



Minutes of the National Association of Japanese Canadians, National Executive Board
Don Valley Hotel, Toronto, Ontario
January 14 – 15, 2017

Present: David Mitsui, Lorene Oikawa, Noreen Kuroyama, Michiko Yano-Shuttleworth, Ken Noma, Bryan Tomlinson, Eiko Eby, Susanne Tabata, Susan Matsumoto, Bev Ohashi, Lisa Uyeda

Terumi Kuwada Interim NA (rec)
Ken Noma, ED (rec)

Saturday January 14, 2017

Call to order: 8:30AM

- A. Introductions and Welcome
Dave welcomed Bryan Tomlinson as Director and Chair of the Young Leaders Committee to the NEB
- B. Terumi and Ken – Minutes Recorder
- C. Approval of the Agenda: Under New Business
- a. Add Adam Tindal Documentary
 - b. 2018-19 Budget
 - c. Contract Accountant
- Moved by Eiko; Seconded by Lisa Carried
- D. Approval of the Minutes (Zoom meeting of December 15, 2016)
Moved by Susanne; Seconded by Susan Carried
- E. President's Report Dave Mitsui
Dave provided a summary of the meeting at the Ambassador of Japan conference, held in Montreal. Discussed the activities of the various JC communities across Canada and the possibility of monetary support for various activities. Given the significance of many anniversaries, it was suggested that the Ambassador be invited to speak at the 2017 AGM.
Action: D. Mitsui to write a letter to Ambassador Monji with a formal invitation

Other topics were also discussed; Korean comfort women, commemoration of the Nanking massacre, which has passed 2nd reading (Bill 79) in the Ontario

Legislature. Notable within these discussions is the prominence of the Alpha Group and their outreach to many groups, including high school students. Within the current climate of hate and fear, it was felt that the JC community needs to be more active in promoting human rights. A recent publication, Teaching the Asian Holocaust, written by Tatsuo Kage, John Price and Thekla Lit has been approved by the BC Ministry of Education.

ACTION: That the Human Rights Committee develop strategies to address the hate and racism that creates divisiveness in communities.

- F. Treasurer's Report Noreen Kuroyama
Noreen circulated a written report. Provided a brief overview of the financials of the NAJC. There are important financials that are not completed at this time, for example, the Audit, the final report of the 2016 AGM, including the 2016 Young Leaders Conference and Young Leaders Fund. Noreen acknowledged the expertise of Kevin's skills, the amount of unpaid hours he does in reconciling the financials of the NAJC. Noreen questioned whether a Treasurer, without an Accounting background can effectively cover the financials and if there is some merit, in having an Accountant on contract. This issue was tabled for now.

CONFLICT OF INTEREST FORMS SIGNED AND RETURNED

- J. i. 2017-18 Strategic and Tactical Plan
Bev projected the Strategic plan on the screen, with changes made by the NEB members. Prior to this, David did an exercise on articulating the Priorities of the NAJC. (which David recorded on his phone and which will be attached to the minutes of this meeting). Bev took a photograph of the flipchart

Bev emailed the final Strategic Plan to the NEB, with all the changes that were made at this meeting.

Highlights of the Strategic and Tactical Plan discussion:

- Past YLC and need for effective and efficient communication between the Board and the Chair of the YLC
 - Engage Japanese Canadian youth to increase the NEB's awareness of their needs and their different perspectives
 - COS play was discussed and the search for alternate funding
 - Community Development funding was supported
- ii. 2017-18 Budget allocations were discussed and integrated with the 2017-18 Strategic and Tactical Plan

Motion: To pass the Budget as presented
Moved by Eiko; Seconded by Michiko Carried

- K. Business Arising from NEB meetings/minutes
- i. Future Directions Team Dave/Bev
 - Dave and Bev to Co-Chair the FD Team
 - Discussed as topics changing the structure of the NEB, re: Standing Committee structure, social support, efficiency of the structure.

Action: Co-Chairs to respond to Summary Report from 2016 AGM & Conference regarding NAJC members' queries to NEB
 - ii. **Suzuka Scholarship:** Anne Shaw is back in Canada and had a very engaging experience, and was remembered as someone who was quite involved in various activities. NAJC's original commitment to this project was for two years with Suzuka University to send 2 students each year at \$5000/student. However, additional costs occurred, discussed at the October 2016 NEB meeting, where the total was \$6000/student. Discussed about how feasible this would be and what contractual obligations have to be met. NAJC's obligation to Suzuka University is to support this program for 2 years and not the number of students although the previous NEB felt sending 2 students would provide greater support to each other.

Adjourned for the day at 5:15PM
 Susanne Tabata had to return to Vancouver due to other commitments

Sunday January 15, 2017

Call to order at 8:30AM

- F. Treasurer Report Continued Noreen

At the beginning of the meeting, Noreen presented information about the operational expenses of the NAJC. Noreen questioned the amount of advertising costs, as well as the deficit for this year. Some of the office expenses were unclear regarding what it represented. The idea of hiring an accountant was also part of the presentation.
- G. Past-President's Report Bev

Items dealt with in other parts of the agenda
- H. Executive Director's Report Ken Noma

Discussed the historic site of Eaton which does not warrant the need to preserve the site. The walking trail is a reminder of the internment and also the underground railroad. Ken is working with the Ottawa group, in planning for the AGM this year.

