

MINUTES OF THE NEB MEETING OF AUGUST 27-28, 2011 IN WINNIPEG, MANITOBA

Present: Ken Noma, Lillian Nakamura Maguire, Takashi Ohki, David Iwaasa, Terumi Kuwada (rec)

Regrets: Steve Seller

Resignations: with regret, Pam Sugiman and Angela Foreman

Prior to the start of the meeting, Jason Kendall, legal counsel for the NAJC, joined the group for an informal gathering. General discussion took place on a variety of topics, including membership, by-laws, etc.

Meeting called to order at 9:20AM

Saturday August 27, 2011

1. Approval of the Agenda:

Moved by David; seconded by Takashi, carried

2. Minutes of the June 13, 2011 teleconference (not available)

Action: Ken will contact Angela to forward these minutes and will be sent to the NEB members via email, for approval.

3. NEB Reports:

President's report : as provided.

- ACE - group is working on issues related to appropriate representation of Asian Canadian educators in the classrooms, where a significant percentage are Asian Canadian students.

- Ken has invited Art Miki to our meeting later in the morning to provide background information on the Hastings Park Foundation (HPF)

- The Heritage Committee is working on a project consisting of display panels on the internment for the 70th Anniversary of the Internment , which may work as a national project, to be shared with the membership of the NAJC. Query whether the Nikkei Museum may be able to display this as an Exhibit.

- Kamibayashi family bequeathal of \$5000 will not be dispersed at the present time as there are some conditions attached.

Past President's report : as provided

- Discussion centered on the Endowment Fund Committee and the need for one other person for the Spring allocation, possibly from the East. Mike Murakami (Toronto) and Oliver Oike (Wpg) will be stepping down. Also, some changes that might be considered for the EFC-need to have more visibility of the recipients of the funds, more accountability (hold back funds if no report is given), website exposure, stress benefit to community. Takashi stated that Edmonton JCA always showcases the grant recipients.

Vice President's Report : as provided

- Ainu storytellers was a special event in Whitehorse

Secretary's Report : no report

Treasurer's Report: as provided and amended several times, due to recommended changes to the Budget of 2012-2013. Budget forecasts for the coming years will be dependent on the market growth which is viewed to be slow. Need to adjust our budget accordingly.

-Discussed the deficit and how this can be corrected, especially regarding our investment management fees.

Motion: *Treasurer will contact the Finance Committee to discuss the investment management fees by Clark Connor, with a view of reducing these fees. Moved by David, seconded by Terumi, carried*

4. Committee Reports:

a. Community Development Committee no report

ACTION: Ken will write letters to membership organizations that received funding in 2010, for community projects, requesting final reports on their projects. Ken will also request copies of the agreements from former CD Chair, Angela Foreman.

At this time, Art Miki, former President of the NAJC, joined the group, to provide additional information about Hastings Park Foundation, as well as present a proposal regarding archiving NAJC files. Art gave the history and rationale of the formation of the Hastings Parks Foundation. Prior to the Redress Settlement, many individuals inquired about charitable tax receipts to support the Redress movement and the idea of forming the HPF, for this purpose, as well as for educational activities was developed. At one point, the HPF and the NAJC parted company due to conflicting views and expectations. Art stressed the importance of clear understandings between the stakeholders. NEB members felt that it was important to track the record of HPF, over the past years, such as annual reports, financial statements, etc. There was also a thought that the NEB should review other agreements between charitable organizations and not-for-profit organizations to learn from the experience of other similar arrangements. NEB felt that the structure of the HPF would have to be compatible with the NAJC. Ken offered to secure the HPF Annual Report for the Board. All agreed that this is at a very preliminary stage. There will be a presentation by Ken at the AGM, regarding the discussions with HPF. Ken is a Director on the Board of HPF and has volunteered to be the NAJC contact.

Art presented his Proposal to archive NAJC files (information provided to NEB members). Art has contacted 3 people with academic/research qualifications and feels that these individuals would be very helpful in implementing an efficient system of recording, filing and preserving the history of the NAJC. The NEB, the next day, made the following motion:

Motion: *That Art's proposal of archiving the NAJC files, be granted \$3000.00 for this fiscal year (ending March 31, 2012)*

Moved by Terumi; seconded by Takashi, carried.

