategizes with staff and board members on effective fundraising methods and potential sponsors for our events and programs. The Society's three main fundraising events are: Annual Meeting (April), Golf Tournament (July) and Holiday Dinner (late November or early December).

### **• Golf Tournament**

Plans and helps present the annual Golf Tournament, which is usually scheduled in July or August, by recruiting sponsors, soliciting prizes and hosting the event. Meets monthly for the three months prior to the Tournament.

### **• Holiday Dinner**

Provides guidance to staff in planning and presenting this gala social affair, which is the Society's largest fundraising event, usually held in early December. Sets the event theme, helps solicit auction items and sponsorships, and arranges entertainment. Meets once or twice per month from June until the date of the event.

# Committee Communications



Great Ideas Come  
When We All Work Together

*To facilitate committee communications, the Society has implemented email groups that enable easy communications with members of the committees.*

*Committee members will be included in the email groups.*

*Here are the committee email groups:*

**Board of Directors: [board@jassw.org](mailto:board@jassw.org)**

**Executive Committee: [ec@jassw.org](mailto:ec@jassw.org)**

**Finance Committee: [financecommittee@jassw.org](mailto:financecommittee@jassw.org)**

**Nominating Committee: [nominations@jassw.org](mailto:nominations@jassw.org)**

**Education Committee: [educom@jassw.org](mailto:educom@jassw.org)**

**Events Committee: [eventscom@jassw.org](mailto:eventscom@jassw.org)**

**Golf Committee: [golfcom@jassw.org](mailto:golfcom@jassw.org)**

**Holiday Dinner Committee: [hdcom@jassw.org](mailto:hdcom@jassw.org)**

**Additional email groups may be added upon request.**

Starting in September 2020, the Society began using **Microsoft Teams** to organize our committee activity. Members who join a committee will be added to the appropriate Team on the Microsoft Teams app. Using Teams, committee members and staff can share files and important updates about committee activity. Teams is also used for virtual committee meetings.

**Please advise office staff of which email address you want to use for Teams.**  
**Contact office for technical support if needed.**

# Fundraising

## Members

### Golf Tournament

*Hideo Suganuma (Kohtoku Enterprises, Inc.)*

*Tsuneko Nakatani (New York Life Insurance Co.)*

*Kay Packard (Redwood Valuation Partners)*

*Derek Tsuchida (Microsoft)*

*Asami Tsuruta (Japan Business Association of Seattle)*

*Dale Watanabe (Director, JASSW Small Business Program)*

### Holiday Dinner

*Yuka Shimizu (Bellevue Children's Academy)*

*Committee to be formed in the fall*

# Golf Committee

**Message from the Golf Committee Chair:**

**Hideo Suganuma (Kohtoku Enterprises, Inc.)**

## **64th Annual Golf Tournament at the Plateau Club in Sammamish**

The Golf Committee has been diligently planning the annual Golf Tournament since the beginning of the year, and we are thrilled to announce a new venue this year at the Plateau Club in Sammamish. This tournament is one of our biggest in-person events, and the change of location promises to make this year even more exciting. We are hopeful for fantastic weather, perfect for a great day on the course!

This year has presented challenges with new office staff and a new venue, but the hard work of everyone involved has been inspiring. I can not thank everyone enough for all the support and effort! Our team has been tirelessly gathering sponsorships, players, and volunteers. We are grateful for the support and are excited to create and maintain connections with our sponsors and supporters, united by our commitment to preserving the US-Japan friendship.

With only a month left until the big day, we hope you will join us for the 64th Annual Golf Tournament on July 22nd at the Plateau Club. It promises to be an exceptional day filled with camaraderie, competition, and celebration. Let's pray for beautiful, sunny weather and look forward to a fantastic day together.

Thank you for your continued support, and we look forward to seeing you on the greens!

Sincerely,  
Hideo Suganuma  
Chair, Golf Committee



64TH ANNUAL  
**GOLF  
TOURNAMENT**

July 22, 2024  
The Plateau Club

Join us for our **annual summer fundraiser** at The Plateau Club, a beautiful private golf course in Sammamish. Have fun in the sun while **helping fund our programs!**

# Holiday Dinner Committee

**Message from the Holiday Dinner Committee Chair:  
Yuka Shimizu (Bellevue Children's Academy)**

We celebrated our 100-year milestone and reflected on our history. We appreciate your contribution, which enabled us to raise a substantial amount of funds for the organization to bolster its programs and initiatives.

Now, the next 100 years lie within our grasp, and we eagerly await their unfolding. Together, we will collaborate and innovate to fulfill our mission laying the foundation for a new bridge not only between our state and Japan but also for future generations worldwide.

We are thrilled to expand our mission through JASSW Centennial Scholarship. This initiative underscores our dedication to empowering and fostering the next generation of global leaders, highlighting our commitment to education and to enhancing US-Japan relations in honor of our organization's 100-year legacy.

We are thrilled to welcome more members to join us in our mission “Promote mutual understanding and friendship between the peoples of Japan and Washington State by providing a forum of the exchange of ideas and information” and beyond. Thank you once again for your unwavering support of this exceptional organization and the efforts we are putting into preparing for this year’s Gala.

I sincerely look forward to collaborating with you to ensure that together we achieve another successful and memorable event for all the reasons above and more.



A festive poster for the Centennial Gala. It features the JASSW logo at the top left, the title "Centennial Gala" in red and "百寿ガラ" in black. Below is the slogan "Building Bridges to the Next Century" in a stylized font. The event details "Tuesday, November 28th, 2023" and "The Westin Seattle" are listed. A QR code and the website "https://jassw.org" are at the bottom. The background is decorated with pine branches and colorful ornaments.

# Membership

## Members

*Mark Harman (Costco Wholesale)*

*Christopher Cummins*

*Joel Paget (Ryan, Swanson & Cleveland)*

*David Yamaguchi (JASSW Executive Director)*

# 2024 Corporate Members

## 3 Benefactors



## 4 Patron



## 13 Sustaining

- CalPortland
- City of Bellevue
- Davis Wright Tremaine LLP
- Ito En (North America) Inc. / Distant Lands Coffee
- JAMCO America, Inc.
- Japan Airlines Co., Ltd.
- Mitsui & Co. (U.S.A.), Inc.
- Perkins Coie LLP
- Russell Investments
- Sompo International
- Sugimoto Tea Company
- Toray Composite Materials America, Inc.
- US Bank

## 35 Regular

- Actapio, Inc.
- AFCO & Sons, LLC
- All Nippon Airways (ANA)
- Bellevue Children's Academy
- Civil Aircraft Engineering Services (CAESCO)
- Consulate-General of Japan in Seattle
- FUJIFILM SonoSite Inc.
- Hillis Clark Martin & Peterson, P.S.
- JETRO (Japan External Trade Organization)
- Kibun Foods (U.S.A.) Inc.
- Kohtoku Enterprise, Inc.
- Kubota Vision Inc.
- Lasher Holzapfel Sperry & Ebberson
- Maruha Capital Investment, Inc.
- Mitsui-Sokō (USA) Inc.
- Mitsubishi Corporation (Americas)
- Mitsubishi Heavy Industries America, Inc.
- Moss Adams LLP
- Nichimo International Inc.
- OBI Seafoods, LLC
- Port of Everett
- Port of Moses Lake
- Puget Sound Energy
- Ryan, Swanson & Cleveland, PLLC
- Seattle Japanese Garden - The Arboretum Foundation
- Seattle Shrimp & Seafood Co Inc.
- Seattle Techs LLC
- Shatz Law Group PLLC
- Silver Bay Seafoods
- Starbucks Corporation
- Trident Seafoods Corporation
- Umpqua Bank
- UW, Japan Studies Program
- Uwajimaya, Inc
- Weyerhaeuser

