



**National Association of Japanese Canadians
National Executive Board
Vancouver, British Columbia
May 29, 2015 9 am to 4 pm
May 31, 2015 9 am to 12 pm
Carmana Plaza Hotel
3rd Floor**

A. Welcome and Roll Call

Meeting called to order May 29, 9:05 am at Carmana Plaza Hotel

Welcome to the NEB Meeting in Vancouver

Bev Ohashi, President and Chairperson
Tosh Kitagawa, Vice President
Valerie Hoshizaki Nordin, Director
Lisa Schoenhofer, Director
Lisa Uyeda, Director
Susan Matsumoto, Director
Lillian Nakamura Maguire, Director
Ken Noma, Executive Director

Recorder: Jim Suzuki

Regrets: Kevin Okabe

B. Approval of the Agenda

Motion #1: That the agenda for the meeting be accepted with the following revision: Add paragraph 4.8 Membership Report

Moved: Lisa Uyeda

Seconded: Tosh Kitagawa

Carried

C. Approval of NEB Net-conference minutes of Apr 2, 2015

Motion #2: Motion to accept the minutes of NEB Net-conference of April 2, 2015

Moved Lisa Uyeda

Seconded Lillian

carried

C1. Approval of NEB Net-conference minutes of Apr 29, 2015

Motion #3: Motion to accept the minutes of NEB Net-conference of April 29, 2015

Moved Lisa Uyeda

Seconded Lillian

carried

D. Business Arising from NEB Meetings of April 2015

D.1 Outstanding Action Items: 3, 4, 7 from Nov 2014

Item 3 Lisa Uyeda met with Tosh Suzuki, Roy Inouye and Linda Reid, regarding Apology Legacy Proposal (ALP). The three proposal projects: highway signage; educational resources; and heritage sites. Lisa and Linda noted a considerable amount of work may be required to finalize the proposals before submitting them to the government. The next ALP meeting is to be scheduled by Tosh S and Roy for the end of June. Action Item Complete

Item 4. Brochure has been completed, and sent out to Local Organization. It was suggested to send out to other organizations, to increase awareness. Bookmarks and ballpoint pens are under discussion. Action Item Complete

Item #7 Jen Matsunaga has discussed with Kenji Tokawa, and the issue is settled.

D.2 Outstanding Action Items: 5, 6, 7, 15, 16, 17

Item 5 Digital Storytelling. The Committee recommends reaching out to the various Nikkei organizations and communities to determine what projects are currently ongoing and how digital story telling can be encouraged. This will be addressed within the heritage survey.

Item 6, Tosh, Ken, and Lisa to contact Director of Densho (Japanese American Oral History), Tom Ikeda, to form an alliance.the possibility of connecting with the NAJC, in a mutually beneficial program.

Item 7 Donna Webinar, in process.

Item 15 National Administrator to send to Consul General Groups of Japan, list of the National Executive Board members, and what local centre they are from.

Item 16. Jim has issued Terms of Reference to the NEB. There are 5 Terms of Reference Documents of NEB Committee: Heritage, Human Rights, Young Leaders and Mennonite Committee, Community Development Fund

Item 17 A Notice of Call for Motions was issued to Members - Complete

D.3 Articles for The Bulletin and Website from Jan 2015

Next press date June 30th.

Schedule

- November – Bev
- December – Kevin and Ken
- January – Ken (The Bulletin) and Bev (website)
- February - Ken
- March – Tosh
- April – Lillian (Ken about Hawaii Tour)
- May – Jim
- June – Lisa S.
 - Tosh – Report on the Summit
 - Landscape of Injustice Project
- July – Susan
- August –Lisa U.
- September – Valerie H. Nordin

D.4 Per Diem for NEB Members

Motion #4: Motion to increase the per diem for NEB meetings up to 3 days, to include travelling time for Board Members.

