



National Association of Japanese Canadians
FINAL DRAFT
National Executive Board
Winnipeg, Manitoba

August 29, & August 30, 2015

Meeting was called to order 9:10 am August 29, 2015, in Winnipeg, MB

Welcome and 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, Secretary
Lillian Nakamura Maguire, Director
Valerie Hoshizaki Nordin - Director

Recorder: Jim Suzuki, National Administrator

Bev Ohashi, welcomed Tracey Suzuki, Conference Coordinator.

Conference Coordinator Report – Tracey Suzuki

All reports for the 2015 AGM Booklet have been submitted. Tracey reviewed the Local chapter reports, and provided a summary of the last 3 years, from the local chapters, for review by the NEB.

Recommendations:

- The format of member organization chart, should be reviewed, for future years.
- Recommend a 1 to 2 page report from the Member Organizations. In future we should have the local chapters to highlight their accomplishments over the last year.
- Collect board member names and emails.
- If there is a need, Board members, could visit Member Organizations.
- NEB to review the main comments from the Local Chapter Reports regarding
 - What are the benefits of Membership in the NAJC?
 - What does the NEB do?
 - Lack of communication from NEB to Local Member organizations

B. Approval of Agenda

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

Moved: Lillian

Seconded: Lisa U

Carried

C. Process for Minutes of NEB Video conference

Bev reviewed the process, regarding approval of NEB Meeting minutes. The NA will issue initial draft of the Meeting minutes, for correction by the meeting attendees. Once reviewed by the NEB and corrected by the NA, the minutes will be posted to the website as a draft. The draft minutes will be approved at the next NEB meeting. Following the NEB approval meeting, the final approved minutes will be posted. This will avoid convening a separate Web Meeting to approve minutes.

D1. Outstanding Action Items from previous Meetings

Item 03/15 #6 - It was suggested that the Director of Densho, Tom Ikeda could be contacted to record Japanese Canadian Oral Histories

Tosh talked to Tom Ikeda and he stated he could come to Vancouver sometime in the future to discuss what Densho has accomplished.

Status - complete

Item 3/15 #7 -- Ask DNI Design to provide webinar for users
Posted in Website Members Only Section

Status - Complete

Item 3/15 #15 - Send to Consul General Groups of Japan, the list of NEB members and contact information

Status - Complete

Item 2/15 #1 - Website Development

Status - Complete

Item 2/15 #2 - NEB members to inform ED their term of service on NEB

Status - Complete

Item 2/15 #4 - Proposed budget for the National Conference and AGM in Victoria to be provided at the May NEB meeting

Status - Complete

Item 5/15 #1 - NA to confirm all members of Standing Committees are covered by liability insurance.

NA reported NEB members are covered by liability insurance, but this coverage does not include members of standing committees.

Status - complete

Item 5/15 #2 - - new business cards

NA has received draft of new business cards from DNI Design.

Status - in process

Item 5/15 #3 - - revise membership forms with contact information

Status - complete

D1. Outstanding Action Items from previous Meetings (cont'd)

Item 5/15 #4 - add NEB email addresses on website
Status - complete

Item 5/15 #5 - copies of Roberts' Rules of Order to NEB in August
The NA provided copies of Roberts' Rules of Order to members of the NEB at the meeting.
Status - complete

Item 5/15 #6 - national conference will be an annual event to improve communications with Member Organizations. ED priority list.

Item 5/15 #7 - Ken to discuss charitable status for NAJC with Tapper Cuddy
It is felt the Endowment Fund, could be a vehicle for charitable status. The fund could be charitable organization, removed from the NAJC, but could have ties to through a governing board.
Status - ongoing

Item 5/15 #8 - Jim to contact Kevin to set up Web-ex so that any NEB or member organization can use it
A new email has been activated, to be used to access Web-ex
Status - complete

Item 5/15 #9 - NEB should have contact list from local organizations, as well as standing committees Heritage, Membership, and Human Rights

NA will contact Local Member organizations.