## 8 Associate

- Hyogo Business & Cultural Center
- Mukai Farm & Garden
- New Trend Marketing Group LLC
- Obirin Gakuen Foundation of America
- Pac-Maru, Inc.
- Satomi International Marketing, LLC
- Sequim Sister City Association
- Teatro ZinZanni

## 2 Friendship Circle

- English Pacifica
- Atomi University

### Lapsed Corporate Renewals:

- Anderson Hay & Grain Co., Inc.
- Christensen O'Connor Johnson Kindness PLLC
- J.P. Morgan
- Kansha USA
- Kiki Immigration Law PLLC
- Noon International
- Pasona NA, Inc.
- Yamato Transport USA, Inc.

### New Corporate Renewals:

- Mitsui-Soko (USA) Inc.
- New Trend Marketing Group LLC
- Pac-Maru, Inc.
- Seattle Shrimp & Seafood
- Sugimoto Tea Company
- Trident Seafood Corporation
- US Bank

Note: Delta Airlines moved to "In-Kind" Membership -\$1,250.00 that was budgeted for this year



## Message from Membership Committee Chair: Mark Harman (Costco Wholesale)

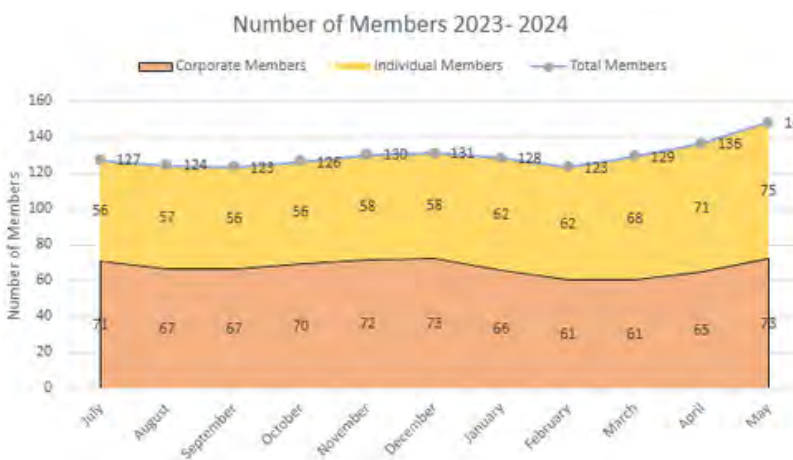
I'd like to take a moment to once again thank our individual and corporate members for their sponsorship of the society during our 2023 centennial celebration. We certainly wouldn't have been able to continue to provide our diverse program of events, various educational programs and opportunities for social networking without your generous support. Your membership serves as the foundational support for the society to continue to provide our content to the greater community. Thanks again!



As we look ahead to our Fiscal 2024-2025 year, I continue to be excited by the various opportunities we have to collaborate with the community and I personally look forward to attending our various events and hopefully getting a chance to meet you in person if I haven't had the chance already.

I also wanted to take the opportunity to let you know that we do take your feedback seriously and partner with the office staff to analyze the comments and questionnaires that we post at the end of each event. We're always looking for ways to improve the experience as well as better understand how best to engage with our members. If there's ever any questions, a concern or even a potential idea for an event, please don't hesitate to reach out via our social media channels or directly via our website: <https://jassw.org/about-us/contact-us/> We're always looking to hear how we can show you the value of the society as well as our appreciation for your continued support.

Looking forward to serving you again in fiscal 2024-2025 and here's to another great year of programing, networking and all other aspects of the society we're able to provide thanks to your membership!



# MEMBER APPRECIATION JASSW AFTER HOURS SOCIAL EVENTS

**In the fall of 2024**, the membership committee began planning and execution of our “After Hours” Social Events. Some of our longtime members may remember variations of this in the form of the 5:30 club or other iterations of similar group events that have happened in the past.

This time around, **our goal** was to try and focus on the following three points of action:

1. Create a “free” event (no cover) as a show of the value of being a member of The Society
2. Highlight businesses catering to Japanese-American Culture and/or Cuisine
3. Bring The Society closer to our members by rotating event locations and expanding further outside of the standard Downtown Seattle/Bellevue area

These smaller scale events provide a more intimate atmosphere for our members to interact with each other in outside of our larger scale events and also help us to not only “meet the members where they are at” closer to home but also allow us to “Pay it forward” to local businesses the encompass The Society’s core values and spirit of Japanese-American interests and relations.

## Four events hosted with more to come!

- First Event: September 20, 2023 @ Terry’s Kitchen
- Second event: October 25, 2023 @ Sakenomi
- Third event: February 27, 2024 @ Baggus Little Asia
- Fourth event: April 3, 2024 @ Four General’s Brewery
- Fifth event: June/July - TBD

## Why are these events important to the society?

- Smaller group, more intimate discussions
- Can help fill perceived “gaps” on the calendar between larger events
- Bring JASSW to areas outside of our typical event radius
- Provide additional value to members as well as entice others to renew/join
- Turn out continues to be inline with expectations and planning footprint minimal for staff



Terry’s Kitchen - Bellevue



Sake Nomi - Downtown Seattle



Baggus Little Asia - Mountlake Terrace



Four General’s Brewery - Renton

# JAS-Net

**lead by the office staff with**

*Mark Harman (Costco Wholesales)*

*Christopher Cummins*

*Cheryl Hou (PNW JET Alumni Assn)*



## JAS-Net: Occasional Networking Events

What better way to meet new members, reconnect with old friends, and catch-up over a drink! Several times a year, networking at a JAS-Net event can be fun, interesting and informative. It's a great way to expand your business connections, create fresh opportunities and meet new friends with similar **interests**.



JAS-Net Karaoke 2023



JAS-Net Karaoke 2024

# Education

## Members

*Yoshie Phillips (Russell Investments)*

*Benjamin Burton (Seattle University)*

*Katherine Carlson (Starbucks Corporation)*

*Misa Murohashi Cartier (Pokemon Company)*

*Shoko Farmer – former Chair of JASSW*

*Nobuko Horikawa (Seattle University)*

*Akiko Kawai (Bellevue Children's Academy)*

*Koichi Kitazumi (Starbucks Corporation)*

*Todd Mason (Weyerhaeuser)*

*Jordan Nogaki (Amazon)*

*Yuka Shimizu (Bellevue Children's Academy)*



## Message from Education Committee Chair: Yoshie Phillips

Welcoming the 101th year following the centennial milestone is a pivotal juncture for the Society, necessitating adaptation and sustained engagements. I am deeply honored to extend my service as Chair of the Education Committee for the forthcoming year.

