



**National Association of Japanese Canadians  
National Executive Board  
Carmana Plaza, Vancouver  
Fri, Oct 14 to Sun, Oct 16, 2016  
Draft Minutes**

A. Welcome and Roll Call

Meeting called to order 8:40 am, Saturday October 15, 2016

Dave Mitsui, welcomed the NEB members to the face to face meeting in Vancouver, BC

Present:

Eiko Eby, Director  
Lisa Uyeda, Director  
Bev Ohashi, Past President  
Jim Suzuki, National Administrator - Recorder  
Dave Mitsui, President  
Lorene Oikawa, Vice President  
Noreen Kuroyama, Treasurer  
Susanne Tabata, Director  
Michiko Yano Shuttleworth, Secretary

Regrets: Ken Noma  
Susanne Matsumoto

B. Minutes Recorder: Jim Suzuki

C. Approval of the Agenda

Amendments to the Agenda

- CRRF Conference in Toronto – Wed Oct 26
- National Honorary Committee
- Tatsuo Kage- email request
- John Price – uprooting
- Momoji Health Centre
- Start new template,
- Membership policy
- Page 48 Suzuka Scholarship
- Landscape of Injustice
- Terms of Reference committees

Motion #1: Motion to approve the agenda as amended  
Moved Lorene  
Seconded Michiko  
carried

D. Approval of Minutes:

- i. NEB video-conference minutes of August 30, 2016  
Correction: Change date to September 1, 2016

Motion #2 Motion to approve the Minutes as corrected.

Moved: Bev Ohashi

Seconded: Lisa Uyeda

- ii. NEB minutes of September 10, 2016

Correction:

Bev was in attendance

Moved by: Lorene Oikawa

Seconded: Susanne Tabata

Carried

- iii. 2016 AGM minutes of September 9, 2016

Corrections:

Change spelling to: Sanae Ohki  
Kim Uyede-Kai  
Vivian Rygnestad

Duplicate wording:

Page, 7 Kamloops, George Uyeda, Kamloops

Page 8 observers, replace Lisa Uyeda with Karen Goshiman

Page 9, Honorary Advisory Council

Names missing: Art and Keiko Miki

Accepted for information

To be voted at next national council meeting.

E. Board Orientation Jim

A review of was carried out by Jim

Role:

Main conduit for communications through email and phone.

Correspond with Member Organizations and NEB.

Setting up Zoom meetings mainly for NEB committees.

Financial record keeping.

F. Business Arising from NEB Meetings/Minutes

- i. 2016-17 Budget Bev

Interim financial report received March 31, 2016

Budget has been approved.

**Human Rights Committee**

Will not have a face to face meeting reduce budget by \$5000

Next year – work with Ottawa 75<sup>th</sup> anniversary of internment.

Human Rights event

Use Zoom for Committee meetings – reduce from \$8550 to \$3550

### **Scholarship**

Suzuka University Scholarship.

Bev will continue to be contact for NAJC, and will share travel costs with Laureate College.

This year the cost for the Suzuka Scholarship was \$6,000, which was under allocation of \$7,000.

Funding available:

\$1,000 – Laureate

\$1,000 – Hastings Park

\$1,000 - Greater Toronto NAJC, if there is representation from Eastern Canada

### **Community Development Budget**

The community development budget is \$14,000

Of this budget \$10,200 has been spent.

It was suggested to reallocate \$3800 to COS Play Worships (ACE)

Allocate \$1200 of this budget for Social Media.

Young Leaders Committee

The Young Leaders Committee does not have a chair for 2016-17.

Allocate \$8000 for Young Leaders Committee.

### **Arts Culture Education (ACE)**

Nikkei Museum worked with Hastings Park

Developed website.

Lesson plans, develop Japanese Canadian experience in Hastings Park.

\$2000 teacher on call coverage.

\$500 training teacher.

\$2500 approved +300 from CD

### **Membership Committee budget**

\$3300 of advertising budget is in advertising

\$500 promotion items

### **Motion to approve the Budget reallocation**

Moved: Eiko

Seconded Michiko

carried

- ii. 2016-17 Strategic Plan Bev  
 Review of Strategic plan for 2016-17
  - The 2016-17 Strategic Plan was reviewed with the National Executive Board, with respect to action items, and budgets.
  - A revised strategic plan will be issued by Bev.
- ii. 2017-18 Strategic Plan Dave/Bev
  - The 2017-18 Strategic Plan was reviewed with the National Executive Board.
- iii. 2017-18 Budget Dave
- iv. Future Directions Team\* (\*requires NEB approval to continue)  
 Dave/Ken
- v. Suzuka Scholarship Bev
- vi. Landscapes of Injustice Project – update Ken

G. President's Report Dave  
 (Note: D.Mitsui out of the Country- Oct 21 to Nov 6: cc Ken on all correspondence; my access to the internet will be sporadic at best, if non-existent)

H. Treasurer's Report Noreen

- Gave a brief history of NAJC funding from Japanese Canadian Redress Foundation, ie. 4 original funds, each with their own purpose.
- Our income mostly comes from these invested funds. At the present rate of budgeting there is a possible deficit of greater than \$200,000 for the 2017-2018 year. This in turn could impact on our principle and future investment earnings.
- At present our funds are invested as one amount. Will be looking at pros and cons to investing the funds in their original 4 separate amounts.
- Looking at converting our accounting system to Quickbooks - an accounting software package that produces a variety of financial reports. There is an initial cost of \$600 for 3 hours consulting and tutoring, and set up (2 weeks).
- The audit report for the year ending March 31,2016 is being worked on by Les Miyazawa.