Item 5/15 - Complete Members Only user name and passcode
Status - complete

Item 5/15 #10 - Establish a generic NAJC name to access and use webex for NEB meetings, Standing Committees and Member Organizations
Status - complete

Item 5/15 #11 Jim to send dropbox info to Donna
Status - complete

Item 5/15 #12 Approach Art Miki to change the name of the National Award
Status - complete

Item 5/15 #13 Lillian to have motion for bylaw changes prepared for and issued to the National Office by June 15
Status - complete

D1. Outstanding Action Items from previous Meetings (cont'd)

Item 5/15 #14 - Morgan Elander (Kamloops) and Steve Sellers (Lakehead) to have motion from their member organizations, prepared and issued to National office 60 days prior to AGM (July 27th)
 Status - complete

Item	Description	Action by
Action #1	Tosh, Ken and Lisa will prepare proposal(s) for discussion with Tom Ikeda of Densho	Tosh, Ken, Lisa
	Tosh reported that Tom Ikeda (Densho) would be willing to work with the NAJC on storytelling. This will bring Young Leaders, together with Heritage, and Human Rights. Tosh will prepare a proposal for the NEB.	
Action #2	The 3 documents: comparison chart, highlighted chart, highlighted changes of proposed bylaws and the bylaw changes as drawn up by the National Administrator will be forwarded to member organizations	Jim
	Status - Action Complete	
Action #3	Lillian will contact Jim to go over the final bylaw changes before they are sent out	Lillian
	Status - Action Complete	
Action #4	The national office will contact our lawyer regarding clarification on bylaw change 15.6	Jim
	Jim and Lillian contacted Tapper Cuddy but they did not reply.	
	Status - Not Complete	
Action #5	Valerie will setup a WebEx meeting with individual Members	Valerie
	Individual Members to be invited to the webex meeting on Sept 12 with other member organizations to discuss the constitution and by-law changes.	
	Status - Complete	

D1. Outstanding Action Items from previous Meetings (cont'd)

Item	Description	Action by
Action #6	<p>Lillian will confirm with Lakehead and Kamloops to move and second the bylaw changes and file with the National office before July 27th, 2015</p> <p>Art Miki (Japanese Cultural Association of Manitoba) agreed to move the motion and Kamloops seconded the motion Action complete</p>	Lillian
Action #7	<p>Lillian, along with Steve and Morgan as resources, will organize a WebEx meeting with member organizations who still have a need for bylaw clarification at least one week before the AGM Status - In Process</p>	Lillian
Action #8	<p>A detailed conference agenda to be provided to the NEB in July. Status - Complete</p>	Lisa S.
Action #9	<p>Tosh to contact Nanaimo and Lisa U. the Nikkei Museum Status - Complete</p>	Tosh, Lisa U.
Action #10	<p>Telephone and email list will be forwarded to NEB Members in order to contact organization Presidents On June 29th Status - In Process</p>	Jim/NEB
Action #11	<p>The following talking points will be given to NEB members to use in their telephone call:</p> <ul style="list-style-type: none"> a) bylaw changes; if difficult questions arise refer to Lillian; b) two year contract extension awarded the NA and ED; any concerns expressed by member organization or individual members are to be reported to Bev; c) possible candidates for the NAJC Art Miki National Leadership Award; d) feedback on the website e) reminder of the AGM and the CD fund <p>Deadline date was moved from July15th to September 5th because most Boards do not meet in the summer and people are often away on vacation.</p>	NEB

D1. Outstanding Action Items from previous Meetings (cont'd)

<u>Item</u>	<u>Description</u>	<u>Action by</u>
Action #12	NEB term of office will be examined to determine if a clarification of the bylaw wording is necessary Status – Complete and included in the chart	Lillian
Action #13	ED priorities will be amended to reflect the changes as identified in the ED revised priority list. Status - Complete	
Action #14	Prepare the 2016-2017 budget at the August meeting Status - In Progress	NEB
Action #15	Determine if the Victoria Chapter will organize the Silent Auction Victoria Chapter will organize Silent Auction Status - Complete	Ken

D2. Update on NEB contacts with member organizations

NEB members have begun to contact member organizations regarding current issues. This process is approximately half completed.

NEB members will contact; Victoria, Edmonton, Vernon, Calgary Seniors, Lethbridge, Winnipeg
Lakehead, Ottawa, Nanaimo

NEB members have made contact has been made with:
Vancouver, Kamloops, Calgary JCCA , Hamilton, Toronto, Yukon, Regina, Nikkei National Museum

D3. Japan Hawaii tours

The NAJC has received a donation from Joseph Shue, and Bev has sent a letter of thanks from the NAJC.

D4. Articles for the Bulletin and Website.

- Valerie has submitted for September
- Send articles to Ken for review by the 15th of the month
- It will also be posted to the NAJC Website
- Susan will submit and article for October 2015
- Articles should be titled NEB Directions
- Articles should be titled NEB Directions from the NEB; all other national articles should be under the Banner of National News in the Bulletin

E1. Young Leaders Conference Update

Lisa S. reported on a successful Young Leaders Conference which took place in Winnipeg August 7th - 9th. Discussion took place to continue the momentum of the youth involvement.

Tosh Kitagawa, and Art Miki, both spoke at the conference.
28 people attended.

