

NAJC Membership Committee Meeting

Tuesday, May 9th 5 pm PST

Committee Members: Vivian Rygnestad, Tracey Suzuki, Naomi Katsumi, Eiko Eby (all present)

Agenda

1. Powell Street Festival

- August 5th and 6th, 11:30 am – 7 pm 2017 – Tosh Kitigawa has confirmed a table for NAJC
- Swag – 6 shirts, 1000 pens, 300 eco bags order complete
- **Confirm whether HR or Arts Committee wants to join us**
- Objective is to bring awareness of NAJC and its mission
- **Eiko to ask Ken or order an NAJC sign about 2x3'**
- **Vivian to help organize local volunteers**, Eiko to come from Nanaimo
- **Implement strategies to draw people in like a trivia question**
- **Naomi will have draft of mini brochure for NEB meeting in May**

2. Brochure

- Mini version of current brochure
- Include - membership application
- links to our various Facebook, twitter, and website
- Under Membership Categories – list them from full, then supporting, then Individual
- Delete Member Organizations – could replace with “For further information of an association near you, go to website.”
- New pictures –get some from Ken
- Remove Young Leaders Conference picture out as that is from 2014
- Incorporate wordsmithing from Vivian
- Draft ready for Calgary NEB meeting May 26, 2017

3. Membership Criteria - a review of the Membership Criteria and rates

- **Recommend** that the freeze on memberships be lifted. Recommend NEB to review why this was frozen and whether we want new members
- **Recommend** full review of membership requirements
- **Recommend** changing the names to Full Association Membership, Supporting Association Membership, and Individual Membership
- **Recommend** a full review of fees and benefits
- **Recommend** review of criteria for the various grants and funds – is it too soft that people want to join to get money
- **Recommend** reviewing AGM full subsidy. Recommend a flat rate subsidy for all organizations of a certain amount. Organizations that choose not to attend the AGM can participate via Zoom for the AGM meeting portion
- **Recommend** that organizations can apply to the Community Development Fund for a further AGM subsidy

4. Membership Status of people on Standing committees and Special Advisors

- Currently there is no policy
- **Recommend** the draft presented to the Membership Committee by Ken Noma as below
- But with the addition that membership is also required for the Neb
- And other groups like the Young Leaders

Standing Committees and Special Advisors

Policy and Procedures Manual (NEW)

1.1 Member

All members/volunteers of Standing Committees and Special Advisors shall be a current Individual Member or of a member organization of the NAJC.

1.1.2 The Committee Member/Special Advisor shall:

- a) support the principles of the NAJC Vision and Mission statements and the current policy and practices of the organization;
- b) abide by the NAJC Constitution and Bylaws;
- c) provide a complete and accurate disclosure of membership and/or affiliation in Japanese Canadian organizations
- d) will sign an agreement to the conditions noted

1.1.3 Dismissal

- a) failure to comply with any or all conditions of 1.1.2 will mean the immediate termination from all Standing Committee or as a Special Advisor by the National Executive Board
- In addition, **recommend** another NEW Policy and Procedure that only members of the NAJC either through Association Memberships or Individual Memberships are eligible to apply to the Endowment Fund. And **recommend** that the criteria on this be reviewed.

5. Length on Committees (and NEB)

- The membership committee questions the value of this policy in that volunteers are not in surplus. **Recommend** review.
- **Recommend** this is consistently enforced.
- **Recommend** the Chair of each committee keep track of the initiation date of its committee members.
- **Recommend** that the chair of each committee enforce the bylaw
- **Recommend** the process be a letter coming from the President with a CC to the chair of the committee and the ED and NA as this is a bylaw issue.
- Also **recommend** the language is clear about the handling of these.

- **Recommend** the letter is a standardized letter indicate years of service, appreciation, and perhaps with a parting gift (see Volunteer Appreciation).
- **1. Committees**
 - The National Executive Board may from time to time appoint one or more committees to assist and advise them in the carrying out of their duties:
 - Special Committees and Advisory Bodies:
 - The Membership may, when it deems necessary, form committees and advisory bodies, or appoint groups or individuals to further the objectives of the NAJC.
 - Such bodies or individuals shall report to the Membership through the Executive Board.
 - The Membership may, upon review and as deemed appropriate, dissolve or terminate the activities of such bodies or individuals.
 - All appointments to Standing Committees must be approved by the National Executive Board.
 - Volunteers on Standing Committees will be appointed by the Standing Committee Chair and their term of service will end at the conclusion of the project/assignment.
 - **The term of all appointed members shall be for one term and may be extended for an additional term upon the recommendation of the Committee Chair.**
 - Committees are responsible for the following:
 - Coordinating their work with the National Executive Board in developing an annual and long-term program plan;
 - Coordinating their work with the National Executive Board in developing annual and long-term budgets;
 - Identifying current and developing issues;
 - Work with the National Executive Board to research and develop positions in determining priority issues;
 - On behalf of the National Executive Board and the Membership, deliver the annual work plan.

6. Volunteer Appreciation

- **Recommend** that more is done to show appreciate to our volunteers (committee members, NED, organizers of the AGM)
- **Recommend** a graduated level of awards
- Some suggestions were varying levels of the NAJC pin (bronze, silver, gold) depending on length of service
- \$10 Tim Hortons Gift card each year
- Letter or thank you card
- Awarded at AGM or mailed
- Can we thank people in the Bulletin

7. Online Registration

- The draft was sent to Ken in the fall but we **recommend** this be implemented so people can register online

8. Budget 2018-2019

- **Request** the \$3300 from this year with a review or adjustment after the discussions on Volunteer Appreciation and the evaluation of success at the Powell Street Festival which may increase the budget
 - i. Swag \$2200
 - ii. Travel for Powell Street Festival \$1100
 - iii. Volunteer Appreciation
 - iv. Local Outreach
- Also there is a suggestion that more outreach is done at local organization events which may increase costs