



**National Association of Japanese Canadians
National Executive Board
CALGARY
FRIDAY, MAY 26 TO SUNDAY, MAY 28, 2017
CALGARY SHERATION EAU CLAIRE HOTEL**

Minutes

Present:

David Mitsui, President
Noreen Kuroyama, Treasurer
Bev Ohashi, Past President
Eiko Eby, Director
Susan Matsumoto, Director
Ken Noma, Executive Director

Lorene Oikawa, Vice President
Michiko Yano Shuttleworth, Secretary
Susanne Tabata, Director
Lisa Uyeda, Director
Bryan Tomlinson, Director
Karina Uehara, National Administrator

Saturday, May 27, 2017

Call to order: 8:15 am

A. Introductions and welcome

B. Minutes Recorder: Karina/Ken

C. Approval of the Agenda

Moved by Noreen, seconded by Eiko carried

D. Approval of Minutes: NEB meeting: April 11, 2017 (ZOOM) Dave
Approved as amended, moved by Lorene, seconded by Bev carried

E. Special Guest: Dan Yauck, CFA Vice President,
Portfolio Manager Connor, Clark & Lunn Private Capital Ltd.

Motion: Noreen to accept Dan's recommendation about the portfolio with alternatives taken from the Portfolio Review presented on May 27, 2017 (diversification of the portfolio). Seconded by Michiko

Action: Lorene and Noreen will talk to Dan and gather information about the social investment for the next meeting and bring recommendations to the board.

F. President's Report

Dave

Motion: The President propose to appoint Ken Noma as the Executive Director for another 2 years.

Moved by Noreen, seconded by Michiko.

G. Treasurer's Report

Noreen

Noreen is waiting for Kevin Okabe's report to be able to provide the financial state of NAJC. She mentioned that there are documents missing. She would have a meeting with Hiroe when Hiroe starts in June.

Motion: Eiko suggests that full receipts and documents of Calgary 2016 AGM should be submitted by June 30, 2017 or the issue will be taken to the National Council for further action. Seconded by Michiko

G. Past-President's Report

Bev

Motion: Bev suggested to consider an educational package support with Suzuka University or alternate in 2018-2019. Seconded by Lorene. Carried

H. Executive Director's Report

Ken

Action 1: the NAJC Special Advisor and the Chair of the Community development Committee be invited to attend future meetings.

Action 2: the formatting of the document will be fixed during this coming summer

Action 3: the operational manual will be finished by September 2017. Another document will be created so the user accounts and passwords will be stored. This document will be shared only by the Executive Director, Director and National Administrator.

Action 4: the title needs to be changed to "Roles and responsibilities" instead of "Terms of reference". The voting of this document will be done electronically. There is also a need to clarify few terms such as "member", "membership" or "oversee".

NEB meeting in September during Ottawa AGM: as there will be a reception hosted by the Japanese Ambassador on Friday, it was requested to book the flights to get early in Ottawa on Friday and delay the flight on Sunday. Lisa, Eiko, Brian and Suzanne may need and extra night (Thursday night).

N. New business

iv. Imin subsidy request from NAJC2017 Ottawa

Ken

Ottawa AGM organizer asked for another \$300 to subsidize 20 newcomers entrance fees. As there was no justification, the suggestion was that Ottawa AGM includes this expense in the fund already allocated for the AGM (\$40,000).

Regarding the bulletin: Lisa suggested to ask other organizations to bring articles and also to do more networking.

Virtual office: David remarked the importance of having a physical office and a permanent address.

4.6: it was suggested to use SEAD to fund athletes and not developing another new fund to promote athletes.

Suzanne suggested that David Fujino should be recognized about the research he was doing for the Directory. Maybe the Directory should be honored his name and contribution.

Action: Suzanne will talk to the committee about David Fujino's award.

Ken presented a detailed report that was appreciated by the board.

