

**Minutes of the NEB Meeting
of January 21-22, 2012
Winnipeg, Manitoba
NAJC Office**

Saturday, January 21, 2012

Meeting called to order 9:15 am

Opening remarks by President Ken Noma, Chair of the Meeting

- welcome to Kevin Okabe as a new NEB member
- HPF will be discussed under unfinished business on the agenda
- Need to look at what the directions are, identify needs, and then discuss the budget followed by further discussions on the budget on Sunday morning

Roll Call:

National Executive Board Members

President	Ken Noma
Past President	Terumi Kuwada
Vice President	Lillian Nakamura Maguire
Treasurer	Takashi Ohki
Secretary	Bev Ohashi
Directors	David Iwaasa Kevin Okabe Steven Seller

Motion to accept the agenda

Moved by: David Iwaasa

Seconded by: Takashi Ohki

Carried

Motion to accept the teleconference minutes of November 23, 2012 with amendments

Moved by: Lillian Nakamura Maguire

Seconded by: Terumi Kuwada

Carried

1. Strategic Planning Session - Led by Kevin Okabe and Terumi Kuwada

- a) Why does the NAJC Exist?
 - b) SWOT Analysis
 - c) Who does the NAJC Serve? Defining our Community
 - d) What are the Needs of the Community?
 - e) Revisiting the Vision and Mission
 - f) Breaking it Down – Goals
 - g) Breaking it Down – objectives/priorities
 - h) 2012 Action plan
- a) Why does the NAJC Exist?

- i) National: voice, network, being together
 - ii) Support organizations/individuals: funds, networking, common interests
 - iii) History: origins, preserve, perspective
 - iv) Political/Advocacy: responsibility, human rights
- voice of the JC community on human rights
 - address and supports the community needs including funding
 - networks with other organizations i.e. discrimination
 - brings together common issues and provide support to new groups
 - JC history is maintained through this organization
 - political presence for the community and for the country; a responsibility of voicing view
 - unique perspectives because of its history; need to be reflected in the Canadian community; redress was a success because it was a Canadian issue
 - grass root upward of the organization
- b) SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis: Strengths and Weaknesses
- i) Strengths:
 - successful in achievement of redress (historic)
 - pay attention to issues of social justice and human rights (due to past actual experience), model for others
 - endowment and sustaining funds exist (financial resources)
 - share common JC identity
 - most JCs were recipients of Redress
 - strength in institutions that received grants/financial contributions from redress
 - presence of “heroes” within community – true leaders and models within greater Canadian society (Order of Canada, Athletes, etc.)
 - community relatively affluent
 - ii) Weaknesses:
 - small dispersed community
 - community becoming less visible
 - human rights not a popular topic amongst member organizations; organizations indifferent to issues
 - moral responsibility not recognized by grassroots (especially older generation?)
 - lack of follow up on past projects
- c) Defining the Community:
- pre-war Japanese community (immigrated to Canada before war and their offspring)
 - post-war immigrant community
 - cultural centres and community organizations

- d) Priorities:
- Advocacy/Human Rights
 - Strengthen communities
 - Network
 - Infrastructure

- e) Reviewing the vision and mission statements:

NAJC Vision Statement: A strong unified community founded on diversity and committed to human rights for all, for the enrichment of Canada.

Mission Statements:

- to promote and develop a strong Japanese Canadian identity thereby strengthening local communities and the national organization and;
- to strive for equal rights and liberties for all people, particularly racial and ethnic minorities.

- f) Goals: current (recommended changes)

- to advocate for Human Rights (with an emphasis on issues affecting racial and ethnic minorities within Canada
- to strengthen communication.... through more democratic structures and practices (delete)
- to build bridges (delete)
- to strengthen JC identity through history preservation
- to do effective fundraising (delete)
- to strengthen local chapters

- g) Objectives – what do we need to do to reach our goals?

