



**National Association of Japanese Canadians  
National Executive Board  
Calgary, Alberta**

**Meeting Minutes**

**November 14, 2015 9 am to 4 pm  
November 15, 2015 9 am to 12 pm  
Location: Kevin's Office 300, 999 – 8<sup>th</sup> Street SW**

Meeting Called to order 9:00 am

A. Welcome and Roll Call

Bev Ohashi, Chair  
Kevin Okabe, Treasurer  
Lisa Schoenhofer, Director  
Lisa Uyeda, Director  
Valerie Hoshizaki Nordin, Director  
Susan Matsumoto, Secretary  
Lillian Nakamura Maguire, Director  
Ken Noma, Executive Director  
Jim Suzuki, National Administrator, Recorder  
Tosh Kitagawa, Vice President

B. Approval of the Agenda

Add – Approval of NEB Meeting Minutes, August 29, 30, Winnipeg

**Motion #1: That the agenda of the meeting be accepted as amended**

Moved: Lillian Nakamura Maguire

Seconded Tosh Kitagawa

Carried

C. Approval of the Minutes

**Motion #2: That the NEB Meeting minutes of August 29,30 in  
Winnipeg be approved.**

Moved: Lisa Uyeda

Seconded: Valerie Hoshizaki Nordin

Carried

a) NEB Videoconference Meeting of Oct 13, 2015

Corrections to be completed

- b) DRAFT AGM 2015 Minutes to be posted on website  
 The draft AGM has been reviewed by the NEB and is ready for posting.

D. Business Arising

- D.1 Outstanding Action items from previous meetings (see attachment)

| <u>Item</u>        | <u>Description</u>   | <u>Action by</u> |
|--------------------|--|------------------|
| Action #1          | Tosh, Ken and Lisa will prepare proposal(s) for  | Tosh, Ken, Lisa  |
| 05/15 #1           | <i>NA to confirm all members of Standing Committees are covered by liability insurance</i><br><br>The NA advised Standing Committee members are not covered as they do not have the responsibility to act on behalf of the NAJC. | Jim              |
| ACTION<br>11/14 #1 | Jim to send insurance policy to Kevin  | Jim              |
| 05/15 #2           | <i>New Business Cards</i><br>NA to prepare new business cards for NEB members as required: for Lisa S, Lisa U, Tosh, Ken, Jim  | Jim              |
| 05/15 #3           | <i>Revise Membership forms with contact information</i><br>To be completed   | Jim              |
| 05/15 #4           | <i>Add NEB Email Addresses on Website</i>  | Jim              |
| 05/15 #7           | <i>Charitable Status</i><br>Ken is reviewing with Tapper Cuddy   | Ken              |
| 05/15 #9           | <i>Contact list from Local Organizations for contact information, and standing committees</i><br><br>Member contact information is on members only section   | Jim              |

- D.2 Action items from October 2015 NEB Meeting  
To be reviewed
  
- D.3 Japan/Hawaii Tours with Joseph Sheu  
It is felt there is value in continuing heritage tour to Japan.  
The Japan tour will be further investigated with Heritage Committee  
with Lisa U.
  
- E. Other Business
  - E.1 NEB meeting dates for 2015-16  
NEB Meetings  
Jan. 16, 17, 2016 Face to Face - Toronto  
Monday Feb 8 Webex  
Mar 5-6 Face to Face – Location TBD  
Tuesday Apr 12 Webex  
May 9 or 10? TBD - Webex  
June 13, 14 ? TBD – Webex  
  
May and June dates will be confirmed
  
  - E.2 National Council meeting dates for 2015-16  
  
National Council (Teleconference)  
Tuesday, December 1, 2015.  
Tuesday, January 26, 2016  
Tuesday, April 26, 2016  
Bev will provide an agenda for the National Council Meeting  
Teleconferences  
Update on community renewal.  
Review bylaws.  
Terms of service for NEB members  
Review 2015 AGM issues and questions from member  
organizations  
  
Ken and Bev will meet to discuss talking points for Dec 1 meeting.  
Ken will discuss with Member Organization, and Individual members

F. Main Business

- E.1 Dan Yauck, CFA, Portfolio Manager, Vice President of Connor, Clark & Lunn Private Capital (10:00 – 11:00 am)

Dan Yauck, reviewed the NAJC Portfolio, in general terms and reviewed the impact of the Community Renewal Fund on the NAJC Financials

Action #1: Predictions should show the impact of the Community Renewal Fund of \$350,000 over 5 years and 10 years.

- E.2 Financial Report and Budget for 2016-17  
The 2016-17 budget is to be revised to include the new Community Renewal requirements

Review purpose of the NAJC  
Investment policy for the NAJC  
Grant organization  
Program expenditures  
Advocacy

- 2.1 Fund-raising  
Deferred to discussion during the strategic planning

- E.3 AGMs and National Conferences 2015, 2016, and 2017  
Discussion regarding upcoming AGM's.

The AGM should be separate from the National Conference  
NEB. Update the conference manual.

