

# JANET Officer Reports for the Annual General Meeting – June 26<sup>th</sup> 2021

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## **1. JANET Executive Director's report – Simon Capper, Japanese Red Cross Hiroshima College of Nursing**

2020-21? While it's hard to be positive about the year in general, thanks to the dedication and support of our directors, Jonathan Levine-Ogura and Mathew Porter, e-Journal Editor, Mike Guest, and Program co-chairs Yutaka Kato and Eric Fortin, JANET has continued its mission without too many setbacks.

Throughout the year the Executive Board has continued to hold monthly online meetings, ably supported by Advisory Committee members, who always rise to the occasion when needed. After the disappointment of having to cancel our Iwate conference for the second year running, we're bouncing back with an online conference that we hope is more than just a stop-gap until we can get back to the thrills and spills of a face-to-face conference. Fingers crossed for JANET 2022 in Morioka!

Apart from the conference, the monthly newsletters and our online journal, we've made tentative incursions into Facebook, as administrators of the *Teaching English to Japanese Nursing Students* page. This hasn't had the kind of impact that we expected, however, it remains a useful channel through which to promote JANET's activities and, more importantly, keeps activities related to nursing English in Japan under the JANET 'umbrella'.

We're also pleased to report that our application for recognition by the Science Council of Japan was submitted in February. This became quite an involved process, involving a complete revision of our Constitution and By-laws. The extensive improvements to this document would have been impossible without the unstinting efforts of Mathew, Sachiko Takahashi and Yutaka Kato. Needless to say, such time-consuming and selfless contributions are very much appreciated. We are still waiting for confirmation and will be sure to post results in the newsletter as soon as we hear any news.

As always, our thanks to all our members for contributing to our efforts to support the English education of nursing students in Japan. If you'd like to play a more active part in JANET – in any way at all – please get in touch, we'd love to hear from you.

We hope to see you online for JANET2021!

### **The Executive Director's duties include:**

- \* Maintaining contact and consulting with JANET officers
- \* Anticipating potential issues

- \* Identifying and coordinating areas for further development
  - \* Initiating monthly Zoom meetings with key officers
  - \* Disseminating the meeting agenda & minutes
  - \* Recruitment of volunteers and officers
  - \* Providing an annual report for the conference / AGM.
  - \* Creating a budget and managing JANET's finances
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## **2. JANET Membership Chair's report – Simon Capper, Japanese Red Cross Hiroshima College of Nursing**

JANET membership has continued to grow steadily this year, from 198 members to our current list of 231, of whom approximately 48% are native speakers of Japanese. As reported last year, we have yet to establish links with organisations such as the Japanese Nursing Association (JNA) and Japan Association of Nursing Programs in Universities (JANPU). We hope that impending recognition of JANET's activities by the Science Council of Japan will lend us the credibility to make inroads in this area.

In order to further develop JANET's outreach and credibility, we are considering a revision of our membership data-gathering process. Currently, new members are required to submit name, email address and affiliation, along with a brief self-introduction. Over the next year we'd like to extend this to include information about whether members are full- or part-time, specifically what positions they hold, and their area of specialization (language teaching, nursing education, nursing, etc.). This will involve contacting current members with a request to update their information. We sincerely hope that you will be able to cooperate and support us in this effort.

As always, we endeavour to deal with all membership applications and enquiries within 24 hours of receiving initial email contact. However, an extra pair of hands would be much appreciated. If you'd like to volunteer as co-Membership Chair, please contact me.

### **The membership chair's duties include**

- \* Recruiting new members
  - \* Sending an email to welcome new members (on receipt of membership application email)
  - \* Adding new members' to JANET email contacts list
  - \* Adding members' names and contact information to JANET database in Dropbox
  - \* Liaising with members, answering their queries
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## **3. JANET Treasurer's report – Simon Capper, Japanese Red Cross Hiroshima College of Nursing**

As in the previous year, JANET continues to maintain good financial health. As an entirely volunteer organisation, our overheads are relatively few. Thanks to the efforts of our conference site chair, Jonathan Levine-Ogura, the cancellation of our 2021 conference venue did not incur a penalty. Since the last official Treasurer's Report (independently audited in July 2020), our expenses have been limited to the maintenance of our main website.

We remain committed to maintaining JANET as a free, inclusive, volunteer organisation, and promise our members that all financial matters will be dealt with in a responsible and fully transparent manner. In accordance with this Transparency Policy (see Article 30 of the JANET Constitution), a report of JANET's revenue and expenses for the 2020-2021 will (in accordance with Article 18.1) be verified independently by two internal auditors and released to our members-only website within a month of the audit.