To Strengthen JC Identity

- by getting our history into the school classroom
- by supporting JC art and culture
- by recognizing and valuing diversity within our community
- by developing strong leadership in youth
- building bridges between established and post-war Nikkei communities
- by including non-JC spouses/partners in our activities
- by maintaining continuity with our heritage language and culture

To Strengthen Member Organization

- networking
- best practices; develop and share
- webinars
- leadership development
- youth
- coalition building

h) Priorities for 2012: Strengthen Identity and Member Organization

- history preservation
- promote Audio Visual/Publication
- Japan trip
- Building social media
- Digitalizing NAJC Files
- Antique Road Show
- Exhibition
- Digital Storytelling

12:30 pm LUNCH

1:30 pm Meeting reconvened

2. NEB Reports

2.1 President's Report by Ken Noma

- nil report

2.2 Past President's Report by Terumi Kuwada

- Sally in her short appointment did have some recommendations to NAJC:
 - keep the position flexible which is a great benefit to the administrator
 - important to have a password to access NAJC files
 - computer needs to be upgraded; very slow
 - administrator must be knowledgeable and skilled with computers and digital technology
- to maintain the bookkeeping, Terumi is working with Takashi to record the transactions until a decision is made about the hiring of the administrator
- a minimum of 2 members will be selected to join the Nomination Committee with Terumi Kuwada

2.3 Treasurer's Report by Takashi Ohki

- accountant, Tim Cattani has updated the NAJC accounting books until the early December 2011 and has simplified the process
- will provide training to the new national administrator
- Tim is aware that the AGM for 2012 is in mid-September; will close fiscal year mid May 2012; data will be completed by June; auditor will receive the books end of June/beginning of July
- Tim will also complete the required reports to avoid any late penalty

- no written contract with the accountant or auditor; usually \$5,000 to accountant who comes on a monthly basis and \$4,000 to the auditor
2.4 Secretary's Report by Bev Ohashi

- no more revisions/changes to the October 2011 AGM Minutes

2.4.1 Recommendations for the AGM 2012 were submitted to the NEB

- On-going communications to the participants attending AGM prior to the event
- All participants sign in with contact information at the AGM to be distributed to everyone attending and given a welcome bag
- Increase member participation at the AGM as well as providing keynote speaker and workshops
- Plan a young people generation symposium/conference

ACTION: Suggestions forwarded to host organization for 2012 for welcome registration table

2.4.2 Draft template for chapter/assn. reporting to AGM to bring more clarity and consistent demographics for each organization

ACTION: Revise template to add suggestions to include/change format; details of membership, NEB target priority (use if there is information we wish to gather from all members, major local issues)

3. Committee Reports

3.1 Community Development Report by Bev Ohashi

The following organizations have submitted their summary report:

- a) Vancouver
- b) Kamloops
- c) Toronto
- d) Lethbridge

The following organizations have requested an extension:

- e) Calgary end of January 2012
- f) Edmonton March 2012
- g) Lakehead end of January 2012
- h) Ottawa unknown (2/3 completed)

ACTION: Follow-up will be done to obtain summary reports from each Organization and provide an overall summary of the projects to its membership. A new budget will be submitted for 2013 to continue with supporting local chapters and associations.

3.2 Constitution and Bylaws Report by Steven Seller
- nil report

3.3 Human Rights Report by Lillian Nakamura Maguire

3.3.1. Guidelines for NAJC Website

- support posting organizations whose mandate aligns with NAJC for a fee; set up paypal for payment (paypal takes about 4% but may be less for non-profit organizations); delete No. 3 in the guidelines
- AGM minutes should be open to the public; financial statements should not be publicly accessible; NEB minutes to organizations and individual members
- Minutes should include motions rather than anecdotal notes that can be biased by the recorder.

3.3.2. New members have agreed to serve on the Human Rights Committee.
Thanks go to Tatsuo Kage and Charlotte Chiba for their contributions.

Motion to accept the following members for the Human Rights Committee: Tosh Kitagawa (Vancouver), Keiko Miki and Stacey Matsumoto (Winnipeg), Lisa Schoenhofer (Ottawa), Kim Uyede-kai (Toronto), Norm Ibuki (Oakville)

Moved by: Lillian Maguire

Seconded by: Terumi Kuwada

Carried

3.3.3. Flowers and sympathy card was sent to the family on behalf of NAJC for the recent death of Dr. Hirabayashi. Plaques will be purchased for the recipient of the Dr. Gordon Hirabayashi Human Rights Award. Review committee will be comprised of 3 members of the HR Committee including the chair. A family member of Dr. Gordon Hirabayashi may be considered as an advisory member. Timeline will be reviewed in making the final selection.