**Motion #3: That the NEB Webex Meeting minutes of October 13, 2015 approved.**

Moved: Lisa Uyeda

Seconded: Susan Matsumoto

Carried

D.2 Action items from October 2015 NEB Meeting

| Item      | Description  | Action by |
|-----------|--|-----------|
| Action #1 | Bev will contact Art, and advise Tosh is NAJC Rep for Community Renewal Committee<br>ACTION COMPLETE         | Bev       |
| Action #2 | Bev will setup doodle poll for NEB and National Council Meeting dates for 2015-16<br>ACTION COMPLETE         | Bev       |
| Action #3 | Ken will provide a Draft Procedure manual to NEB Members 1 week before the NEB meeting.<br>ACTION COMPLETE   | Ken       |
| Action #4 | Local Initiatives – Ken will provide when contacting Member organization (Strategic Plan)<br>ACTION COMPLETE | Ken       |
| Action #5 | It is requested that HR committee make recommendations to the NEB regarding current HR issues.<br>IN PROCESS | Tosh      |

E.3 AGMs and National Conferences 2015,2016 and 2017  
Discussion regarding upcoming AGMs  
The AGM and the National Conference portion should be two separate events with the AGM registration handled by the National Office and the National Conference registration, workshops handled by the hosting organization.

Bev, Susan, Jim and Kevin will meet with the Calgary organizing Committee later in the day.

E.4 Strategic Plan for 2015-16  
A workshop was held reviewing the Strategic plan of the NAJC.  
(See attached chart)

E.5 Review of the Draft Procedural Manual  
Ken provided a Draft Procedures Manual to be reviewed by NEB Members. Suggestions from the NEB were noted about format and

content and a second draft will be submitted

- E.5 Administration Updates
  - 5.1 National Administrator's Report - deferred
  - 5.2 Executive Director's Report Submitted
  - 5.3 Supporting roles of the NA and ED – deferred

Action #2: NEB members are to inform ED about the support they require in their role and as chair of their standing committee.

- E.6 NEB Reports:
  - 5.1 Heritage Committee Report – report submitted  
Apology legacy proposal  
GV JCCA has touched base with tosh  
Board moving forward with NAJC.

War memorial committee  
For 1<sup>st</sup> World War , and veterans.  
The War Memorial Plaque will be unveiled on April 9<sup>th</sup>,2016  
at the Cherry Blossom Festival in Stanley Park.

MOTION #4: To provide up to \$2,500 in financial support for  
the War Memorial,  
Moved: Lisa Uyeda  
Seconded: Lillian  
carried

- 5.2 Young Leaders Committee Report – report submitted  
Draft of the Young Leaders Fund was presented in conjunction  
with an update to the current budget 2015-2016.
- 5.3 Membership Committee Report – report submitted
- 5.4 Constitution Committee Report - report submitted
- 5.5 Secretary's Report – **nil report**
- 5.6 Vice President's Report – report submitted

### 5.6.1 Comments on Community Renewal Forms

#### NAJC Community Renewal Fund (CRF) - Information for Applicants

- Existing Paragraph: *The role of the CRF...*  
Suggestion:  
The role of the CRF should include “Review applications and make decisions related to allocation of funds”  
Clarity needed around the role of the current Committee – will they be responsible for the vetting of the application forms and final selection of the applicants.
- Application Process  
Is there a limit to how many applications an organization can make?
- Selection Criteria  
How will the projects be evaluated?
- Definitions and Terminology
  - Evaluation process (page 3):  
The successful organizations, would be considered member organization (not candidates)
  - The document should be reviewed, and regarding definitions, and terminology. e.g. Community renewal committee (CRC) is also referred to as the Community Renewal Fund (CRF) committee, both on page 1.
- Evaluation process  
Adjudication will take place twice per year in 2016, 2017, 2018, and once in 2019. (provide specific months for adjudication)
- Applicant eligibility  
Upon completion of the project, (provide time period .. Number of months after completion).
- Questions:
  - Is down payment for rent or down payment for a building eligible?  
Suggest that to extend the disbursement period from 3 years to 5 years  
Applicants to the Community Renewal Fund should not be eligible to apply to The CD or Endowment Fund (double dipping)  
  
What was the reason to take funds out of Sustaining Fund portfolio?
  - Item: Suggestion that the NAJC examine a generic standard application form for consistency
- As part of the application process, member organizations should provide
  - Provide organization documents.

- Structure, board of directors
- Minutes of previous AGM.
- Financial statements

Application for Grant Form

Describe Ineligible costs (i.e. General operations, etc.)

Action #3: Given that the CRF Committee is proposing a 3 year distribution of a maximum of approximately \$350,000, Kevin will provide details of the impact on our budget based on 3 years and 5 years at the December National Council Meeting.

Action #4: Tosh will take these NEB recommendations back to CRF Committee.

5.7 Treasurer's Report – nil report

5.8 President's Report – report submitted

Appointment of New Director in the Arts, Culture and Education will be considered after individuals can apply for this position (brief description provided in the report)

Action #5: This position with a brief description will be sent to National Council to encourage possible candidates to apply.

F.2 2015-16 Standing Committees – more discussion is required

F.3 Japanese Brazilians: Ken and Bev will discuss and make recommendations to the NEB for action.

G. Adjournment  
Moved Tosh Kitagawa