Over the past year, the Education Committee prioritized efforts to promote the Japanese language among students by revitalizing Japan in the Schools (JIS) activities and hosting our 4th annual Japanese Language Festival – the first to be held in person for us. The JIS remains our signature program, providing hands-on experiences of Japanese cultural and language lessons in classrooms. Setting an ambitious school visit target that three times higher than the previous year, we are delighted to announce that, with the dedicated efforts of our exceptional staff, volunteers, and Committee members, we have not only met but well exceeded this ambitious goal. The Language Festival was a smashing success, with strong partnerships formed with other like-minded organizations, allowing high school students to enjoy lively cultural and language workshops. Our education efforts are made possible through grants and generous donations from each of you, and we extend our heartfelt appreciation for your unwavering support.

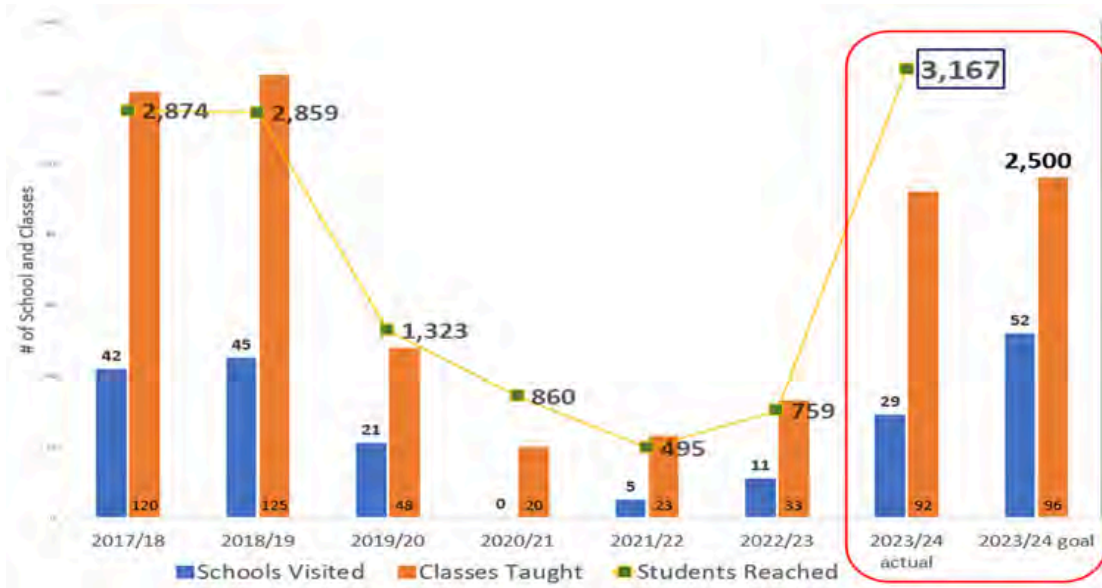
As we look forward, our focus remains on delivering educational programs that invigorate the community, and we're thrilled about the opportunities that lie ahead. Building on our recent successes, the Society has launched its inaugural Centennial Scholarship program, which the Education Committee is eager to expand. Additionally, we're introducing an exciting new addition to our repertoire: the JIS Japanese Tea Ceremony program. Furthermore, our commitment to enhancing the JIS program continues, with the goal of ensuring that more students have the opportunity to immerse themselves in the richness of Japanese culture and language. Collaboration is key to our success, and we are dedicated to learning from one another by working closely with office staff, Board members, Society members, community stakeholders, and beyond. By nurturing partnerships with volunteers and educators, we aim to broaden our reach and serve the wider community even more effectively.

I believe the Society has tremendous opportunities to build bridges to the next century, and I look forward to collaborating with you all.

Chair of the Education Committee, Yoshie Phillips



# Number of School and Classes 2017-2024



**We well exceeded our goal and reached 3,167 students!**

## Annual Japanese Language Festival

JAS collaborated with ANA, Costco Wholesale, Gobo Enterprises, Japan Foundation Los Angeles, JCCCW, Onigiri Sanzan, School of Taiko, Sugimoto Tea, Temple University Japan Campus, Umami Kushi, Washington Association of Teachers of Japanese, and Yoshi Yoshitani to hold our first in-person Japanese Language Festival.

JLF took place at Chief Sealth International High School and we had over 70 students and volunteers join us from across eastern Washington to enjoy a full day of Japanese cultural exploration and language immersion.



## *“Friendship Circle”*

is a cultural exchange network that helps promote further connection between the people of Japan and Washington State.

## *“Friendship Circle Members”*

are a specific category of membership at the Society and are limited only to those who reside in Japan. Friendship Circle Members who come to Washington State to study/work have the opportunity to enrich their experience with some benefits from the Society.



**Using JASSW as a resource to have volunteer opportunities with JIS/AIS visit our corporate members and discover Seattle including Japanese American history to enrich their stay in the State of Washington.**



# Events

## Members

*Sarah Okawa Ellerbrock*

*Kenji Ushimaru*

*David Yamaguchi (JASSW Executive Director)*

## Message from Events Committee Chair: Sarah Okawa Ellerbrock

My heartfelt congratulations to JASSW for this monumental year, continuously playing a vital role in forging strong relationships between the people of Washington State and our friends across the Pacific. I am particularly grateful to the local Japanese-American communities for persevering through unconscionable acts and continuing to build a strong and vibrant community with which the JASSW is proud to partner.



My passion for promoting U.S.-Japan relations was stoked during my first days as a high-school exchange student and later as a student intern at one of the Japan-America Societies. Having had the honor of serving as project manager for several JASSW events since 2013, it gives me great pleasure to have the opportunity to execute more events, incorporating the learning of the past 100 years and looking ahead to our bright future in the next century.

Following in the footsteps of the former Events Committee Chair, Makiko Coffland, who made incredible contributions during 2021-2023, the new Events Committee will strive to build on that foundation in the three core tenets of culture, business and education. We will make conscious efforts to diversify our offerings in areas such as the arts, history, policy, business generation and people exchange to bring further value to our members. We wish to provide serendipitous learning opportunities by teaming up with other organizations, getting us out of our comfort zones in the year ahead.

I am excited to work with the seasoned and dedicated JASSW staff and harness the energy of fellow JASSW members to make a great upcoming year. I look forward to our collaborative efforts.