3.3.4. Digital Storytelling Workshop will be reviewed in light of limited resources.

ACTION: Lillian Nakamura Maguire attend DST workshop in March paid For out of personal funds.

ACTION: Lillian and Bev will discuss how digital storytelling can be developed for local chapters to implement and present at the 2012 AGM

3.3.5. An extensive paper was written by Ann Sunahara, Roy Miki and Grace Thomson outlining the issues in the "Discover Canada" booklet.

ACTION: A paper written by Ann Sunahara, Roy Miki, and Grace Thomson will be posted on the website.

3.3.6. Mary Kitagawa will be approached regarding the next step after receiving a letter from UBC honouring JCs with an honorary degree.
ACTION: Ken Noma will follow-up with Mary about the next steps.

3.3.7. A letter was sent to the Canadian Race Relations Foundation (CRRF) on Oct. 6, 2011 to find out more information about a 3 year funded project "Interfaith and Belonging: A Civic Education and Engagement Initiative". An email response from the Executive Director was received in early January.
ACTION: Ken will follow-up with the Canadian Race Relations Foundation.

3.3.8. NEB in partnership with Aboriginal leaders, needs to explore how NAJC can support their issues. A letter to both Stephen Harper and AFN leader, Shawn Atleo will be sent expressing concerns.

3.3.9. A response to a NEB letter sent on Nov. 27, 2011 was received from Jason Kenney on Jan. 13, 2012. He indicated that he has asked his Officials to include NAJC on their list of stakeholders to be invited in future Consultations on immigration issues.

3.4 Heritage Committee Report by Ken Noma

Produce a CD for the 70th Anniversary of the internment
The committee should have a west coast rep and will need to approach Potential individuals.

**Motion to accept the following members of the Heritage Committee:
Fumi Torigai (Whitehorse), David Tanaka (Lethbridge), Mike Murakami (Toronto), Russell Onizuka (Toronto)**

Moved by: David Iwaasa

Seconded by: Lillian Nakamura Maguire

Carried

3.5 Membership Committee by David Iwaasa

3.5.1. Establish a membership validity period. Timeframe for membership should be aligned to the fiscal year or the calendar year.

3.5.2. A review of the current membership classifications is needed to assess whether new categories like the Associate Membership are appropriate and encourage maximum involvement. In this context, examine associate membership privileges and recommend whether changes should be made.

3.5.3. Membership committee should monitor whether or not member organizations are meeting their obligations under the by-laws. Draft template for the Chapter/Association Report for the AGM created by Secretary will provide the data of the membership for each chapter / association.

4. Executive Director/National Administrator

Since there is not a great deal of interest in the position, it may be necessary to revise the responsibilities so that more candidates will apply.

To fill the vacancy:

- a) Approach candidates who were interested in the position but emphasizing technological skills such as web and quickbooks.
- b) Consider applicants who have recently graduated or older university students.
- c) Repost the position in local newspapers.

Lucy will be approached to fill the interim position to March 31, 2012.

1. NEB Minutes (website and distribution)

Discussion occurred in 3.3 on the agenda.

6. Sustaining Fund Projects: (Sunday, 10:50 am)

6.1 Fall 2012 Nikkei Heritage Tour to Japan

An overview was provided for chapter/Association members to participate in this tour that will support their local fund-raising activities.

ACTION: Ken Noma will investigate further its feasibility and report back to NEB.

Motion to accept the 2012 Fall Nikkei Heritage Tour to Japan in principle

Moved by: Terumi Kuwada

Seconded by: Steven Seller

Carried

6.2 Others:

ACTION: Ken Noma and Kevin Okabe will review the options of E-Commerce, selling books on-line, Paypal that can accept donations which links to HPF.