I. Executive Director's Report Ken

- A written report was provide to NEB

## J. National Administrator's Report

Jim

- Community Development Fund grant – 1st payment has been issued
- Community Renewal Fund grant – 1st payment has been issued approx. \$34000
- Booth Dennehy has been contacted accepting them as Legal Counsel for NAJC  
They will contact Tapper Cuddy, to have the documents transferred to Booth Dennehy
- NAJC has an account with Zoom.
- Lisa Uyeda, has asked the documents be transferred to UBC  
Documents to be sent.
- Forwarding information to Noreen, regarding financial documentation
- Forwarded documents to Kevin Okabe, and Les Miyazawa regarding Audit.
- Business Cards for NEB Members.

## K. NEB Standing Committee Reports

-Updates & Presentation of budget requests/plans for 2017-18

### Past president Report

Suzuka scholarship

Future Directions Committee

Woordle provided

Continue discussions, but may not require a face to face meeting.

Honorary Advisory Council

Bev- will put together bios for Honorary Advisory Council

Calgary AGM

Landscapes of Injustice

3 years agreement

### i. Human Rights Committee

Lorene

MOTION: to nominate Ren Ito to the Human Rights Committee

Moved: Lorene

Seconded Lisa

Carried

### ii. Membership Committee

Eiko

remove signature line, from Membership organization forms.

### iii. Arts, Culture and Education Committee\*

Susanne

- |       |   |          |
|-------|---|----------|
| iv.   | Heritage Committee  | Lisa     |
| v.    | Community Development Committee   | Michiko  |
|       | For information:<br>Michael Noma will be working with The Community Development Committee on a project basis. |          |
| vi.   | Endowment Fund Committee  | Dave     |
| vii.  | Constitution, Resolutions and Bylaws Committee  | Susan    |
| viii. | Nominations Committee   | Dave     |
| ix.   | JC Young Leaders Committee (Representative)   | Dave/Ken |

L. National Council Meetings and Reports

- |    |                        |      |
|----|------------------------|------|
| i. | Community Renewal Fund | Dave |
|----|------------------------|------|

M. New Business

- |      |   |              |
|------|---|--------------|
| i.   | ZOOM.US Platform for video conference calls<br>A zoom account has been setup  | Dave/Bev/Jim |
| ii.  | Social Media (Proposal)<br>A discussion took place to look at a social media plan, Facebook, Twitter<br>It was proposed that K Isomura would receive \$200 / month and the program would be reviewed in six months.<br><br>The Board requested a framework be setup for this work i.e. "terms of reference" | Lorene       |
| iii. | Appointment of Special Advisor (Fundraising;HR?)<br>no action   | Dave         |
| iv.  | Meeting with UBC President<br>A meeting took place between the NAJC and the UBC President.<br>The NAJC was represented by Lorene, Dave, Tosh & Mary Kitagawa  | Dave         |
| v.   | Special Advisor Status on NEB Committees<br>Terms of Reference Required   | Dave         |
| vi.  | Request from JC War Memorial Committee (\$500)<br>There is a budget allowance in the NAJC for Remembrance day Service.  | Dave         |
| vii. | Request for funds to speak at Warrior Spirit Exhibit (\$500)<br>Motion:<br>To cover travel expenses, and living accomodations to Warrior spirit Exhibit. Dave Mitsui – speak at war memorial Nikkei memorial.<br>Moved: Susanne<br>Seconded: Michiko  | Dave         |

Lisa and David recused themselves from voting on the question.  
Carried

- viii. Tatsuo Kage email request  
Tatsuo requested photos and bios of NEB members be provided to him.  
  
Photos and bios will be put on the internet.  
To be completed in the near future.
- ix. John Price –  
Professor U of Victoria  
Asian Canadian Network  
  
Responsibility of Provincial Government.  
Paper written (not for circulation)  
Provincial government has not taken responsibility  
JC History not in core curriculum, BC education
- x. Momiji  
Looking for funding assistance to purchase a Handicap Van.  
Cost is \$88000.  
They are also applying for a supporting membership
- xi. Charitable Status  
A discussion took place, regarding charitable status.  
Ken Noma has been looking at whether, the NAJC can see charitable status.
- xii. Quickbooks.  
MOTION  
To hire a Quickbooks consultant and to provide setup and training.  
To a maximum amount of \$1000.  
Moved: Noreen  
Seconded Lorene  
Carried

#### N. Other Business

- i. 2016 Calgary AGM and Conference Update (Sept 9-11) Bev
- ii. 2017 Ottawa AGM and Conference Update (Sept 22-24) Ken

#### O. Adjournment

## UPCOMING MEETINGS:

- NEB Meetings
- i. Video Conference -Tues Nov 8, 2016  
-Tues Dec 13, 2016  
-Tues Feb 14, 2017  
-Tues Mar 14, 2017  
-Tues Apr 11, 2017  
(All meetings: 8pm EST; 7pm CST; 6pm MST; 5pm PST)
  - ii. Toronto -January 13 to 15, 2017
  - iii. Location TBA -May 26-28, 2017
  - iv. Ottawa -September 22-24, 2017 (AGM and Conference)

### NATIONAL COUNCIL Video Conference meetings with NEB:

- Tue Nov 15, 2016
  - Tue Jan 24, 2017
  - Tue Mar 21, 2017
  - Tue May 30, 2017
- (All meetings: 8pm EST; 7pm CST; 6pm MST; 5pm PST)