### < Event Photos >





11.28.23 Centennial Gala



12.7.23 Bounenkai



1.30.24 The Future of Clean Energy



2.24.24 JUMP Program



3.2.24 Centennial Tree Planting



3.2.24 JIS Volunteer Training



11.28.23 Centennial Gala



3.16.24 Japanese Language Festival



3.26.24 The Noto Earthquake



4.25.24 Annual Meeting 2024



4.25.24 Annual Meeting 2024



5.22.24 JAS-Net Karaoke 2024



6.16.24 JASSW-JBA Summer Picnic

# EVENTS FY 2023 (JULY 2023 - JUNE 2024)

**2023**

**July 18** Birthday Reception at the Official Residence of the Consul General

**July 26** 63rd Annual Golf Tournament

**August 27** Celebrate Washoku - Tradition Meets Next Generation

**September 20** Informal Social Hour & Networking

**September 26** A Night with Coco Aramaki

**September 28** [September 2023 Board Meeting](#)

**October 12** JASSW-JBA Round Table on Generative AI & Traditions

**October 25** Informal Social Hour & Networking

**November 28** Centennial Holiday Dinner Celebration

**December 7** Bounenkai (Year-end Party)

**2024**

**January 25** [January 2024 Board Meeting](#)

**January 30** The Future of Clean Energy: The U.S.-Japan Cooperation on Nuclear Fusion Energy

**February 24** Japan-US Military Program "Beyond Reconciliation"

**February 27** Informal Social Hour & Networking

**March 2** JASSW Centennial Tree Planting

**March 2** JIS Volunteer Training

**March 16** Japanese Language Festival

**March 26** The Noto Earthquake: Implications for Natural Hazards Preparation in Washington State

**April 3** Informal Social Hour & Networking

**April 25** [April 2024 Board Meeting / Annual Meeting 2024](#)

**May 22** JAS-Net Karaoke 2024

**June 16** JASSW-JBA Summer Picnic

**June 27** [June 2024 Board Meeting](#)

# Small Business Resiliency Program

Japan-America Society of the State of Washington (JASSW) is one of the 30 partners in WA State Dept. of Commerce's Small Business Resiliency Network to provide culturally and linguistically relevant assistance and other business support services at no cost to entrepreneurs and small businesses. The JASSW Small Business Resiliency Program provides technical assistance, business consulting, business webinars, and other assistance in English and Japanese and often partners with JASSW members and other community organizations.

The JASSW Small Business Resiliency Program includes:

- Business 101 webinars in Japanese & English by business professionals
- Monthly workshops with CPA, CFE Advisor / QuickBooks ProAdvisor
- Weekly podcasts
- Weekly social media postings (知っ得情報, Newsletters)
- A commissary kitchen available to incubate food businesses



## Small Business Support Info

Check out our SBRN website for support information!

<https://jassw.org/small-business/>



## Empowerment Academy

Click here to register for the webinar and previous sessions.

<https://jassw.org/sbea>



## Social Media

Search by JASSW



# Small Business Resiliency Program

Since December 2020

## Food Business Incubation Pilot

- WSDOC funding for equipment - June 2023
- Partnership with Nisei Veterans Committee using their commercial kitchen
- WSMA support for food business consulting, venue rental, staffing

King County Health Department approved kitchen permit in November 2023

- Onigiri Sanzan (approved Nov 2023)
- Doskoi Bento (approved April 2024)
- Koto Coffee (approved June 2024)



## Japan Fair 2023



- JASSW Staff hold leadership roles on SBRN Advisory Council and Credit Building Committee
- Small Business Loans for 11 businesses (\$150k total) in June 2024
- Served over 170 businesses, over 65 podcasts broadcasted, over 100 social media posts, over 900 YouTube views of webinars



Self-funded thanks to grants from:

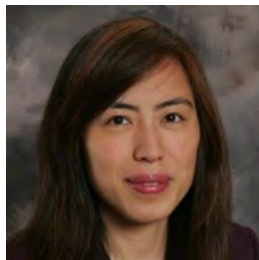


# Small Business Resiliency Program Staff



## ***Small Business Program Director***

**Dale L. Watanabe** was appointed Executive Director in May 2012 until November 2023. He was born and raised in the south end of Seattle, graduating from Tyee High School. Watanabe graduated from California State University, Long Beach with a Bachelor of Arts in Economics, and also earned an MBA from Seattle University. He worked for over 20 years with Microsoft as a senior business development manager, before stepping away in 2011. He served as Commander of the Nisei Veterans Committee in 2006 during the initial kickoff of the organization's \$2.5M Capital Campaign to remodel the NVC Memorial Hall, and has served on the NVC Board of Directors since 2004.



## ***Lead Advisor***

**Kanako Matsumoto** is a CPA who has over 25 years of accounting and finance experience. She has been a board member of JASSW for over a decade and has supported the business owned by Japanese immigrants and Japanese Americans. Back in 2020, she witnessed how rapidly and significantly the pandemic impacted lives of many small and micro businesses owners. Without hesitation, she used her own resources to deliver resources and material to support Japanese business owners. She self-produced how-to videos, shared them via social media and held Zoom classes to share the critical information regarding the pandemic aids available to small and micro businesses. Now, she works as the Lead Advisor of the Small Business of the Society and is thrilled to be able to continue supporting small and micro businesses in our community.



## ***Interpreting & Translations***

**Fred Harriman** has worked as a professional interpreter and translator of Japanese and Spanish since the time he lived in Hamamatsu City of Shizuoka Prefecture in Japan from 1977 to 1994. He also worked in local radio and television as well as volunteering to translate and interpret for the local non-Japanese community. Here in the U.S. Fred has continued his career as a professional interpreter. He has also worked many years recently as a contract interpreter for the US Department of State – handling DoS program work, ceremonies, conferences, and military interpreting work. He is also registered by the Washington State Administrative Office of the Courts as an Interpreter of Japanese.



## ***Media Coordinator***

**Miki Smith** is originally from Funabashi, Japan. She is a media coordinator of Small Business Resiliency Program to help Japanese immigrant and Japanese-American owners of small businesses and microbusiness owners with their business operations in Washington. Since arriving in Washington in 2015, Miki has wanted to work as a bridge between Japan and the United States and considers it an honor to be able to do this work at JASSW. Since 2020, JASSW has partnered with the Washington State Department of Commerce and the Washington State Small Business Recovery Working Group to stay up-to-date with the newest information regarding small business support.



## ***Program Coordinator***

**Satomi Mitsutomi** is a program coordinator of the Small Business Resiliency Program that helps immigrant Japanese and Japanese-American owners of small and microbusiness with their operations in Washington. She began working there in May, 2024. She moved from New York, where she had lived for twelve and a half years, to Seattle during the pandemic. She worked as an occupational therapist in Japan and in New York City. She always wanted to work in jobs that help people. Now, she is looking forward to assisting hardworking entrepreneurs in Washington state.

# Japan-America Society of the State of Washington

*Since 1923*



*“To promote mutual understanding and friendship between the peoples of Japan and Washington State by providing a forum for the exchange of ideas and information”*

The Japan-America Society of the State of Washington is a non-profit, non-partisan, 501(c)(3), membership-based organization headquartered on Mercer Island. It is the only group of its kind in Washington State, fully dedicated to building communication, understanding, and long-lasting relationships between the people of Japan and Washington State. The Society is a member of National Association of Japan-America Societies, an informal association of approximately 38 Societies from different states that meets annually to share programming ideas and expertise.

The Society was founded on July 24, 1923 by leaders from Seattle’s business, academic, and diplomatic communities. American and Japanese founding members were interested in forging close business ties and improving relations through frequent meetings and social events. Today, the Board of Directors is headed by an annually elected chair and composed of local and state leaders in business, government, education, and the arts. The general membership consists of over 100 companies involved in the U.S.-Japan business and trade, and over 150 individual members with a variety of interests in Japan and the U.S.-Japan issues. Approximately one-third of our members are Japanese, two-thirds American.

Except for a brief period during World War II, the Society has remained active in fostering Japan-Washington State trade, business, and cultural activities, sponsoring a wide variety of projects - from trade missions to Japan, visits by Japanese and the U.S. Ambassadors and other government dignitaries from both countries, programs featuring prominent U.S. and Japanese business people, business and trade seminars, art exhibits, musical performances, and a wide variety of diverse programs each year. Over the years, the Society has maintained a close relationship with key governmental and private organizations, including the Consulate-General of Japan in Seattle, the Japan Business Association of Seattle, major trade and business organizations, and major art and cultural institutions in our state. Until the early 1980's, the Society was run entirely by volunteers.