**The treasurer's duties include:**

- \* Managing the post office bank account
  - \* Doing regular pre-conference account checks for conference fee payments
  - \* Issuing individual receipts (to conference participants & sponsors) and invoices (to sponsors)
  - \* Negotiating and liaising with sponsors
  - \* Making payments and/or preparing reimbursements for website maintenance and other expenses (conference, etc.)
  - \* Preparing annual report for AGM/conference.
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**4. JANET Program Chair's Report – Yutaka Kato, Shiga University of Medical Science & Co-Chair Eric Fortin, St. Mary's College**

I worked with Eric to prepare the annual conference. We interacted with presenters primarily via email, provided guidance and assistance as necessary, assigned the presentation timeslots of the conference, and compiled the presentation abstracts and the presenters' information in a document. (Yutaka Kato, Shiga University of Medical Science)

As program sub-chair for 2020-2021, I assisted the program chair with the vetting of abstract proposals, most of which had been submitted the previous year for the 2020 JANET Conference that was cancelled due to the COVID pandemic. I also worked with non-native English speakers on editing their abstracts for grammar, clarity, and word usage. In addition, I organized the schedule for JANET's one-day online conference that is scheduled to take place on Saturday, June 26<sup>th</sup>. (Co-Chair Eric Fortin, St. Mary's College)

**The program chair and sub-chair's duties include the following:**

- \* Collecting and vetting conference proposal abstracts
  - \* Contacting and communicating with prospective presenters
  - \* Working with prospective presenters on editing and/or rewriting their proposal abstracts
  - \* Coordinating with other officers concerning final acceptance and rejection of proposals
  - \* Liaising with members and answering their queries.
  - \* Organizing presentation schedule time slots
  - \* Verifying poster setups and space allotments for the poster presentation session
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**5. JANET Newsletter Editor's Report – Jonathan Y. Levine-Ogura, Iwate Medical University**

While focusing on nursing related information and its activities, JANET's newsletter has been providing information to its members since 2017. Through a free Internet email service called MailChimp, the newsletter presently reaches 211 subscribers.

The newsletter provides articles about nursing English related news, mainly on Japan, but occasionally about related topics from abroad as well. Other content includes nursing English related videos from YouTube, websites and articles that provide useful information for teachers and students. As with 2020, much of the newsletter covered topics on COVID-19 and its related issues for the classroom or in the hospital. The newsletter also provides the latest information about conferences and other organizations that have similar interests to JANET. Data shows that the majority of our subscribers open the newsletter with an average performance of 60% which is consistent to last year's average.

It should be noted that the majority of our content is in English. However, for the benefit of our Japanese-speaking English members, we hope to provide articles in Japanese if the opportunity arises. As always, we request that if you find interesting content, either in English or in Japanese, please don't hesitate in

contacting our newsletter editors anytime. No matter how small the contribution might be, we believe that your direct participation will certainly benefit our members and learners. We will be more than happy to hear from you.

**The newsletter editor's duties include:**

- \* Writing, sourcing and collating all content for the newsletter
- \* Drafting a newsletter on the MailChimp sending platform
- \* Final proofreading before being published
- \* Managing the newsletter subscriber list
- \* Checking email performance data
- \* Cataloging past newsletter content for record tracking

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## **6. JANET Publications Chair's report – Mathew Porter, Fukuoka Jo Gakuin Nursing University**

The current publications chair encompasses two areas: the online journal and web administration. It includes the following duties: (1) updating the Janet.org website (Wix) and conference site (Google Site); (2) formatting Nexus and uploading it to the JANET website twice yearly; (3) updating supporting documentation for Nexus such as formatting specifications, guidelines, and workflows; and (4) designing flyers, posters, and other promotional materials.

My performance has been less than ideal this past year. Our official JANET website is slightly outdated, still showing our unamended constitution and none of our recent newsletters. Despite completing Nexus and uploading it to the site in a timely manner, I have been unable to format and upload individual articles for the last three issues. A members' area was added to the Wix site in 2019, but it has not proved as supportive of interaction as the original JANET members site built on the Classic Google Sites platform. I wonder if a Moodle Platform would provide the organization with more flexibility for creating and managing a forum and recreating the original research database to which early members had contributed. As mentioned in the Executive Director's report, we decided to create a Facebook page as another method of encouraging collaboration and interaction. It is administered by Nick Boyes, has 39 members, and sees a few posts a month.

