

**Minutes of the NEB Meeting
Of October 13-14, 2012
Toronto, Ontario
Faculty of Social Work, University of Toronto**

Saturday, October 13, 2012: 9:00 am to 4:00 pm

Meeting called to order 9:00 am

Opening remarks by President Ken Noma, Chair of the Meeting

Roll Call:

National Executive Board Members

President	Ken Noma
Vice President	Lillian Nakamura Maguire
Secretary	Bev Ohashi
Directors	Kevin Okabe Lisa Schoenhofer Valerie Nordin Hoshizaki (absent)
National Administrator	Tomoko Kehler-Yokobori

Motion #1 to accept the agenda

Adjustment: Add Nanking massacre and comfort women issue

Moved by: Bev Ohashi

Seconded by: Lillian Nakamura-Maguire Carried

**Motion #2 to accept the Vancouver NEB meeting minutes of August 25-26,
2012**

**Adjustment: Attached the meeting minutes of netconference September 7 &
18, 2012**

Moved by: Lillian Nakamura-Maguire

Seconded by: Kevin Okabe Carried with 1 abstention

1. Reports:

1.1 President's Report by Ken Noma

- Nothing to report here. He will propose increase in President's budget under Budget discussion in order to make the NAJC presence in other organizations such as Canadian Race Relations Foundation.

- 1.2 Vice-President's Report by Lillian Nakamura Maguire
 - Report is attached to the minutes
 - A plan of upcoming HR Committee meetings were proposed. See the attached report for more details.
- 1.3 Secretary's Report by Bev Ohashi
 - Record keeping of NEB reports to be included in NEB meeting minutes: DECISION: leave it up to the discretion of the Committee Chair/ NEB member
 - NAJC related articles in the Bulletin: Ken will contact John Greenaway to copy related articles and put them on a CD
 - Names of budget: change the names to make them distinctively different to avoid any confusion. Kevin explained the brief structure of budgets to clarify.
 - Adding new members to the Community Development Committee was discussed. An individual from Western Canada is ideal to maintain the geographical balance. A few names were passed on to Bev for future contact.
- 1.4 National Administrator's Report by Tomoko Kehler-Yokobori
 - Delays in processing AGM related expenses and bookkeeping were reported. Actual AGM spending should be in the system by the end of October.
 - Changing the password for the NAJC bank account was proposed as former NEB members still have access to the account. DECISION: The password is to be changed soon. Changing the signing authorities and the corporate VISA card holder was also discussed.
 - Projects related to the NAJC marketing were shared such as ordering the NAJC pens, lapel pins, bookmarks, brochures and so on. ACTION: Obtain a quote for pins and pens from a local merchant and pass on to Kevin for review
 - From the previous discussion about marketing/ branding NAJC, discussion was held about how to add value to be the NAJC member. An idea of providing certificates to all the members at the 25th anniversary was suggested. ACTION: Tomoko will look into how to do this.
 - Reducing cash in the NAJC bank account was suggested. ACTION: Kevin will contact Conner Investment and ask to lower the regular transfer.
- 1.5 Financial Report by Kevin Okabe
 - Financial information was submitted. The NAJC fund has increased from \$ 3.69 million in March 2012 to \$ 3.732 million as of September, 2012. We should focus on revenue side by promoting fund raising. Once actual

spending of the AGMs is entered to the system, re-forecast will be prepared.

2. Kamloops AGM

2.1 Young Leaders Report

- Facebook page was set up to connect young adults and share the local activities, videos and so on. Mai Nagao will host a first VSee meeting. Fundraising for the 2013 Young Leaders Conference has started locally. Other fundraising ideas were discussed (external grants, sponsorship).

2.2 Recommendations for AGM

- Responsibilities of national and local were discussed. For example, inviting speakers for Saturday lunch and Saturday banquet is national responsibility.
- Ideas of splitting the profit from the AGM (or banquet?) between national and local organizations was discussed.
- Friday night social needs to be more organized and structured

Lunch break 12:00 – 1:00 pm

Afternoon meeting started at 1:30 pm

2.2 Recommendations for AGM (Cont'd)

- Summary of issues and questions from Chapter/ Association Reports was submitted. An idea of posting this for members only website (preferably within the NAJC website) and have an open communication page was discussed. ACTION: Bev will send an electronic copy to the office. Ken will contact John Greenaway for the possibility of opening members only website.
- Constitution review: ACTION: Constitution should be reviewed since some of our current practices may not be the best practices.

2.3 Workshop Report

- Most reports have been submitted. Reports will be included in the AGM minutes as appendix.

2.4 Digital Storytelling Report

- Reports for the Digital Postcard Workshop (September 14, 2012) and the Digital Storytelling Presentation (September 16, 2012) have been submitted as part of the Kamloops AGM meeting minutes
- It was proposed that remaining budget for digital storytelling could be used for local associations to offer a session for their members or to cover the cost of video editing costs or software that could be used by local members.
- A discussion was held about use of digital storytelling workshop as an intergenerational project for NAJC local associations. This was evolved from the report that members of the Calgary Japanese Canadian Association had as followup to the Digital Postcard Workshop at the 2012 AGM in Kamloops. Younger members or members knowledgeable in the use of computers and video editing software or Powerpoint, i-Movie or Windows Movie Maker, could work with older NAJC members to help them document a short vignette or photo story that they wished to share with their family or the JC community or the general public about their Japanese Canadian history. A pilot project will be run by Calgary youths. A proposal was submitted by Lillian after the meeting (attached to the minutes).

2.5 Review of AGM Budgeting Guidelines and Local City Responsibilities
ACTION: Ken will review the current policy and get back to the NEBs.

2.6 Silent Auction Proceeds from the Kamloops AGM
DECISION: Proceeds go to the Asahi translation project (\$275) and to the NAJC youth projects (\$275).