Over the years, the Society has played a pivotal role in educating Washington State citizens about their ongoing economic and cultural ties with Japan and helping people of both countries to better understand and appreciate one another’s values, goals, and culture. The Society’s Japan In the School Program is another example of how we fulfill our mission, bringing cultural and language programs to approximately 2,500 Washington State students each year.

Members are informed of the Society activities through our extensive website, <https://jassw.org>, which contains a calendar of upcoming programs and convenient online registration for all programs and events, as well as the Japan-America Society Facebook, Instagram, X(Twitter), and LinkedIn social media pages.



## About the Society

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The Japan-America Society of the State of Washington is dedicated to building understanding and enlightened relations between the people of Japan and Washington State.

Serving the diverse needs and interests of its members and the community at large, the Society engages in the following activities:

- Lectures, seminars, and discussions on the U.S.-Japan trade and business, public affairs, and cross-cultural understanding
- Networking receptions and events to facilitate business and social contacts among members
- Support of Japan-related programs and cultural events
- Dissemination of information on Japan and the U.S.-Japan relations
- Educational outreach to local area schools through the Japan In the Schools Program

Members work together to plan, organize and finance activities assisted by full-time professional staff operating from an office on Mercer Island. Society projects are funded by membership dues, corporate and foundation grants, in-kind and cash donations, and program fees. The Society is one of 38 independent members of the National Association of Japan-America Societies.

## Mission Statement & Goals

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The mission of the Japan-America Society of the State of Washington is to promote mutual understanding and friendship between the peoples of Japan and Washington State by providing a forum for the exchange of ideas and information.

The Goals of the Japan-America Society of the State of Washington are to:

- Provide leadership to increase understanding between the people of Japan and the State of Washington.
- Build positive relations between the people of Japan and the State of Washington.
- Maintain a diverse membership of Japanese and American citizens from throughout Washington State.
- Provide varied programs and public information consistent with the mission of the Society.
- Be a vehicle for interaction and cooperation among individuals and organizations interested in Japan and the U.S.-Japan relations.
- Manage its resources in a responsible manner as a tax-exempt organization.

# Office Staff

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## *Executive Director: David Yamaguchi since 2023*



**David Yamaguchi** comes to the Japan-America Society from 3.5 years on the staff of The North American Post, the Seattle Japanese community newspaper. A Seattle Sansei (third-generation Japanese American) and UW forestry alumnus, David has spent 29 months in Japan to date. Most of that time was spent working for the Japanese Ministry of Agriculture (Norinsho), Sapporo, on a US-Japan exchange program. The remaining time was spent traveling 600 miles of the Tohoku-to-Wakayama Pacific coast chasing written Japanese records of a tsunami that struck that coastline in January 1700.

Those mostly samurai records helped quantify the size of the trans-Pacific tsunami produced by a coastal earthquake that happened in the Pacific Northwest. The earthquake was previously known from native legends and old trees it killed. The samurai records dated the earthquake precisely — January 26, 9 p.m. Seattle time — and helped prove that it was of magnitude 9. It was similar to the Tohoku earthquake that would later occur in 2011. That US-Japan collaboration forms the basis of present-day earthquake and tsunami hazards preparation from British Columbia to northern California (“The Orphan Tsunami of 1700,” UW Press, 2005; full-text online).

## *JIS Lead: Lisa Maria D'Aquila since 2012*



As a rotary exchange student in high school, and later as a high school English conversation teacher, **Lisa Maria** has first-hand experience in Japanese Schools. When she heard about the Japan in Schools program, she was very excited to share her experiences with American Students. She joined the Japan in the Schools program as a volunteer in 2004, then as a staff member in December 2012.

## Our Commitment to Our Community

*The Japan-America Society of the State of Washington is committed to fostering an environment of diversity and inclusion for all people and groups regardless of race, gender, religion, sexual orientation or country of origin. As part of our mission to deepen friendship and understanding between the people of Washington State and Japan, we strive to open hearts and minds to the intrinsic value of every individual. Through our programs we help overcome bigotry, hatred, and violence through education, social events, partnering with other organizations, engaging in advocacy, and reporting surrounding bias. As an organization, we will continue to champion inclusivity, diversity, and social equality. Join us as we provide a safe, understanding and supportive environment for all community members.*

### **#StopAsianHate**

The Japan-America Society of the State of Washington stands in solidarity with and supports all people and groups who are targets of violence and hate crimes. Our commitment is rooted in our mission to deepen understanding and friendship between the people of Japan and Washington state. In an effort to break down walls of misunderstanding and ignorance, we strive to educate our greater community about respecting diversity as we introduce Asian culture to school children. We help overcome bigotry, hatred, and reporting surrounding bias. Join with us as we provide a safe, understanding, and supportive environment for our AAPI, minority, LGBTQ, and all community members.

### **Black Lives Matter**

The Japan-America Society of the State of Washington stands in solidarity with the Black community in condemning the systemic racism, violence, and brutality that has claimed the precious lives of far too many across our country. We denounce all forms of racism and discrimination of race and ethnicity. Our mission of friendship between the people of Japan and the people of Washington state is not limited by race, gender, religion, sexual orientation or country of origin. As an organization, we will continue to champion inclusivity, diversity, and social equality.