MOTION: Lisa S.
SECONDED: Valerie
CARRIED Carried

<u>Item</u>	<u>Description</u>	<u>Action by</u>
ACTION #1	NA to confirm all members of Standing Committees are covered for liability Insurance.	Jim

E. Main Business

E.1 Strategic Plan Review Discussion

- 1.1 Executive Director Strategic Plan
The Executive Director Strategic Plan was discussed and it aligned with the priorities identified by the member organizations.

<u>Item</u>	<u>Description</u>	<u>Action by</u>
Action #2	New business cards.	Ken/Jim
Action #3	For local membership forms add contact information.	Jim
Action #4	Add NEB email addresses on website.	Jim
Action #5	Copies of Roberts Rules of Order, will be distributed to NEB to Members at the August meeting.	Jim
Action #6	The National Conference will be a separate event from the AGM to improve communications with Member Organizations.	Ken

1.2 ED and NA Positions for 2015-17

Motion #5: To approve ED position part time for 2 years, beginning from October 2015

MOVED: Lisa S.
 Seconded Tosh K
 Carried

Motion #6: To approve NA position part time for 2 years, beginning from October 2015

Moved: Lisa U
 Seconded Lisa S.
 Carried

F. New Business

F.1 Lorene Oikawa, President of Greater Vancouver Japanese Canadian Citizens' Association (GVJCCA) - 11:30 am on Friday, May 29th

Lorene Oikawa welcomed the NEB to Vancouver, and to upcoming Summit in Vancouver. Lorene provided an update of activities of the GVJCCA in Vancouver.

Hastings Park

There were 8000 Japanese Canadians who were uprooted from their homes, and were sent to Hastings Park. They lived in animal barns.

A signage project was initiated by GVJCCA. At the unveiling ceremony there were 200 people present. A website is in development:

www.hastingspark1942.ca

Comfort women issue

Initially the Mayor of City of Burnaby announced they would be a Comfort Women Statue/Peace Monument in a park in the City of Burnaby. Various groups from the Japanese Canadian Community felt this was a political issue between Japan and Korea, and would not be appropriate as a peace

moment. Since then, there has been some discussion between the Japanese Canadian Community and the Korean Canadian Community, on the Comfort Women issue, however there is currently no consensus on how the communities can move forward.

MAIN BUSINESS

- 1.3 Project Managers and Appointment of a Director
The executive director provided a listing of members of the executive board, and the terms each has served on the NEB. Bev and Lillian will finish their position on the NEB September 2016
- 1.4 Succession Building for NEB.
It is important to bring in new members to the NEB, in order to provide succession building in the organization.

NEB members are to inform Ken Noma of the termination date on the NEB.
- 1.5 NAJC Charitable Status for tax receipts

Hastings Park Foundation (HFP), will not be able to provide an receipts to NAJC projects based on the recent audit done by the Government regarding HFP's charitable status.

<u>Item</u>	<u>Description</u>	<u>Action by</u>
ACTION #7	Ken Noma is in discussion with Tapper Cuddy to investigate if the NAJC can obtain charitable status so that the NAJC can issue receipts for donations.	Ken
1.6	National Advisory Council The National Advisory Council will be comprised of honorary members of the NAJC. These individuals will provide advice and endorsement for NEB as well as giving NAJC a stronger national profile.	
1.7	NEB Connecting with Member Organizations There are 15 member organizations	
1.7	NEB Connecting with Member Organizations (cont'd.)	

Members of the NEB will be contacting Member Organizations to discuss By-Law changes, the ED and NA positions, reminder of the AGM Registration, CD fund applications, and Young Leaders Conference. Individual Members will be contact by Valerie.

NEB members shown below will contact the respective Members Organizations:

Tosh	Victoria, Vernon, Lethbridge, Calgary Community, Calgary Seniors Foundation
Susan	Calgary JCA , and Edmonton
Lisa U.	Vancouver, Kamloops,
Lillian	Yukon, Regina
Lisa S.	Ottawa
Valerie	Manitoba, Lakehead
Bev	Toronto, Hamilton

1.7 NEB Connecting with Member Organizations (cont'd.)

Valerie to contact individual members.