The NEB returned to discussing the Budget, as various financial matters were arising. Each item of the budget was examined and discussed as follows:

- examine the cost of the accountant services/auditing services
- investigate value of using SKYPE to reduce executive committee costs
- reduce number of face to face meetings to one meeting

- check insurance premiums (director's liability and other???)
- move the printed books out of storage
- increase the registration costs of AGM
- check land line and cell phone costs and possibly eliminate one
- occupancy costs are actually less than budgeted
- reduce allocation meetings of EFC to one
- investigate how to increase allocated funds of EFC
- determine priorities and reduce others of less importance

After the discussions, the NEB decided the following for the 2013 budget for the year ending March 31, 2013:

- The Treasurer will ask the NAJC Accountant, Bulat & Poustie of Winnipeg (Tim Cattani, CA) to provide two professional services (checking input into the NAJC general ledger) a year at the fees of \$2500. This is expected to save about \$3500 a year from the current arrangement.

- The NEB reduce a face-to-face meeting to once a year, saving about \$6000 a year from the Executive Committee budget.

- The NEB eliminate a land telephone line at the NAJC office in Winnipeg and keep the cellular phone, saving about \$1400 a year from the office administration budget.

- The Endowment Fund Committee reduce face-to-face meetings to once a year, saving about \$4000 a year from the SEAD and CD grants budget.

These changes are reflected in the 2013 budget approved by the NEB.

4. Committee Reports - cont'd.

b. Membership Committee - David handed out his report. David will reach out to the member organizations that need help in complying with the by-laws.

c. Endowment Fund Committee- no report

d. Heritage Committee - Budget for this fiscal year was revised.
Motion: Heritage Committee revised budget be approved.
Moved by Takashi, seconded by David, carried

e. Human Rights Committee - Lillian reported that the translation of the Human Rights booklet pages will be translated into Japanese at the approved cost of \$2000.00. With Angela's resignation, the English Editor of the website is vacant. Lillian agreed to fill this position. She will be contacting John Greenaway for direction regarding postings on the website. Takashi stated that the Guidelines have been done, but the design of the website needs to be completed. He recommends that someone other than himself do this. He will send the guidelines to Lillian.

- Human Rights Award- discussed the formation of the "Gordon Hirabayashi Human Rights Award, recognizing the exceptional

contributions of individuals who have championed the cause of human rights.

Motion: That the Gordon Hirabayashi HR Award be launched at the AGM in October, 2011 and further that the first recipient will be recognized at the AGM in 2012.

Moved by Lillian, seconded by Takashi, carried.

- Digital storytelling project to commemorate the 70th Anniversary of the Internment. Discussed the proposal of this project and identifying some of the challenges, i.e., funding, as well as the timing of the various parts of the proposal. Tentatively agreed to have David Tanaka do an overview of digital storytelling at the AGM, to increase awareness of this subject matter and later in the new fiscal year (April, 2012), host a 3 day workshop of digital storytelling, pending additional funding from other sources such as grants. Final allocation of funds for this workshop from NAJC, will be determined later in the meeting. (\$2000 seed money approved)

- Lillian would like additional members added to the HR committee.

f. Constitution and Resolutions Committee

Ken will be contacting Steve to clarify the seating arrangement at the AGM, regarding delegates and alternates. Usually members like the Associate Members do not have a seat at the table, as they do not have a vote.

Sunday August 28, 2011

Takashi distributed a new Budget amended due to changes from yesterday.

4. Committee Reports cont'd

g. Task Force on Financial Sustainability and HPF

More specific comments were raised about the relationship of the HPF and the NAJC, including benefits to the membership. There are 3 projects that would be very suitable for fund raising (New Denver, Archival digitization, Digital Story telling). A report needs to be given at the AGM. Ken will ask Mike, who has been quite busy with his outside commitments if he wishes to continue as Chair of this Task Force. If he wishes to step down, Takashi offered to provide a report.