## Chairs 1923 to 2025

2024-2025 Masami Katayama	1981-1982 David R. Enroth
Centennial Shoko Farmer	1980-1981 George R. Cruickshank
2022-2023 Shoko Farmer	1979-1980 William P. Ellis
2021-2022 Ellen Eskenazi	1978-1979 John M. Swihart
2020-2021 Toshihiro Kawachi	1977-1978 Mason J. Hoffman
2019-2020 Karin Zaugg Black	1976-1977 Theodore A. LeGros
2018-2019 Samuel Shepherd	1975-1976 Peter N. Beckett
2017-2018 Adam Goff	1974-1975 Robert C. Buckingham
2016-2017 Tay Yoshitani	1973-1974 Gordon S. Clinton
2015-2016 Hiroko Huntoon	1972-1973 William Y. Mambu
2014-2015 Shinichiro Kawazoe	1971-1972 Walter B. Williams
2013-2014 Samuel Shepherd	1970-1971 Jack Greaves
2012-2013 Mark Calhoon	1969-1970 Clayton R. Jones
2011-2012 Megumi Kobayashi	1968-1969 John W. Money
2010-2011 Doug Palmer	1967-1968 Charles L. Spence
2009-2010 Dennis Yamashita	1966-1967 G. Raymond Seefeldt
2008-2009 Linda Salomon	1965-1966 Kenneth W. Sorrells
2007-2008 Dick Dudley	1964-1965 Capt. James R. Topper USN (ret)
2006-2007 Tom Sasaki	1963-1964 Clemens Bursett
2005-2006 Andy Read	1962-1963 Wheeler Grey
2004-2005 Paul Rollins	1961-1962 M.J. Weber
2003-2004 Chris Helm	1960-1961 Ralph A. Johansen
2002-2003 Sara Sandford	1959-1960 Forest G. Scott
2001-2002 Mic Dinsmore	1958-1959 Charles B. Howard, Summers
2000-2001 Roger Williams	1957-1958 Dr. Richard E. Fuller
1999-2000 William Glassford	1956-1957 George A. Jensen
1998-1999 Don Lorentz	1955-1956 Merville W. McInnis
1997-1998 James R. Ladd	1954-1955 Lane Summers, Summers
1996-1997 Jim Fitzgerald	1953-1954 William F. Devin
1995-1996 Gary R. Severson	1952-1953 R. Adm. Gordon Rowe, U.S.N. (ret.)
1994-1995 James K. Doane	1941-1952 Arthur E. Goodwin
1993-1994 Lawrence W. Clarkson	1939-1941 Harry B. Jones
1992-1993 Mary Bernson	1938-1939 Wylie Hemphill
1991-1992 Victor S. Hirakawa	1937-1938 Arthur Murphy elected, then resigned, replaced by Wylie Hemphill
1990-1991 Governor John B. Spellman	1936-1937 Arthur Murphy
1989-1990 Dennis Okamoto	1935-1936 L.E. Force.
1988-1989 Gail Ingersoll Ransom	1933-1935 Corwin S. Shank
1987-1988 Gene B. Brandzel	1931-1933 K.J. Middleton
1986-1987 Edward M. Burke	1929-1931 J.W. Spangler
1985-1986 Tomio Moriguchi	1928-1929 Dr. Herbert H. Gowen
1984-1985 Wayne B. Gentry	1927-1928 Reginald H. Parsons
1983-1984 Richard W. Buchanan	1925-1927 Corwin S. Shank
1982-1983 Wilfred A. Pascoe	1923-1925 E.G. Anderson

**AMENDED AND RESTATED BY-LAWS  
OF  
THE JAPAN-AMERICA SOCIETY OF THE STATE OF WASHINGTON  
Effective September 16, 2020**

# ARTICLE I

## Membership - Dues

**SECTION 1.** The annual dues for each classification of membership shall be as prescribed by the Board of Directors. Classifications of membership in this Society and the rights and privileges pertaining thereto shall be as follows:

**(a) REGULAR MEMBERSHIP**

A Regular Membership consists of an individual under 65 years of age. Each such membership shall have one (1) vote at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(b) FAMILY MEMBERSHIP**

A Family Membership includes all members of the same family residing at the same address. Each Family Membership shall have one (1) vote at the annual meeting of the Society and at any special meeting duly called pursuant hereto, regardless of the number of people included in the Family Membership.

**(c) STUDENT MEMBERSHIP**

Any undergraduate or post graduate student actually pursuing a course of studies at a college or university in the State of Washington shall be entitled to apply for Student Membership, which shall entitle such person to all privileges of the Society except that of voting and holding office.

**(d) JETAA MEMBERSHIP**

Any alumni of the JET Program shall be entitled to apply for JETAA Membership. The JETAA Membership may be continued until December 31st of the year during which the second anniversary of the member's date of application occurs, after which the member may apply for membership under any other applicable category. Each JETAA Membership shall have one (1) vote at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(e) JAPAN YOUNG PROFESSIONALS GROUP (JYPG) MEMBERSHIP**

Any person who is thirty years or younger shall be entitled to apply for a Japan Young Professionals Group (JYPG) Membership. The JYPG Membership may be continued until December 31st of the year during which the second anniversary of the member's date of application occurs, after which the member may apply for membership under any other applicable category. Each JYPG Membership shall have one (1) vote at the annual meeting of the Society and at any special meeting duly called pursuant thereto.

**(f) SENIOR CITIZEN MEMBERSHIP**

All persons 65 years of age and older shall qualify for Senior Citizen Membership, which shall entitle such person to all privileges of the Society. Each such membership shall have one (1) vote at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(g) PRESIDENT'S CIRCLE**

Any person may apply for a President's Circle Membership, which shall entitle such person and all members of

the same family residing at the same address to all benefits prescribed by the Board of Directors. Each President's Circle Membership shall have one (1) vote at the annual meeting of the Society and at any special meeting duly called pursuant thereto.

**(h) EXECUTIVE CIRCLE**

Any person may apply for an Executive Circle Membership, which shall entitle such person and all members of the same family residing at the same address to all benefits prescribed by the Board of Directors. Each Executive Circle Membership shall have one (1) vote at the annual meeting of the Society and at any special meeting duly called pursuant thereto.

**(i) ASSOCIATE CORPORATE MEMBERSHIP**

Where a single organization, whether a corporation, partnership or otherwise, is desirous of maintaining a membership under its business name and having one of its designated representatives serve as an active member of the Society, it may do so; provided, however, that the organization has five employees or less worldwide. Each Associate Corporate Membership shall be entitled to one vote at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(j) REGULAR CORPORATE MEMBERSHIP.**

Where a single organization, whether a corporation, partnership or otherwise, is desirous of maintaining a membership under its business name and having one or more of its designated representatives (but not to exceed four) serve as active members of the Society, it may do so. Each Regular Corporate Membership shall be entitled to one (1) vote for each designated representative at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(k) SUSTAINING CORPORATE MEMBERSHIP**

Where a single organization, whether a corporation, partnership or otherwise, is desirous of maintaining a membership under its business name and having one or more of its designated representatives (but not to exceed five) serve as active members of the Society, it may do so. Each Sustaining Corporate Membership shall be entitled to one (1) vote for each designated representative at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(l) PATRON CORPORATE MEMBERSHIP**

Where a single organization, whether a corporation, partnership or otherwise, is desirous of maintaining a membership under its business name and having one or more of its designated representatives (but not to exceed fifteen) serve as active members of the Society, it may do so. Each Patron Corporate Membership shall be entitled to one (1) vote for each designated representative at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(m) BENEFACTOR CORPORATE MEMBERSHIP**

Where a single organization, whether a corporation, partnership or otherwise, is desirous of maintaining a membership under its business name and having one or more of its designated representatives (but not to exceed twenty) serve as active members of the Society, it may do so. Each Benefactor Corporate Membership shall be

entitled to one (1) vote for each designated representative at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(n) PREMIER CORPORATE MEMBERSHIP**

Where a single organization, whether a corporation, partnership or otherwise, is desirous of maintaining a membership under its business name and having one or more of its designated representatives (but not to exceed twenty-five) serve as active members of the Society, it may do so. Each Premier Corporate Membership shall be entitled to one (1) vote for each designated representative at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(o) HONORARY MEMBERSHIP**

Any individual may be elected as an Honorary Member for a period not to exceed three (3) years by the affirmative vote of a majority of the members of the Board of holding office. Directors at a Board meeting duly called at which a quorum is present. Prior membership in the Society shall not be a requirement for election as an Honorary Member. Honorary Members shall be under no obligation to pay dues to the Society and shall have all of the privileges of the Society (including one (1) vote at the annual meeting of the Society and at any special meeting duly called pursuant hereto) except that of holding office.