A discussion took place to use the remaining funds from the Young Leaders Budget, to create a Young Leaders Fund. Kevin indicated surpluses of budgeted funds from previous years are not carried forward to the following year. Kevin suggested the Young Leaders increase their budget request for next year to cover the cost of this program.

E2. Suzuka University Partnership

Partnership could be a study tour or scholarship.

Cost for 1 individual would be \$5500.

Includes room and board, food, and return airfare.

The gauge for interest for a scholarship would be by the number of applications for a scholarship.

60% of the students at Suzuka University are from all over the world.

It is suggested that 2 students be sent, for safety, and companionship.

E3. National Conference/AGM Update and Budget

Agenda Items

- a) Motions at the AGM (10:30 am - 11:30 am)
 - 1) Monetary
 - 2) By-Law Amendments

Could reduce Lunch to 1 hour.

Consul General Okada will be give a 15 minutes slot on Sunday

He has done significant research in the Japanese Canadian Community in BC.

Tosh suggested his talk would have merit with Landscapes of Injustice.

Dick Nakamura will be given a Merit Award.

- b) Art Miki National Leadership Award

Motion #2: That Judge Maryka Omatsu be accepted to receive the Art Miki National Leadership Award for the year 2015.

Moved: Lillian
Seconded: Tosh
carried

- c) Recognizing Volunteers
Volunteers on the NEB standing committees will be identified in the AGM booklet.
A NAJC Pen was suggested as a gift for their participation.
- d) Next AGM 2016
Possible locations are Ottawa or Calgary.

Budget for AGM

Latest Estimate	\$26,244
Existing Budget	\$23,000
Proposed budget for 2016	\$30,000

Current count 44 people attending the AGM.

E4. Administration Updates

E4.2 Executive Director Report

NIKKEI MUSEUM

Tosh, Lisa U, and Ken met with Linda Reid and Sherri of the Nikkei Museum.

Next year (2016) is the 100th anniversary of Participation of Issei soldiers.

Nikkei Museum applied for funding through Community development fund towards a booklet commemorating that event.

In 2017 - is the 75th Anniversary of Internment and is Canada's 150th Anniversary.

Partnership with Landscapes of Injustice.

It was proposed, the NAJC would provide \$4,000 towards the Hide Hyodo Shimizu Research Scholarship (Landscape of Injustice Project) until 2021. Further the Hastings Park Foundation, on behalf of the Hide Shimizu Family will donate \$1,000 a year. The Landscapes of Injustice will match the Scholarship with \$5,000 a year bringing the total annual award to \$10,000.

The first year the Scholarship in 2015 was covered from Human Rights Budget, and Community Development Budget of \$2,000 each.

LANDSCAPES OF INJUSTICE (Community Council)

Last detailed academic research into history of Japanese Canadians community during the Redress period. Losses include property, education opportunities, etc. The community council members are active at the local NAJC level. Sensitivity to how the information is released.

We are the guardians of our community' history.

Spring Institute 2016 will be held in May at the University of Victoria.

WEBSITE SALES

Website now has Asian products for sale. The markup is approximately 10%.

Payment is by PayPal.

When order is placed, the net proceeds will be issued by NAJC to the artist who will send the merchandise.

E4.1 National Administrator Report

The NA reported in May, there is a requirement to upgrade the computer at the National Office.

It was recommend to use 1 business laptop for both office and outside office use.

Motion: Recommend purchase of laptop computer, docking station and monitor, to replace the desktop computer and laptop computer. Cost for the new computer equipment is approximately \$3500.

Moved: Tosh

Seconded: Susan

Carried

E4.3 Finance and Investment Committee

Based on the NAJC 2013 Bylaws, this Committee is not a standing Committee as no bylaw exists. There is an Audit Committee that is chaired by the Treasurer that has not met for several years.

E5. NEB Reports

E5.1 Heritage Committee

Lisa issued an article on Digital storytelling

Heritage Budget includes

Digital Storytelling

Webinars featuring heritage and cultural

Roadcamp signage project

It is proposed to relocate this signage to a new location which would have more visitors.

The new location attracts 100,000 people per year.

Identification and recording of Japanese/Japanese Canadian artifacts

Internment 75th Anniversary

Art Miki's Archival Records

UBC will accept donation.

The earliest time to ship the documents would be January 2016.

Audio Cassettes, will be difficult to maintain.

Prior to transfer to UBC, financial records, chequebook records, must be removed.

Heritage Budget request \$7500

The Heritage Committee is seeking out new members, from the Manitoba Saskatchewan area.