- K. Business arising from the NEB meetings/minutes – con't
- vi. Canadian Race Relations Foundation Follow-up Lorene
Lorene indicated her wish to be the contact from NAJC
 - vii. Special Committee on Reconciliation – Terms of Reference
**Motion: to accept the terms of reference:
Moved by Lorene; Seconded by Michiko Carried.**
 - viii. Bilingual HR Guide - Lorene
-To be addressed by Human Rights Committee
-Lorene to contact Tosh
 - ix. NAJC National Office and Storage
Discussed the pros and cons of having a physical office vs a virtual office. The storage unit has a lot of documents, books, etc., that need to be reviewed, culled and disposed appropriately. Lisa offered to assist in determining the archival issues involved in this process.

**Motion: To approve travel funding for Lisa to assist in the sorting of the storage unit documents and take action , including shipping the items to specific places. To be completed in the next 6 months.
Moved by Eiko; Seconded by Bev Carried.**

**Motion: to commence the dismantling of the storage unit by assessing the contents and take action as appropriate
Moved by Eiko; Seconded by Susan Carried**

Discussed the Branding of NAJC, under a virtual office system. Some of the membership may have some concerns about the identity of the NAJC. Questions about large equipment, storage, rental costs in the home of the NA were discussed.

**Motion: To commence a plan to dismantle the NAJC office .
Moved by Eiko; Seconded by Michiko Carried
Opposed : Lorene, Noreen and Bryan**

ACTION: ED/NA to create a plan to dismantle the physical office once Lisa has been able to assess the storage and archival material

- x. Travel expense remuneration Dave
**Motion: To change the mileage rate to .54/km
Moved by Lorene; Seconded by Eiko Carried**

L. Reports of Standing Committees

- i. Human Rights Committee Lorene
-March 22, 2017 ZOOM Webinar: Topic: Building a Human Rights Network
- ii. Membership Committee Eiko
-items dealt with during budget deliberations
- iii. Arts, Culture and Education Committee Susanne
-Report dealt with on Saturday as Susanne had to return to Vancouver Saturday evening
- iv. Heritage Committee Lisa
Dr Henry Shimzu has stepped down from the Heritage BC Nominations Review Committee. Other review committee members are unable to attend the upcoming face to face meeting in February.
- v. Community Development Committee Michiko
Michiko shared information about the Cosplay workshop in March, 2017
- vi. Endowment Committee Dave
No Report
- vii. Constitution, Resolutions and Bylaws Committee Susan
Discussed succession planning, new documents, change of notice for bylaw submissions. Clause 21.1 will be recommended for change to 60 days. Lakehead will consider making the motion to change. Discussed whether a change is needed to acknowledge a new committee (ACE). Existing bylaw allows for this and other matters like naming Special Advisors. Young Leaders Committee may need to be changed in the by-law. Susan raised a matter that will be discussed at a later time. The issue centers around the member of the Board, being of Japanese descent.
- viii. Nominations Committee Dave
No Report
- ix. Young Leaders Report Bryan
No Report (former chair Lisa Schoenhofer had circulated a final report on the 2016 Calgary Japanese Canadian Young Leaders Conference)

- x. Website pictures of the NEB members
Discussed having the bios on the website, some different opinions about individual pictures, best to have a group shot.

Terumi had to catch her flight to Winnipeg – NEB thanked her for stepping up and helping out at this time

The balance of the meeting was recorded by Ken Noma, which is below:

M. National Council Meetings and Special Projects Reports

- February 21st, 8:00 pm EST will be the date for the National Council videoconference meeting where the 2017-2018 budget and the 2016 auditors report will be presented
- The ED directed the NEB to the report filed by Tosh Kitagawa in his capacity as the Advisor of Special Projects
- Lorene reported that the Social Media site will commence shortly
- Bev is near completion of collecting the biographies from the remaining members of the Honourary Advisory Council. Once done, it will be posted on the NAJC website

N. New Business

- i. Full report on the MOFA Conference was presented at the start of the meeting.
- ii. Noreen acknowledged Kevin Okabe's help with this year's financials. His knowledge regarding the NAJC accounting history and practices is extensive. The current Quickbooks consultant (Kari Liu) will be approached to determine whether she can provide accounting service to the NAJC. We are still waiting for the final 2016 auditors report
ACTION: Noreen will investigate the accounting services needed to maintain NAJC financial records
- iii. Committee chairs were asked by the President to forward a task list from the 2017-2018 budget that you wish to see completed; further, to revisit the Strategic Plan template particular to their committee
ACTION: NEB directors need to submit a detailed budget proposal to the President/NA/ED
- iv. Bev reminded the NEB that they need to respond to the specific questions that were raised by the Community Organizations in the 2016 AGM Summary sheet
ACTION: Bev and Dave to meet to discuss
- v. The need to hire an accountant was part of a general discussion.
- vi. ED will look into possible hacks to email addresses of some NEB members
- vii. Dave indicated to NEB members that we will be discussing 2018-19 Budget at our May 2017 meeting in Calgary

O. Annual AGMs and Conferences

- i. ED reported the progress of the Ottawa Conference Organizing Committee. A draft of the program may be available in February
- ii. Nothing new to report on the 2018 AGM in Winnipeg

David Mitsui is away in Phoenix January 28 to March 17, 2017

P. Adjournment

Moved by Lorene to adjourn

12:30 pm Sunday, January 15, 2017

(NAJC-NEBminutesFINAL-jan14-15-2017)