**(p) LIFETIME HONORARY MEMBERSHIP**

Members or former members of the Society who have served with distinction in furthering the objectives of the Society may be elected Honorary Lifetime Members of the Society by the vote of the members of the Society or by the unanimous vote of the members of the Board of Directors at a Board meeting duly called at which a quorum is present. Honorary Lifetime Members shall be under no obligation to pay dues to the Society, and shall have all of the privileges of the Society including holding office and having one (1) vote at meetings of the Society.

**(q) FRIENDSHIP CIRCLE CORPORATE MEMBERSHIP**

Where a single organization, whether a corporation, partnership or otherwise with no office or representation in Washington State, is desirous of maintaining a membership under its business name and having one of its designated representatives serve as an active member of the Society, it may do so. Each Friendship Circle Corporate Membership shall be entitled to one vote at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**(r) FRIENDSHIP CIRCLE REGULAR MEMBERSHIP**

A Friendship Circle Regular Membership consists of an individual residing in Japan. Each such membership shall have one (1) vote at the annual meeting of the Society and at any special meeting duly called pursuant hereto.

**SECTION 2.** All applications for membership in the Society must be in writing and shall contain the applicant's full name, residence, telephone number and occupation and shall be signed by the applicant.



**SECTION 3.** The Board of Directors shall have power from time to time to create additional classifications of membership, or change the classifications of membership, and to fix and prescribe the rights and privileges pertaining thereto.

**SECTION 4.** The Board of Directors shall have authority to increase or decrease the membership dues or to alter the time and manner of payment or collection. Unless otherwise determined by the Board of Directors, membership dues for year shall be payable upon acceptance of a new member's application; and for each year thereafter membership dues shall be due and payable by the anniversary date of the membership. Payment of dues as set forth herein shall qualify each member to participate in the activities of the Society during the period for which dues have been paid.

## **ARTICLE II**

### **OFFICERS - TERMS - DUTIES**

**SECTION 1.** The officers of this Society shall consist of:

- One Chair (who shall also be designated as President for purposes of RCW 24.03.125)
- One Chair-Elect (who shall also be designated as Vice President for purposes of RCW 24.03.125)
- Up to Four Vice-Chairs
- One Secretary
- One Treasurer
- The offices of Secretary and Treasurer may be held by the same individual.

**SECTION 2.** The officers shall be elected at the annual meeting of the Society, to serve terms of one (1) year or until their successors are elected. Except as otherwise noted, all officers shall be members of the Society or designated representatives of members which are organizations.

**SECTION 3.**

**CHAIR.** The duties of the Chair shall consist of presiding at the meetings of the Society and serving as Chairman of the Board of Directors and of the Executive Committee, and acting as the Society's President for purposes of RCW 24.03.125, with associated duties and powers. The Chair shall sign all written contracts and obligations of the Society and in general the Chair's rights and duties shall be such as the Board of Directors may further designate. The Chair may appoint such special committees consisting of one or more officers, directors or members as may be necessary or desirable to effectively carry out the objectives, program of activities and obligations of the Society. The Chair may authorize use of funds from the Treasury to cover all normal and routine expenditures of the Society.

**CHAIR-ELECT.** The Chair-Elect shall attend meetings and consult with the Chair with a view toward learning the duties and functions of the Chair, be designated as the Society's Vice-President for purposes of RCW 24.03.125 (with associated duties and powers), and shall carry out such other functions as the Board of Directors may from time to time designate. It is the intention that the Chair-Elect will generally be nominated by the Board of Directors to fill the office of Chair during the year immediately following his or her serving as Chair-Elect.

The Chair-Elect shall discharge the duties of the Chair in the Chair's absence or during a vacancy in the Chair's office.

**VICE-CHAIR.** If the Chair-Elect is absent or unable, any one of the Vice-Chairs shall discharge the duties of the Chair in the Chair's absence or during a vacancy in the Chair's office. The Vice-Chairs shall serve as liaison between the Executive Committee and committees or other groups designated by the Chair, and shall be primarily responsible for establishing and maintaining effective communications between the Executive Committee and such committees or groups. The Vice-Chairs shall also have such other rights and duties as the Board of Directors may from time to time designate.

**SECRETARY.** The Secretary shall keep minutes of all Executive Committee and Board meetings of the Society and otherwise as directed by the Chair. The Secretary, or the Executive Director (as provided for below) under the Secretary's supervision, shall send out all notices of meetings, shall notify officers and directors of their election, shall conduct the correspondence and keep the records of the Society and shall perform such other duties as the Board of Directors may from time to time designate.

**TREASURER.** Under the direction of the Chair and the Board of Directors, the Treasurer shall oversee the collection and, disbursement of the funds of the Society. The Treasurer shall submit a report at every annual meeting and more often, if requested, on the status of funds and accounts of the Society. The Treasurer's accounts shall be reviewed by the Executive Committee, and periodically, with the assistance of an auditor who shall be either a certified public accountant of this state or any audit company designated by the Board of Directors. The Treasurer shall serve as chairperson of the Finance Committee, if any.

**SECTION 4.** No officer or director of the Society shall receive, directly or indirectly, any salary, compensation or emolument unless authorized by the concurring vote of at least two-thirds (2/3) of the Board of Directors at a Board meeting duly called at which a quorum is present, for services actually rendered.

**SECTION 5.** In addition to the Vice-Chairs, who shall be officers and members of the Board of Directors, certain high-ranking public officials, distinguished citizens and members of the Society may be designated as "Honorary Vice Chairs" of the Society, by vote of the members of the Society or by the affirmative vote of a majority of the members of the Board of Directors at a Board meeting duly called at which a quorum is present. Such Honorary Vice-Chairs shall be ambassadors of good will and under no obligation to perform duties or pay dues to the Society, and shall not be officers or members of the Board of Directors.

## **ARTICLE III**

### **DIRECTORS - TERMS - DUTIES**

**SECTION 1.** The Board of Directors shall have general charge of the business affairs and property of the Society and its decision on all matters relating thereto shall be controlling, subject always to the provisions of law and the Articles of Incorporation of the Society and to such actions as the Society itself may take at its meetings.

**SECTION 2.** The Board of Directors serve as ambassadors for the Society, bridging Japan and Washington State. The Board of Directors expects of itself and its members to act in an ethical and business-like manner. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members. This commitment further includes avoiding any conflict of interest with respect to the Society.

**SECTION 3.** The Board of Directors shall consist of the officers of the Society, the Consul- General of Japan at Seattle, the past Chairs of the Society (who shall each hereafter be referred to as a “Past Chair”) as presently or previously constituted who are still members of the Society and an additional elective group which shall consist of such number of other members of the Society (provided that they shall be at least thirty [30] and not more than fifty-one [51] in number) as the Board of Directors shall determine. Approximately one-third (1/3) of the elective members of the Board of Directors shall be elected at each annual meeting of the Society. Other vacancies may be filled at the same election. For purposes of this Section 2, “Past Chairs” shall also include all past Presidents of the Society who were elected President by the members of the Society (and who served in a capacity equivalent to the Chair as defined above when the Bylaws of the Society used such nomenclature), but shall not include past Presidents who were appointed by the Board of Directors (and who served in a capacity equivalent to the Executive Director, as defined below in Section 6 of this Article III, when the Bylaws of the Society used such nomenclature). Past Chairs shall serve as Directors as long as they are active in the Society. Each year, each Past Chair will be invited to continue as a Director or to join the honorary Advisory Board, a group of Past Chairs who shall serve in an advisory capacity to the Chair and the Executive Committee, without compensation and without a vote on the Board of Directors. This appointment shall continue for life, or until the Past Chair shall resign as a member of the Advisory Board, or shall request in writing to be reinstated as a Director, which action may be approved by the then-current Chair.

