



**National Association of Japanese Canadians  
National Executive Board  
Toronto, Ontario  
Summary of Meeting  
Motions and Actions  
January 31 & February 1, 2015  
9:00 am / 8:00 am**

**A. Welcome and Roll Call**

Bev welcomed the Members to the Meeting. The main purpose of the meeting was to Review the strategic plan, as well as the roles of Executive Director and National Administrator

Roll Call:

Bev Ohashi, President and Chairperson

Tosh Kitagawa, Vice President

Kevin Okabe, Treasurer

Lisa Schoenhofer, Director

Lisa Uyeda, Director

Ken Noma, Executive Director

Susan Matsumoto, Director

Lillian Nakamura Maguire, Director

Recorder: Jim Suzuki, National Administrator

Regrets: Valerie Hoshizaki Nordin

Motion #1: That the agenda for the meeting be accepted.

Moved by: Lillian

Seconded by: Susan

Carried

Motion# 2: That the NEB video conference Minutes of November 20<sup>th</sup>, 2014 be accepted.

Moved by: Tosh

Seconded by: Lisa U.

Carried

Motion #3: That the NAJC support the project "Landscape of Injustice" as a partner institution.

Ken and Tosh act as representatives of the NAJC on the community council

Moved: Lisa S.

Seconded Lisa U.

Carried.

Motion #4 That the NAJC will allocate \$1000 for promotional budget to produce brochures, and additional promotional material.

Moved Tosh

Seconded Lisa U.

Carried

Motion #5: That the NAJC office move from 207 Donald Street to JCAM at 180 McPhillipson May 1<sup>st</sup> 2015. The cost of the lease will be \$525.00 per month including internet access. The NAJC face-to-face meetings can be held at Tapper Cuddy Offices at no charge. The Fax line will be disconnected. The phone line will be transferred to a Cell phone plan.

Moved: Tosh  
Seconded Lillian  
Carried

Motion #6: To approve Carrie Green as a member of the Endowment Fund. Committee for 2 years.

Moved: Susan Matsumoto  
Second Lisa S.  
Carried

Motion #7: To approve Nicola Tabata as a member of the Young Leaders Committee

Moved: Lisa S.  
Seconded Lisa U.  
Carried

## ACTION ITEMS

ITEM	Details	ACTION BY:
*Action #1	Ken will prepare February Article for GV JCCA Bulletin	Ken
*Action #2	Tosh will prepare March Article for GV JCCA Bulletin	Tosh
Action #3 (Nov/14)	Lisa U. has setup a teleconference with Roy Inouye and Tosh Suzuki in the first week in February	Lisa U.
Action #4: (Nov 14)	Valerie and Ken will look into bookmarker and pamphlets to distributed to member organizations to market the NAJC and issue recommendations around student membership.	Valerie/Ken
	Pamphlet Draft produced. Future promotional products could include Pens, Fridge Magnets Jump drives.	Ken
Action #7 (Nov/14)	Jen Matsunaga will respond to the letter from Kenji Tokawa Not confirmed. Lisa S. will followup Carried Forward	Jen M.  Lisa S.
*Action #3	Jim will attend the Human Rights Museum and take photos of the Japanese Canadian Exhibit	Jim
*Action#4	Kevin will upgrade WebEx to toll-free call-in. This will allow for better audio communication for video teleconferences	Kevin
*Action #5	Lisa U. will review and determine how their committee can move forward with Digital Story telling.	Lisa U.
*Action #6	It was suggested that the director of Densho, Tom Ikeda, could be contacted to determine if he would be a speaker at the NAJC AGM.	Tosh/Ken
*Action #7	Ask DNI Design to provide Webinar tutorial for users	Ken/DNI
*Action #8	Purchase SSL certificate for secure online purchases Cost \$80/year COMPLETE	Ken/DNI
*Action #9	Kevin to provide total disbursal for Endowment Fund on an annual basis. Action Complete	Kevin
*Action #10	NEB members to provide feedback regarding brochure to Jim	ALL

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ITEM	Details	ACTION BY:
* Action #11	Jim to revise Brochure and re-issue final version for approval Following approval of final version of brochure, Jim will Get brochures published and shipped to member organizations	Jim
*Action #12	Awards and Scholarships will be reviewed	Ken
*Action #13	Review Airline Baggage fees and determine if these personal expenses will be covered by for NEB <ul style="list-style-type: none"> <li>▪ Following the meeting it was decided to provide a \$25 baggage allowance (with receipt), to attend face-to-face meetings. If members of the NEB are required to bring additional items in baggage for NEB business, these expenses will also be reimbursed.</li> <li>• COMPLETE</li> </ul>	Ken
Action #14	Jim will contact Art and ask that he draft a lease for review.	Jim
Action #15	Send Council General groups of Japan. The List of National Executive Board members and what local centre they are from.	Jim
Action #16	Jim to find "Terms of Reference" documents for the NEB committees.	Jim
Action #17	A Call for Motions by the NAJC office will be issued by April 29th for the upcoming NAJC AGM, September 25-27th in Victoria, BC	Jim
Action #18	Jim to assist the young leaders in the planning of JCYLC2015, in Winnipeg	Jim
Action #19	The Young Leaders to confirm date for upcoming Conference	Lisa S.