- I. National Administrator's Report Karina
The storage unit will be emptied this summer if possible. The virtual office inconveniences were presented as well as the value of having a physical office.
- J. Strategic and Financial Planning All
i. 2017-18 Budget Committee Chairs
It is consensual the need to budget cuts and this will be focus. Noreen mentioned that the way the NAJC was structured, it was difficult to make cuts and the budget was similar to the previous years. There will be another year of \$300,000 budget.
Telephone costs: will be checked
Future directions team will need budget for their face-to-face meeting in July. 7 members will be participating.
Young leaders requested more budget for their committee. Suzanne and Bev were upset that the Young leaders were not present in last AGM
It was also suggested to do the National Council meeting only by Zoom
- ii. 2017-18 Strategic Plan (updates?) Dave
iii. 2018-19 Budget Discussion All
It was mentioned that the big costs are the face-to-face meetings.
- K. Business Arising from NEB Meetings/Minutes
- i. Charitable Status – Hastings Park Foundation (Update?) Ken
iii. Bilingual Human Rights Guide for Japanese Canadians (Update?) Lorene
iv. National Office Storage and Archival Assessment Project (Update?) Lisa
v. Honourarium for Kevin Okabe (Tabled) Dave
Pending on the presentation of 2016-2017 books
- vi. Accountant
Approved electronically. Hiroe St Louis will start on June 1, 2017.
- vii. Lifetime Achievement Award Suggestion (Tabled-Attachment 1) Dave
David will respond to Dr Shibata stating that the request will be revisited in a future time.
- viii. Gordon Hirabayashi Award and Art Miki Leadership Award Ken/Lorene
Hirabayashi Award will due on June 30 and Miki Award will be opened until June 30 as well.
- ix. Letter of congratulations to Takao Tanabe Susanne
- L. NEB Standing Committee Follow-ups & Reports
- i. Human Rights Committee Lorene
Keiko Miki sent a report for the coming 2018 AGM in Winnipeg.

- ii. Membership Committee Eiko

The committee is looking for some criteria to adjudicate a new member.

Motion: Eiko will implement a moratorium on new membership applications until the committee brings recommendations to the board that will due on June 30. Lorene seconded. Carried

- iv. Heritage Committee Lisa

Motion: Lisa requested the extension of the membership of Lilian and Kevin. Susanne seconded. Carried.

- v. Community Development Committee Michiko

The CDC will have no allocation of

- vi. Endowment Fund Committee Dave Carried.

Eiko accepted the report of the EFC. Lorene seconded.

Action: David suggested to change the payment from 100% to 70% at the beginning and then paid the final 30% with the submission of the report. Also, there should be a deadline of 2 years for each project. NA will develop a template to submit reports that will include a 600-word description.

- vii. Constitution, Resolutions and Bylaws Committee Susan
- viii. Nominations Committee Dave
- ix. JC Young Leaders Committee Bryan
- x. Future Directions Team Dave/Bev
- xi. Suzuka Scholarship Bev

M. National Council Meetings and Special Projects Reports (Updates)

- i. Community Renewal Fund Dave
- ii. Special Committee on Reconciliation Lorene
- iii. Social Media Project Lorene/Ken

Eiko suggested to ask other organizations to provide information and news in order to feed every day and get the word out.

N. New Business

- i. NAJC Volunteer Recognition Dave/Eiko
- ii. NAJC Website (Update Requested) Dave

There is a need to upgrade the look of the website. It was suggested to be redesigned and to revise the brand as there is navigability issues. More photos.

Action: Lisa & Susanne will discuss about the branding and marketing and bring recommendations to the NEB.

- iii. Generic video/powerpoint for presentations Dave
- A brochure, video and Powerpoint presentation about NAJC will be on-hold for now

O. Annual AGM's and Conferences

- i. 2017 Ottawa AGM and Conference Update (Sept 22-24) Ken
- ii. 2018 Winnipeg AGM and Conference (Sept 21-23, 2018) Ongoing

Sunday, May 28, 2017

Call to order at 8:15 am

J. Strategic and Financial Planning

ii. 2017-18 Strategic Plan (updates?) Dave

It was suggested to regularly check the tasks assigned in the Zoom meetings. Each committee will be required to submit a report. If a task is not achievable, the director should inform the board before September 2017.

ii. Membership Committee Eiko

The committee is looking for some criteria to adjudicate a new member as the membership affects the operations and financials of NAJC.

Motion: Eiko will implement a moratorium on new membership applications until the committee brings recommendations to the board that will due on June 30. Lorene seconded. Bryan and Lisa abstained.

Motion: Lisa requested the extension of the membership of Lilian and Kevin. Susanne seconded. Carried.

vi. Endowment Fund Committee Dave
Eiko accepted the report of the EFC. Lorene seconded. Carried.

L. NEB Standing Committee Follow-ups & Reports

iii. Arts, Culture and Education Committee Susanne

Susanne announced that the Directory will be launched during the AGM. It was recommended to explore the identify of NAJC, in line with Redress theme in 2018.

iv. Heritage Committee Lisa

Motion: Lisa requested to extend the membership for 2 Lilian and Kevin. Seconded by Susanne. Carried.

It was recommended to narrow down the projects in order to focus the resources on a few projects such as storytelling, evaluation, etc. There is going to be a workshop in Winnipeg on June 13 in the evening about.... Lisa will follow up the situation of a fishing boat that was confiscated and it was for sale. Bev suggested to record all the workshops and events. Lorene would post them in social media.

v. Community Development Committee Michiko

Powell Street festival will have a NAJC booth. The artist website will offer a soft launch at the festival. It was suggested to use the Community development funds for athletes in 2018. In 2017-2018, there will be no funds for the Community renewal funds.