**SECTION 4.** Each elective director elected for a full term shall serve three (3) years or until a successor is elected. Vacancies on the Board of Directors or among the officers of the Society shall be elected by the remaining members of the Board of Directors from time to time to serve the unexpired term of the office for which elected.

**SECTION 5.** The Executive Committee shall have the discretion to recommend removal of any officer or director, with or without cause, including for failure to act in the best interests of the Society or for activities, conduct and/or behavior that is inconsistent with the Society’s mission, purpose or interests. Upon such a recommendation by the Executive Committee, removal of any such officer or director will be implemented an affirmative vote of two-thirds (2/3) majority vote of the remaining directors. In addition, any officer or director (other than the Consul-General of Japan in Seattle) who fails to attend three (3) consecutive meetings of the Board of Directors without satisfactory explanation may be removed from office by the affirmative vote of the majority of the directors present at any duly called meeting of the Board of Directors at which a quorum is present.

**SECTION 6.** The Board of Directors shall make such decisions and rules to regulate activities as shall from time to time be deemed necessary for the management and well-being of the Society and for carrying out its objectives.

**SECTION 7.** The Board of Directors shall meet on call of the Chair or of any three (3) directors. Eighteen (18) members shall constitute a quorum. There shall be no voting by proxy in the Board of Directors, however, Directors may participate in meetings of the Board by electronic means, such as teleconference, videoconference or Skype.

**SECTION 8.** The Board of Directors or the Executive Committee may appoint an Executive Director at such compensation and on such other terms as it may determine. The duties of the Executive Director shall be to administer on a full-time basis the policies of the Society as established by the Board of Directors, to be an ex officio, non-voting member of the Board of Directors and of each of the committees appointed by the Board, to be responsible to the Chair for the day-to-day administration of the Society's office, activities and/or grant moneys, to possess such additional authority and carry out such additional duties as would be normal and customary for a general manager, and/or as the Board of Directors or the Chair may specifically delegate from time to time.

## **ARTICLE IV**

### **EXECUTIVE COMMITTEE - DUTIES**

**SECTION 1.** The Executive Committee shall consist of the Chair, Chair-Elect, any Vice-Chairs, Secretary, Treasurer, the immediate Past Chair of the Society, an additional Past Chair of the Society selected by the Chair, and the Executive Director as an *ex officio* non-voting member. The Chair may select additional directors to serve on the Executive Committee.

**SECTION 2.** The Executive Committee shall have full authority to act in place of the Board of Directors between meetings of the latter. It shall meet on call of the Chair or any two (2) of its members.

**SECTION 3.** Five (5) voting members of the Executive Committee shall constitute a quorum and the affirmative vote of a majority of those voting members present shall be necessary for action. The Executive Committee shall keep minutes of its meetings and report to the full Board of Directors.

## **ARTICLE V**

### **MEETINGS OF THE SOCIETY**

**SECTION 1.** The annual meeting of the Society shall be held between January 1 and April 30 of each year, or on such day as the Executive Committee may fix. At least two (2) weeks' notice of the annual meeting shall be given to all members of the Society by the Secretary.

**SECTION 2.** Special meetings of the Society may be called at any time by the Chair, or Chair-Elect during the absence or disability of the Chair, with the concurrence of any two (2) members of the Board of Directors. Notice of such meetings shall be given to all members by the Secretary stating the time, place and purpose of the meeting.

**SECTION 3.** Except as otherwise specified in these By-Laws, the Articles of Incorporation or by statute, action may be taken on any matter at the annual meeting or at any special meeting duly called pursuant hereto by a majority of those members entitled to vote who are present or represented by proxy at such meeting. Members shall be entitled to vote as provided in Section 1 of Article I hereof.

**SECTION 4.** The order of business at all meetings of the Society unless otherwise determined shall be:

- (1) Report of notice of meeting.
- (2) Report of minutes of preceding meeting.
- (3) Report of officers.
- (4) Report of committees.
- (5) Unfinished business.
- (6) New business.

## **ARTICLE VI**

### **COMMITTEES**

**SECTION 1.** The Chair shall appoint the following Standing Committees, which shall consist of members of the Society.

- Nominating Committee
- Membership Committee
- Finance Committee

Other committees may be appointed as necessary to carry out the mission of the Society. The Nominating Committee and Finance Committee shall be appointed and shall meet at least one (1) month prior to the annual meeting of the Society. The chairperson of the Nominating Committee shall be a Past Chair of the Society or such other director as the Chair shall select. All committees shall meet as frequently as required to carry out the duties as specified by the Chair and the Board of Directors.

## **ARTICLE VII**

### **NOMINATIONS**

**SECTION 1.** A copy of the report of the Nominating Committee, listing the nominees for the annual election of officers and elective directors of the Society, shall be mailed to each member of the Society with the notice of the annual meeting.

## **ARTICLE VIII**

### **RECORDS AND PUBLICATIONS**

**SECTION 1.** Reports shall be prepared each year under the supervision of the Chair, Executive Director and Board of Directors consisting of (i) a financial report showing the assets, liabilities and fund balances of the Society at its fiscal year end and the revenue, expenses and changes in fund balances for the year then ended and

(ii) a report describing the activities of the Society for the same period. Such reports when verified and approved by the Chair and Treasurer, or by a majority of the directors of the Society shall be made available to members for review during normal business hours. Copies thereof shall be filed with the official records of the Society. They shall, when practicable, be reproduced as a year book, together with such other documents or information the Board of Directors deems appropriate, and may be issued and distributed by the Society to those persons interested or involved in its activities. Copies of the Articles of Incorporation and Bylaws of the Society, a record of officers', directors' and the members' names and addresses, and minutes of the proceedings of the Board of Directors, and any minutes which may be maintained by committees of the Board of Directors, shall be available to all members for review during normal business hours.

**SECTION 2.** All records and correspondence, documents and publications of the Society, or received by the Society shall be kept in the office of the Society, under the control of the Executive Director, or at such other place as may be hereafter selected by action of the Board of Directors.

## **ARTICLE IX**

### **FISCAL YEAR**

**SECTION 1.** The Fiscal Year of the Society shall be from July 1 to June 30 of the following year.

## **ARTICLE X**

### **STATEMENT OF NONDISCRIMINATION**

**SECTION 1.** The Society is committed to maintaining an environment that is free from discrimination and harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics.

## **ARTICLE XI**

### **AMENDMENTS**

**SECTION 1.** These By-Laws, except as to matters controlled by statute or by the Articles of Incorporation, may be added to, repealed or changed in any way by the affirmative vote of a majority of the Board of Directors at any meeting at which a quorum is present duly called after one (1) weeks' notice to each member of the Board of Directors stating the purpose of the meeting and the substance of the proposed Amendment.

The undersigned, being the Secretary of the Society, hereby certifies that these Amended and Restated Bylaws were adopted by the affirmative vote of a majority of the Board of Directors at a meeting duly called and held on January 12, 2011 at which a quorum was present.