I have also been perpetually behind schedule with conference-related duties. After three years using Google products, the conference website and related forms are rather formalized, and updates do not require a lot of effort anymore. I have made a habit of hiding useful pages that can be copied and repurposed for a future conference.

In 2022, I plan on bringing the official website up to date and exploring alternative platforms that might better support interaction, discussion, and collaboration. I will also post individual Nexus articles and try to improve the format of pages on the Wix site related to Nexus by examining the publication pages of similar-sized organizations. Finally, I plan to update the Nexus guidelines, taking into account the publication of APA 7.

**The publications chair's duties include**

- \* Updating the Janet.org website and Google Site
- \* Formatting the e-magazine and uploading it to the JANET website by April 1 and October 1.
- \* Updating the newsletter and e-magazine formats, guidelines, and workflows
- \* Designing flyers, posters, and other promotional materials.

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## **7. Nursing English Nexus Magazine Editor's Report – Michael Guest, Co-Editor**

Nursing English NEXUS has completed two new issues over the past year -- as planned and scheduled. Nexus 4.1, [Nexus 4.1 | home \(janetorg.com\)](http://janetorg.com) with a focus on Nursing in the Covid-19 pandemic situation,

was published in Oct. 2020, including 8 articles spread over 36 pages. Issue 5.1 [Nursing English Nexus 5\(1\) \(filesusr.com\)](#) was published at the end of April 2021, including 5 articles on a number of topics, covering 30 pages.

The types of submissions continue to be varied in both content and style. Both editors have gone to a great effort to make sure that submissions are properly rounded into form and publishable. In the upcoming issues, we hope to involve more of our reviewers in the review/editing process, lessening the immediate burden upon the two editors.

**Nexus editor's duties include:**

- \* collating the original submissions
- \* working with reviewers to determine their suitability for publication
- \* reviewing and/or delegating reviews
- \* corresponding with the authors to make changes
- \* discussing problems and increasing the clarity and focus of the articles
- \* delivering the product to the co-editor for formatting, placement, and a final analysis of the contents.

### 8. JANET Auditors' Report – Paul Mathieson & Michiko Sakaguchi

JANET 全国看護英語教育学会 Financial Report 2021

Prepared by Simon Capper, submitted to auditors May 20<sup>th</sup> 2021

Audited by Paul Mathieson & Michiko Sakaguchi



Bank Credit #	Date	Revenue source	Total	Receipt Date	Payment made	Rec	Expense Item	Paid to	Item cost	Total Cost
				10/10/2020	11/10/2020 (Reiwa 2)	Rec. #24	Wix website hosting	Capper	1,980	1,980
				10/26/2020	12/10/2020 (Reiwa 2)	Rec. #25	Wix website hosting	Capper	11,101	11,101
		<b>TOTAL REVENUE</b>	<b>0</b>				<b>TOTAL EXPENSES</b>			13,081

Balance at 06-05-2020 report	161,394
Revenues from 06-05-2020 to 05-20-2021	0
Expenses from 06-05-2020 to 05-20-2021	13,081
Balance at 05-20-2021	148,313

JANET 全国看護英語教育学会 Annual Audit Confirmation

From: Paul Mathieson (JANET Internal Auditor)

To: JANET Executive Board, JANET Members

Date: 29 May, 2021

Subject: 2021 Audit Completion

To whom it may concern.

Please consider this letter as the official and formal notification of the completion of my audit of JANET's financial affairs for the period 5<sup>th</sup> June 2020 – 20<sup>th</sup> May 2021. I confirm that all transactions conducted by JANET 全国看護英語教育学会 for this period were in order and no irregularities were found.

Signed:  \_\_\_\_\_

Name: Paul Mathieson (JANET Internal Auditor)

JANET 全国看護英語教育学会 Annual Audit Confirmation

From: Michiko Sakaguchi (JANET Internal Auditor)

To: JANET Executive Board, JANET Members

Date: June 1, 2021

Subject: 2021 Audit Completion

To whom it may concern.

Please consider this letter as the official and formal notification of the completion of my audit of JANET's financial affairs for the period 5<sup>th</sup> June 2020 – 20<sup>th</sup> May 2021. I confirm that all transactions conducted by JANET 全国看護英語教育学会 for this period were in order and no irregularities were found.

Signed:  \_\_\_\_\_

Name: Michiko Sakaguchi, JANET Internal Auditor