- vii. Constitution, Resolutions and Bylaws Committee Susan
No reports
- viii. Nominations Committee Dave

It was discussed if the term of members of committees should be extended or not. It was recommended to follow a protocol: the term of appointed chairs should not be extended and a letter from David would be sent to announce when the term is about to end. Eiko would write the recommendation of the procedure when a volunteer of a standing committee graduates and its appreciation. Eiko suggested to standardize the graduation of volunteers in standing committees.

- ix. JC Young Leaders Committee Bryan

Motion: Bryan suggested to add Nicole, Shaw and Alex Miki as members of the committee. Seconded by Eiko . Carried.

Bryan is researching for inviting new people to the committee. It was requested to subsidize young attendees for the AGM as they do not have resources to attend. It was recommended to separate Ren Ito from NAJC as off October when his membership expires. It was suggested to have an open communication of sensitive issues and to educate new members of the committees.

- x. Future Directions Team Dave/Bev
- xi. Suzuka Scholarship Bev

It was recommended to reduce the budget by combining or reorganizing the meetings,

M. National Council Meetings and Special Projects Reports (Updates)

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- iii. Generic video/powerpoint for presentations Dave
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Strategic plan deadline: June 30

P. Adjournment

Adjourned for the day at 11:57 am.

UPCOMING MEETINGS:

NEXT NEB MEETINGS: Friday, Sept 22, 2017 2-5pm Ottawa/Gatineau
AGM & Conference

- NEB Meetings
TBA
- i. ZOOM Video Conference about budget: July 10, 8:30 pm eastern time
(All meetings: 8pm EST; 7pm CST; 6pm MST; 5pm PST)
 - ii. FACE TO FACE MEETINGS: Future direction team: July 5 & 6 in
Winnipeg

NATIONAL COUNCIL ZOOM Video Conference meetings with NEB:
TBA

(All meetings: 8pm EST; 7pm CST; 6pm MST; 5pm PST)

(NAJC-NEB-Agenda-MAY26-2017)

ATTACHMENT 1

From: **Henry Shibata** <rustyshibata@hotmail.com>
Date: Mon, Jan 23, 2017 at 9:32 AM
Subject: Re LifeTime Achievement Award
To: "d.mitsui@najc.ca" <d.mitsui@najc.ca>
Cc: "sachiko_okuda@sympatico.ca" <sachiko_okuda@sympatico.ca>

Dear Mr. Mitsui:

At the last meeting of the Board of Directors of the Ottawa Japanese Canadian Association we discussed the possible agenda for the Celebration of the 140th Anniversary of the presence of Japanese people in Canada in concert with the 150th Anniversary Celebration of Canadian Confederation. According to our President, Sachiko Okuda, the OJCA will be hosting the NAJC here in Ottawa for a 4 Day Event (Sept 21 to 24).

Accordingly, I learned that 3 National Awards (Art Miki, Gordon Hirabayashi and a new 'Arts Pioneer') will be presented to deserving recipients.

Over the past years, many members of our community have made truly notable contributions to Canadian Society and have been duly honoured by the Governments of Canada and Japan as well as other organizations. However although mention is made of these individuals in the "Geppo...The Bulletin, A journal of the Japanese Canadian Community, History and Culture"(ref. Japanese Canadian Timeline 1833-2008), I am certain that the majority of Japanese Canadians are not aware of these contributions that we can point to with pride! Also there may be others who should be considered as deserving to be placed on such a list as well!

So... my humble suggestion is to create another category, a "Lifetime Achievement Award" to honour such outstanding members of our society so that their names and contributions will go on record as a vital and lasting part of the legacy of the NAJC!

A certificate and a modest memento can be fashioned to be presented to such people even posthumously as recognition and gratitude for their outstanding achievements. The list of recipients and their accomplishments should be provided on our website for all the world to see!

This suggestion is being sent to you to record for perpetuity the turbulent but proud legacy of the people of Japanese ancestry in Canadian History!

With best personal regards,

Henry Ryusuke Shibata, MD MSc FACS FRCSC
Professor Emeritus McGill University
Founding President Canadian Society of Surgical Oncology
Chairman Emeritus Cedars Cancer Foundation

ATTACHMENT 2

Motion: Hiroe StLouis was hired as a part-time accountant/bookkeeper.

Moved by Noreen Kuroyama, seconded by Michiko Yano-Shuttleworth (by email on May 19, 2017)