

SUMMARY OF ACTIONS:

- Action #1:** NA will be involved in this process. Ken will give Jim the contract from UBC regarding access. Jim is to contact Lucy Yamashita about the follow-up to the archival boxes.
- Action #2:** NA will look into the confidentiality footnote to be attached to the bottom of all NAJC e-mails.
- Action #3:** Bev will advise Kevin Fukawa that we will be changing the domain to Bluehost.
- Action #4:** Ken will ensure that there will be a Young Leaders website hosted on the new NAJC website.
- Action #5:** Lisa is to advise NA of the disbursements for youth delegates.
- Action #6:** The current AGM guidelines will be examined by Ken with more detailed guidelines on NAJC and local host responsibilities; equipment needs and budget control. A draft will be presented to the NEB at the next meeting.
- Action #7:** The Human Rights Committee and the Heritage Committee are directed to discuss appropriate strategies with Roy Inouye and Tosh Suzuki.
- Action #8:** Bev will write a letter to Roy regarding this motion (cc to GVJCCA) and also encouraging him to retrack his resignation as individual member of the NAJC.
- Action #9:** Lillian will forward to NEB and member organizations 'Questions and Comments about NAJC Bylaws' for feedback.
- Action #10:** Ken will provide necessary support to the HR Conference Committee.
- Action # 11:** Ken and Valerie will discuss the issues of committee membership and marketing.
- Action #12:** Kevin will explore means to improve communication with member organization presidents; marketing of items on the website.
- Action #13:** Bev will explore and recommend a suitable candidate to the NEB.
- Action #14:** Kevin is going to send the changes made during discussions to all of the NEB prior to the videoconference in November.

- Action #15:** Bev will submit to the Vancouver for a November article.
- Action #16:** Kevin (strategic planning) will do the December article. Ken will also do an article in December.
- Action #17:** Tosh will do the January article.
- Action #18:** Lillian will do the February article.
- Action # 19:** Ken will prepare a pre/post assessment on ED performance to be forwarded to executive officers for feedback. Survey will be conducted using Survey Monkey but will need to pay for this service because the questions will be more than 10 (10 questions are free).
- Action #20:** Ken and Jim will report back to the NEB around the issues of head office space and the issue of copyright.
- Action #21:** Kevin will circulate expenditures next month.
- Action #22:** Jim and Terumi Need to change the bank signing signatures to include: Bev, Kevin, Jim, Valerie, Ken.