<u>Item</u>	<u>Description</u>	<u>Action by</u>
Action #8	Jim to setup a webex, so Valerie can discuss the issues with our membership.	Jim
Action #9	It was suggested that the NEB, have a contact list from local organizations, for Heritage, Membership, and Human Rights.	Jim

E.2 NAJC Technology Review

- 2.1 Website update on outstanding issues from January 2015
- The historical section on the website has been updated.
 - The membership form is now online.
 - The site is setup to do shopping online.
 - A review an analytics have shown a high bounce rate, and length of time on the website was short.

Two outstanding issues are:

- Members Only login and password as well as individual members
- Shopping online, since the NAJC does not have products, and costs.

- 2.2 NAJC email
Add NEB email addresses to website. (Action #4)

Item	Description	Action by
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ACTION #10	2.3 Webex Jim to contact Kevin and request Kevin to establish a generic NAJC name to access and use webex for NEB meetings (especially if Kevin is not available) and Standing Committees when needed and if this works out, allow Member Organizations the option to use webex as long as it doesn't conflict with another meeting already setup.	
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Action #11	2.4 Dropbox Jim to send dropbox info to Donna.	Jim
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MOTION #7:

to accept DNI design as our website contract renewal proposal
one year contract

Moved: Tosh
Seconded: Lisa S.
carried

- E.3 Awards and Scholarships
Hikari Rachmat is the recipient of the inaugural Hide Hyodo-Shimizu Research Scholarship

NATIONAL AWARD

It is recommended to rename the National Award,
to the "Arthur Kazumi Miki National Leadership Award".
The existing award is a plaque.
A new award, to be selected.
A formal nomination process to be determined.
Determine an award committee to review possible
This award is presented every second year.

Item	Description	Action by
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ACTION #12: Approach Art Miki to change the name of the National Award.

Gordon Hirabayashi Award

The Gordon Hirabayashi Award, will next be presented in 2016.
The National Office will prepare a nomination form for this award
which will be presented at the AGM in 2016.

E.4 National Conference and AGM Update

A preliminary agenda was presented but times were adjusted so that
the program ends at 4:00 pm. The NEB also recommended, Hula Break
and moving the time for Landscapes of Injustice, will be referred back to
the Victoria AGM Committee for input.

Registration information has been posted.

Accept PAYPAL, Credit cards

NEB doesn't pay.

NEB pay for banquet.

preliminary agenda

E.5 NEB Reports

4.1 President's Report and Endowment Fund Committee

There were problems with applications with missing information. The
process will change for next year so that there will be a first screen by
the National Administrator. The first screen will be submitted 5 days
prior to the deadline to submit electronically if an organization wish to
benefit from a screening process.

It is recommend increase endowment fund to \$50,000

Endowment Fund:

- problems with applications
- missing information
- next year

first screen by National Administrator

5 days to submit, with updated documents

go electronically.

at present, some through mail, some send electronically.

MOTION #8:

To accept recommendations of the Endowment Fund Committee to fund the projects
listed to the total allocation of \$31,550

MOVED - Lisa S.

SECONDED.- Tosh

Carried

4.2 Vice President's Report and Human Rights Committee

Asian Canadian Elder Care Summit; Agenda
dialogue with first nations, and Asian Canadian Community, around the
issue of Elder care.

It is hoped to unite the communities on specific issues.

Meeting was adjourned for the day at 4:00 pm



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Meeting called to order May 31, 9:05 am at Carmana Plaza Hotel

E.7 Hawaii Tour Review Joseph Sheu and Ken Noma

Welcome to Joseph Sheu to the NEB meeting. Joseph word at JAL for 35 years. He can provide travel consulting support for any travel projects the NAJC will look at. Joseph and Ken have setup up tours to both Japan and Hawaii.

Joseph reviewed Revenue and Expenditures for NAJC 2015 Hawaii Heritage Tour

Total Revenue	18,372.85
Total Expenses	18,878.81
Net (Loss)	505.96

based on exchange rate 1.2535

The NEB will have to decide if they wish to offer the Japan and Hawaii trips because Ken Noma will be operating his own travel tours with Joseph Sheu independently.