3. First Nations pilot project

- Continue the relationship by helping out DST – share their stories & possibly inviting some Aboriginal youths to the Toronto AGM. Lillian and Bev will continue to communicate with Linda Gadwa.

4. Emergency Response Protocol

- Summary framework was submitted by Kevin. The main idea of this framework is how to communicate the NAJC's positions immediately to the local members when an emergency occurs. The NAJC will take a role in communication. Having a member only portal will be useful. ACTION: Kevin will look into potential contacts and tips/ advice from media relations.

5. Yammer

- Kevin had a presentation about Yammer. Currently Ken, Kevin and Tomoko are testing the site. Invitation to be sent out to all the NEB members. ACTION: The NEBs will use Yammer for communication

6. Japanese Canadian War Memorial Grant

Motion #3 Granting \$600 to Japanese Canadian War Memorial Committee

Moved by: Bev Ohashi

Seconded by: Lisa Schoenhofer Carried

- Former NEB, David Iwaasa will present the NAJC at the ceremony.

7. Endowment Fund Committee

7.1 Nominee

Motion #4 Susan Matsumoto (individual member) to be appointed for the EF Committee starting Spring 2013

Moved by: Lillian Nakamura Maguire

Seconded by: Kevin Okabe Carried

7.2 Issues

- Currently the NAJC provides grants twice a year (Spring and Fall). However, reducing the frequency to once a year and change the ceiling lower than \$5,000.00 may be better so that the NAJC can support more applicants in longer term.
- Letter of recommendation: It is difficult for some applicants in remote area to obtain the letter of recommendation from the local members. ACTION: These inputs will be brought up to the EF Committee.

8. Membership Bylaws

Motion #5 Valerie Hoshizaki-Nordin to be the Chair of Membership Committee

Moved by: Lillian Nakamura Maguire

Seconded by: Kevin Okabe Carried

- A concern was raised by the small group discussion at the Kamloops AGM that the benefits and difference between the full and associate membership (other than vote) should be clear. DECISION: Issue of

membership needs to be resolved and recommendation should come out by March 2013.

Motion # 6 Lisa Schoenhofer to be appointed to the young leaders portfolio

Moved by: Bev Ohashi

Seconded by: Lillian Nakamura Maguire

Carried

9. Vacant Treasurer's & Constitution/Bylaw Position

- Kevin Okabe will be acting Treasurer, and Steve Seller will continue his support in Constitution/ Bylaw Position unofficially.

10. NAJC Website

- Lillian Nakamura Maguire has stepped down from her role. Ken will continue to communicate with John Greenaway. The honorarium for John will be determined after the amount of work is determined.

Sunday, October 14, 2012: 8:55 am to noon

11. Sustaining Drive and Marketing

- Marketing ideas were discussed for both external and internal (appearing to their legacy, family history etc.)
- Different ideas were discussed such as the NAJC asking for donation or asking people to be individual member.
- Different ideas were discussed about how to clarify the value of being the NAJC member. One example was providing membership directory and NAJC meeting minutes on member only private site. ACTION: Ken will contact John Greenaway to set this up. Once the page is set up, National Administrator would be able to update the information directly.
- Publish the list of the EF grant recipients for the last 20 years and organize the reunion of the EF recipients. ACTION: Tomoko will ask Lucy where to find the past recipients information
- Ideas of how to run sustaining fund drive were discussed. Focusing on redress and achievement of the National organization (focusing on the recipients of settlements as it is the 25th anniversary). ACTION: Ken will find out the details of a banquet (such as the cost of meals, availability of a coordinator, key notes, corporate sponsorship).
- Silent auction and raffle tickets: collect art works by famous Japanese Canadian artists for prizes
- Merchandise/ product sales at the banquet: Kevin will look into details

- Heritage tour update was provided by Ken – 15 attendants, 4% profit (approximately \$2,000) to be paid to the NAJC. Next tour might be in spring 2013. ACTION: Ken will look into this.

12. 2012-2013 Budget

The remainder of the Heritage Committee budget goes to a new project
(brief description of the project?)

13. 2013-2014 Budget

- Lillian submitted the revised HR Committee budget
- CD Committee budget was submitted by Bev (amount is same as the last version). Proposed to make the CD fund use more flexible.
- \$5,000 will be transferred from the CD budget to the Young Leaders Portfolio.
- As the Chair of Membership Committee, Valerie will look at the membership issues and report in the next meeting (this will impact the CD fund).
- Heritage Committee project: Revised budget (the total amount is the same) has a new manga/ animation project.
- Kevin's suggestion: Revenue for this year will be used next year (This year's programs will be funded by the investment value increase. – use the reserve).

Motion # 7 Approving 2013-2014 budget

Moved by: Kevin Okabe

Seconded by: Bev Ohashi

Carried

14. Unfinished Business

- \$1,000.00 increase in President's budget was proposed. The purpose is to make the NAJC presence in other organizations such as Canadian Race Relations Foundation. The RBC Reward points to be used to cover travelling expense. \$1,000 to be used to cover Ken's accommodation, per diem and other expenses.

Motion # 8 Approving President's budget of \$1,000

Moved by: Lillian Nakamura Maguire

Seconded by: Bev Ohashi

Carried

- Document storage issue: To be continued

15.New Business

- Nanking massacre issue: HR Committee will investigate further, and may come up with the NAJC stance.

16.Next Meeting

- Next meeting will be held on November 26 (Monday) at 8:00 PM EST by VSee
- On-line invitation for VSee will be sent out to all the NEBs by Bev

17.Adjournment

Motion #9 Motion to adjourn NEB Meeting at 12:05 pm

Moved by: Bev Ohashi

Seconded by: Kevin Okabe

Carried