To Launch a Heritage Committee Survey

MOTION #3: To donate Art Miki's Archival Records to UBC and ship the archive in 2016.

Moved: Lisa U.

Seconded: Lillian

Carried

E5.2 Young Leaders Report (See E5.1)

E5.3 Membership Committee

Committee Members:

Tracey Suzuki Winnipeg

Vivian Rygnestad Vancouver

Michiko Shuttleworth Richmond

Questions for the membership committee

How to get the message out about the benefits of being a member of the organization.

A change to the CD fund, allows supporting members

National Voice

Voice for advocacy

Individuals don't see the benefits of being a member of the NAJC.

opportunity to network

opportunity to visit with organizations.

<u>Item</u>	<u>Description</u>	<u>Action by</u>
Action #1	The NAJC could produce a video of impactful items, which could be show at the AGM. Tosh will contact Susan Tabata, to see if she could produce a video.	Tosh

E5.4 Constitution and By-Laws Committee

A WebEx will be held at 9:00 am on September 12th to discuss the motions at the upcoming AGM.

<u>Item</u>	<u>Description</u>	<u>Action by</u>
Action #2	A Web-Ex to be setup for Sept. 12/015 at 9:00 am PT Send out announcements regarding Web-ex event for Sept 12. Participants to provide questions prior to event. To be sent to member organizations and individuals members Participants should prepare questions which should be forwarded to the office prior to the Web-Ex Event.	Jim

In future years, the NA shall forward motions from the membership to the Constitution and By-Laws committee so that committee will ensure that motions for the Annual General Meeting are valid within the confines of the Constitution and Bylaws

Lillian indicated the Canadian Race Relations Foundation will be holding an event in Whitehorse. The event is a Symposium entitled "Living Together". Afternoon discussion regarding Faith Communities, and an evening session Aboriginal Ethnocultural Communities. <http://www.crrf-fcrr.ca/en/>

E5.5 Secretary Report - Community Development Fund

The committee has received 7 applications for the community development Fund. The Applications Total for funding is \$14400.

There are 3 reports missing for 2014 CD projects.
A Template will be provided for CD Summary Reports.

<u>Item</u>	<u>Description</u>	<u>Action by</u>
Action #3	Susan will meet with her committee in the next week to review the Community Development projects, and make recommendations to the NEB.	Susan

**Meeting adjourned at 4:00 pm
to be reconvened Sunday 9:00 am**



National Association of Japanese Canadians
National Executive Board
Winnipeg, Manitoba

Meeting reconvened at 9:02 am on August 30,2015

Opening Remarks by Bev Ohashi, Chairperson

Review of outstanding items from Day 1 of the Meeting.

AGM Discussion

Tracey provide a comprehensive summary of questions from Member Organization Reports. Bev indicated the NEB should analyze this information. It was suggested the NA will try to organize members to meet regarding common questions, and interests. This could happen Friday night in the Penwell Room.

Length of standing committees:

Endowment Fund - Committee Members cannot extend the term beyond 2 years, according the by-laws of the NAJC.

ED Position.

Does the structure allow for continuing the ED position?
It is a pilot project, but the term is not specified.

By-Laws Amendments

It was suggested to remove term "designate" from the by-law amendments.

Japanese Ancestry discussion

must be of Japanese Ancestry through blood or marriage in order to run for office in the NEB

A discussion at the AGM can take place regarding membership based on "Japanese Ancestry"

<u>Item</u>	<u>Description</u>	<u>Action by</u>
Action #4	Lillian will check with Canadian Human Rights	
Action #5	<p>Bev will ask Tapper Cuddy to comment on Japanese Ancestry Paragraph. Comment from Tapper Cuddy on clause 15.6</p> <p>Concerns regarding the deadline "Non-Profit Corporations Act" Susan and Kevin and others, indicated leaving the Japanese Ancestry clause, is too restrictive and is not forward thinking. Presidents of Local Organizations, who are not of Japanese descent would not be allowed to run for the National Executive Board of the NAJC.</p> <p>A poll could be taken at the WebEx, regarding the by-law amendments.</p>	

Motion to distribute \$24,000 to Local Member Organizations, and \$4,000 to Supporting Member Organizations.

The Grant would be a one-time grant for Capital Funding Projects for Local Organizations. Not every Members Organization would apply for this funding in the first year. Kevin indicated the NAJC is not in a deficit budget mode, and the proposed motion will increase the deficit spending. Kevin indicated this is not a sustainable course of action.

Art indicated if the member organizations, fail then there is no relevance for the National Organization to exist.

If the Local Organizations are not relevant to the Local Membership, the membership will decline, volunteers will also decline. Can the NAJC assist the Local Organizations to revitalize these groups.