5. Future Planning Groups.

This is a follow up from the groups that gathered at the 2010 AGM, with their thoughts about the NAJC and recommendations regarding future planning. Ken stated that the summary of the groups' discussions pointed to some priorities for the membership, like cultural programs, website. Human rights was viewed as a cornerstone of the NAJC, but most members acknowledged that this was an area of little interest in their communities. It was thought that the emerging needs of the community may focus on social services, due to an aging population. As an example, David stated that in Vancouver, his organization offers assistance to seniors who

want to maintain their independence as long as possible. There was a thought that NAJC consider re-branding themselves, with a view of engaging youth. Identity is a on-going issue for many youth, whether they be from a same race couple or a mixed racial couple. " Who am I", " Aren't I Canadian", etc.

Action: Ken will provide a report to the AGM, as a follow-up

6. Edmonton AGM Agenda:

Discussed Agenda and made some changes to allow more priority items to be discussed on the first day. Host for the 2012 AGM? Inquiries will be made to the MJCCA (Winnipeg) . NEB welcomes any offers from membership organizations.

7. NAJC WEBSITE:

Pilot project of the website ends in October, 2011. Lillian has agreed to take over the English Editor position until October when the NEB will review the project. Lillian will be responsible for updating the content and contacting John Greenaway regarding changes in the website design.

8. 70th Anniversary of Internment.

As mentioned earlier, there are worthy National Projects that could be considered for the 70th Anniversary. David mentioned that there may be other worthy projects such as the one to create an interpretation centre on the internment as part of the new renovations to Hastings Park in Vancouver. No decisions made at this time.

9. Executive Director's Position.

It is agreed that the ED position would likely have benefits in keeping the organization, consistent, efficient and effective. The problem has always been in finding a way to finance the salary of an ED. Discussion focused on how the NAJC can make some changes to move in the direction of an Exec. Director. There is thought that duties such as fund raising through grant proposals would be an important factor to the job. It was further envisioned that a change in the National Administrator's duties might be a transitional step.

Motion: Move that NEB support in principle the creation of an ED position, but given the current financial situation, it is proposed that the National Administrator's hours be increased by 3 hours to 20 hours/week, with a redirection of duties related to financial management and grant applications.

Moved: Lillian, seconded, Takashi, carried.

Action: Ken will write up a new job description of the National Administrator.
Ken will advertise the position after the AGM, with the view of hiring in Wpg, at the same time as the EFC meeting on November 11
Ken will contact Lucy to explain this motion and invite her to apply for the position. Lucy's current contract to be extended to the end of November, 2011
Hiring committee will consist of Ken, Terumi and possibly Henry Kojima
Terumi to call Henry to inquire

10. New Denver

Grace Thomson submitted a proposal to upgrade this historical site and has requested seed money from NAJC, to initiate grant proposals.

Motion: That the New Denver Proposal receive \$2000.00, as seed money, to initiate grant proposals

Moved by David, seconded by Lillian, carried.

At this time in the meeting, Treasurer, Takashi Ohki, requested that we approve the final revised budget to be presented to the membership.

Motion: That the revised budget as submitted by the Treasurer, be approved.

Moved by David, seconded by Lillian, carried

Action: The Audit Committee needs to be brought together. Takashi asked for a third person for the committee. Terumi agreed to contact Henry Kojima for his availability.

11. Getty Image Complaint

Discussed this issue for information. NAJC was obliged to pay approx \$800, for the use of a photograph on the website, that was not previously sanctioned by the photographer.

12. Appointment of New Directors

Unfortunately, two NEB members have recently submitted their resignations. We thank Pam and Angela for all their work on the NAJC Board. As we have had one appointment to the Board this year, our by-laws only allow for one more appointment. A general discussion took place about the need to have an individual who can serve as the Chair of the Community Development Committee. It was agreed that we as NEB members would submit any cv's of individuals we would recommend by mid September 2011 after which the NEB will cast ballots electronically.

13. Unfinished business:

Clarification of voting privileges at the AGM. The associate member organization in Whitehorse does not have a vote. However, The Victoria Japanese Cultural Society, as a full member may vote at the AGM, as they have been organized for a number of years.

14. New business

It was agreed to send Olivia Chow, a sympathy card related to the death of her husband, Opposition Leader Jack Layton. Ken will do this.

Takashi gave each of us a DVD of the files of the NAJC, on the current hard drive of the NAJC.

Terumi Kuwada, recorder.