ACTION: Create an informal committee to seek external funds for 3 projects: Identity, Human Rights, Community Development

7. NAJC Files

University of Toronto is the only university that offers Asian Canadian studies and are excited about the opportunity to store and maintain NAJC Files. As a pilot, the Toronto Chapter will donate their files and determine its effectiveness having U of T store these files. U of T will cover the cost of pickup and delivery. If the arrangement is successful, the NAJC Head Office may consider U of T to store the files. Institution must find a way to archive the materials and to ensure public access.

NAJC may wish to consider the Canadian Archives as another location.

Before a final decision is made, major stakeholders will be consulted.

Sunday, January 22, 2012

Meeting commenced at 8:30 am

8. 70th Anniversary of Internment and Youth Conference

- AGM will remain on the original date of September 15 and 16, 2012
- youth or new generation conference will be planned at the same time

ACTION: Ken Noma will investigate the option of members going on a New Denver trip during the AGM.

9. First Nations Peoples and the NAJC

- to be deferred to the next NEB meeting due to lack of time

ACTION: Ken Noma will review the discussion report submitted by Steven Seller and will respond by email back to the NEB.

10. 2013 NAJC AGM Site

The Toronto Chapter has offered to host the 2013 NAJC AGM

11. Bulletin

The NEB continues to support the President's Report to be submitted to the Bulletin.

12. Endowment Committee Nominee

Katherine Yamashita is being nominated for the endowment committee. CV

was sent to NEB members. She has a strong digital technology and teaching background.

Motion to accept Katherine Yamashita as a member of the Endowment Committee.

Moved by: Steven Seller

Seconded by: Takashi Ohki

Carried

13. Computer and software for the NAJC Office

- discussed on agenda item 2.2

14. 2011-2012 and 2012-2013 Budget (Sunday, January 22, 8:40 am)

prepared and presented by Takashi Ohki

- current budget was reduced last year due to anticipated deficit but income was revised upward from \$102,500 to \$119,712 reflecting the performance of the NAJC Fund in the fourth quarter of 2011
- forecast operating deficit will be \$43,454 for 2012
- recommending the sustaining fund (\$900 K) with the national development fund (\$1500K) be combined to \$2400K); doesn't make the operating budget look like it is operating at a deficit each year

Motion to approve further investigation of the combined sustaining and national development funds by the finance committee and report back to NEB by mid May

Moved by: Lillian Maguire

Seconded by: David Iwaasa

Carried

- also need to seek external funds to support NAJC
- need additional funds to support a youth conference and a New Denver tour for the youth as part of the 70th Anniversary Event
- DST: \$2000 is the seed money to apply for a grant which was passed

ACTION: Lillian will determine a budget cost for a face-to-face HR meeting

- CD Pilot Projects: budget proposal will be determined for the 2013 budget to continue the support of community-based projects
- Heritage Projects: submitted on the attached report; for 2012-13 to include digital storytelling (\$1,000), on-site inspection of JC artifacts (tentative \$1,200), and 70th anniversary CD display (\$800), a total of \$3,000.00

Motion to approve reallocation of the heritage committee budget for the 2011-12 funds.

Moved by: Terumi Kuwada

Seconded by: Steven Seller

Carried

15. Unfinished Business

Motion to accept and establish a partnership agreement between NAJC and HPF for 3 years and subject to review by NAJC legal counsel by March 31, 2015

Moved by: Lillian Nakamura Maguire

Seconded by: Steven Seller

Carried

16. New Business

a) John Greenaway's mother, Fumiko passed away.

Motion to approve \$100 donation to the Greater Vancouver NAJC in memory of Fumiko

Moved by: Lillian Nakamura Maguire

Seconded by: Kevin Okabe

Carried with one
opposed by Takashi Ohki

b) HR Committee Guidelines June 2006

Lillian and the HR Committee will review the guidelines because some of the items are onerous and can be simplified.

17. Next NEB Meeting:

- teleconference tentative meeting date is Wednesday, May 23, at 8:00 pm est

- tentative August 11 and 12, 2012, location is Vancouver

18. Adjournment

Motion to adjourn NEB Meeting 12:00 noon

Moved by: Bev Ohashi

Seconded by: Lillian Nakamura Maguire

Carried