If this proceeds, Kevin would strike a Capital Finance Committee, to study the outcome, of distribution of Capital to Local Organizations. Recommendations from this committee will have to be approved at the AGM 2016 by the National Council.

AGM Planning

The ED indicated, it may be good to have the AGM in Calgary, as 2016 will be the 100th anniversary of Issei footsoldiers, volunteering in the First World War.

In 2017, Ottawa will celebrate the 150th anniversary of Canada. as well as the 75th Anniversary of Internment.

E5.6 Vice - President Report

Tosh indicated he received an email to the Community Council, Landscapes of Injustice. It discusses euphemisms and how it distorts the JC History. By using terms from Government Officials, it describes our experience as benign and harmless.

Example: internment - cannot intern your own citizens
correct - exiled or imprisoned

Tosh will provide complete list from Roy Miki.

Asian Summit was held in Vancouver, in collaboration with UBC.

Questions posed:

What does culturally sensitive care mean to you?

What are the common issues and gaps?

What research is needed?

There will be a followup in Mid-September to review the results of the Summit.

The most important issues for the Seniors were found to be Food, Language, and Social Atmosphere

At the Young Leaders Conference, Tosh participated in an interview as well as being speaker about Human Rights. In the interview at the Young Leaders Conference:

Q. How would you like to see more young people get involved with the JC Community? And how would you like to see the JCYL grow?

A. You have a good nucleus of dedicated Young Leaders now. It entails growing from this base and providing projects and issues that they can be involved in. In order to attract more young leaders, it is to welcome anyone who shows even a light interest in what you stand for. They must be made to feel that their ideas are valued and accepted. Some possible candidates quit after a few meetings because they feel frustrated with leadership that is reluctant to accept new suggestions. You might invite a person who could mentor you on how to develop an idea in action, or how to attract new members etc.. It is critical that projects or issues chosen are **doable**. Do you have the right mix of people to move the project to completion? Do you have the resources? Do you have the time? These are critical in order to achieve success.

Tosh is proposing a workshop in 2016, "Preserving Japanese Canadian History" This will be a collaborative effort with Human Rights, Heritage, Young Leaders, UBC. In addition Tom Ikeda, from Densho, and Brian Nea, Dr. Gary Okihiro, have expressed interest in the project.

E5.7 President's Report

Strategic Planning 2015

The President's Report for the AGM 2015 includes a summary of what the NEB and ED/NA accomplished during the year 2014-15.

<u>Item</u>	<u>Description</u>	<u>Action by</u>
Action #6	NEB members to connect with local organizations, regarding: a) ED Position and NA Position b) By-Law Revisions c) Reminder to register for AGM and provide details d) reminder to apply for CDF	NEB
Action #7	Recipients for the Art Miki Leadership Award and Gordon Hirabayashi Award should receive more acknowledgement for this award since it is the most prestigious award to attain in the Japanese Canadian community. NEB will increase the profile of these awards. Articles will be sent to "The Bulletin" and the NAJC Website. For example: articles in The Bulletin, the NAJC website, etc.	NEB
Recipients for the Art Miki Leadership Award and Gordon Hirabayashi Award currently receive travel and accomodations.		
Action #8	Suzuka University Partnership NEB will pursue a Scholarship for 2 students, for 4 months each. Total Cost will be \$10000 for the 2 students.	NEB
Action #9	Bev will review the summary created by Tracey Suzuki and forward the relevant questions to the NEB member to respond to the AGM	Bev

E5.8 Treasurer's Report and 2016-17 Projection

Currently the organization is deficit budget of approximately \$13000.
To reduce the capital of the NAJC will increase the deficit of the NAJC.
Currently there are Committee requests for an additional \$51000.
Deficit budgeting is not sustainable.

If the motion regarding dispersal of funding to local organizations goes forward, Kevin indicated programs would have to be cut to compensate for this loss of cash flow from investments.

Kevin is preparing a revised budget with the following Project Requests:

Project Requests (revised)	
JCYL	5000
Landscapes of Injustice	600
Hide Hyodo Shimizu Scholarship	4000
Heritage Committee	5000
Additional Funds for Endowment Committee	0
Community Development	10000
Total	25600

F. New Business

G. Other Business

G.1 Next Meeting Date

On Friday September 25th the NEB will meet at 5:00-6:30 pm in the at the Chateau Victoria.
Jim will reserve a table at the restaurant for executive.

G2. Dates for 2015-16 NEB Meetings

Proposed Face to face Meetings
October 2015
March 2016
August 2016

Motion #4: To adjourn the meeting
Moved: Lillian