E.5 NEB Reports

5.3 Treasurer's Report and Financial Planning Committee
No report

5.5 Constitution Committee Report Committee

Lillian recommended 3 types of changes to bring to the membership were:

- 1) editing changes
- 2) recommended by lawyer
- 3) recommended by NEB

Chart will have original wording, revised wording, and rationale for changes.

MOTION #9

To ratify the changes to bylaws as outlined by the Constitutional committee and Tapper-Cuddy.

Moved: Lillian

Seconded: Lisa U.

Carried

<u>Item</u>	<u>Description</u>	<u>Action by</u>
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ACTION #13:

Lillian to have motion for bylaw changes prepared for and issued to the national office by June 15th.

<u>Item</u>	<u>Description</u>	<u>Action by</u>
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ACTION #14:

Morgan Elander (Kamloops), and Steven Sellars (Lakehead) to have motion from their member organizations, prepared and issued to the National Office 60 days prior to the AGM (July 27th).

E.6 Runchey Miyazawa Abbott, auditor and Tapper Cuddy LLP, legal counsel for 2015-16

Motion #10

Recommend Runchey Miyazawa Abbott, be retained as auditor for 2015-16

Moved: Valerie

Seconded: Susan

carried

Motion #11

Recommend Tapper-Cuddy be retained as Legal Representative for 2015-16

Moved: Lillian

Seconded: Lisa s

carried

E.8 Executive Director's Update
Continue direct contact with Member organizations
Discussions with Nikkei Museum

NAJC Electronic eNews

Discussion with Central Vancouver Island Japanese Canadian Cultural Society regarding membership

Discussion with Japanese Canadian Cultural Centre of Montreal, Regina Japanese Canadian Club. Steveston Japanese Cultural Centre.

Ken contacted Art regarding the National Award, and Art agreed the award could be called "The Art Miki National Leadership Award"

E.9 National Administrator's Update

Office move took place on May1st

Provide administrative support for Endowment Fund Committee.

Provide administrative support for NAJC Bylaw changes.

E.5 NEB Reports

4.4 Secretary's Report and Community Development Committee

Went through application forms.

Created a budget template.

Arrange to have CD information posted on the website.

Report a summary report of CD applications.

Requested this information be provided by National Administrator.

4.6 Young Leaders Committee Update

Lisa S. will talk to Donna about linking the Young Leaders website to the NAJC Website.

Registration form out this week

Conference budget \$16,000

4.7 Heritage Committee Update

Heritage Committee Survey draft outline will be completed at the end of June.

Art Miki's archive was reviewed by Lisa U, in January.

Digitizing or scanning of records, may not be feasible.

and it is felt the boxes will be shipped as is.

Some environmental damage has occurred to the documents so it is important the transfer of this information not be delayed.

If the NAJC is contemplating, future archival donations, to UBC, it would be advisable to open discussions at this point.

4.8 Membership

MOTION #12

To accept Central Vancouver Island Japanese Cultural Society as a Supporting Member

Moved Valerie

Second Lillian

Carried

The committee will continue discussion with The Nikkei Museum, to see if there is interest in having them join the NAJC as a supporting member.

MOTION #13:

To approve Michiko-Yano-Shuttleworth, Tracey Suzuki, and

Vivian Wakabayashi Rygnestad, as members of the Membership Committee.

Moved Valerie

Second – Lisa U

Carried

F. Other Business

F.1 Next meeting date: June 22ndwebex, 5 PST, 6 MST, 7 CST, 8 EST

F.2 NEB August 29 and 30: location

The next NEB meeting will be August 29th and 30th in Winnipeg

F.3 AGM: September 25 to 27 in Victoria, British Columbia

Motion#14: To approve the allocation of an additional \$2,500 for a total of \$5,000 to support expenses and initiatives incurred by the Executive Director from May to October 2015.

Moved by: Susan Matsumoto

Seconded by: Lisa S.

Carried

G. Adjournment

Meeting adjourned at 11:45