



**National Association of Japanese Canadians  
National Executive Board  
June 19, 2018  
Zoom Meeting  
A G E N D A**

(Filename: NAJC-NEB-minutes draft 1- Zoom Meeting June 19, 2018)

Started at 7:35 pm

1. Administration: Dave
  - a) Roll Call:  
David Mitsui, Michiko Shuttleworth, Eiko Eby, Susanne Tabata, Noreen Kuroyama, Lorene Oikawa, Lisa Uyeda, Bryan Tomlinson, Kevin Okabe, Karina Uehara
  - b) Minutes Recorder: Karina Uehara
  - c) Approval of the Agenda  
Moved by Lorene Oikawa, seconded by Bryan Tomlinson. Carried
  - d) Approval of Minutes: NEB Face-to-Face meeting: May 25-27, 2018  
Moved by Lorene Oikawa, seconded by Eiko Eby. Carried
2. Annual AGM's and Conferences
  - a) 2018 Winnipeg AGM and Conference (Sept 21-23) Kevin

Kevin Okabe and Karina Uehara met with Winnipeg AGM committee. The Gala dinner and presentations were confirmed as well as the workshops. NEB meeting will occur on Friday morning from 9 am to 12 noon at JCAM so the NEB will need to arrive on Thursday night. The AGM will be at 3 pm in JCAM and after that there is a reception called "Taste of Manitoba". The National conference will happen at CMHR on Saturday until 4.30 pm. The Gala dinner will be at the museum as well. Sunday sessions are focused on Young leaders and Human Rights. Both will happen in the Humphry hotel until noon. Future Direction Team is requesting time during the AGM (45 min to 1 hr.) to discuss some issues (size of the AGM, frequency, regional conferences, etc.). Bev may need 30 minutes to present the recommendations and report. The FDT should make a recommendation and options to the NEB in early August so the NEB can discuss before the AGM. FDT will have another meeting before the end of June.

    - i. Registration
    - ii. Payment

b) Nominations Update Kevin  
Only one nomination was received so far at the office. If any vacancy may occur in a couple positions, the NEB can appoint people to fill those positions. Nomination committee will revise and create the list of candidates. The committee may identify which positions will have elections and which ones are vacant. After the deadline (June 23) if there are vacancies, there are no additions to the ballot. The next NEB can appoint people to fill those vacancies. At the AGM, no names will be added.

c) 2019 AGM and Conference location Dave  
David met with the board of the Edmonton Japanese Community Association and presented the possibility of hosting the 2019 conference. Sanae Ohki expressed that the board would take under consideration being hosts in 2019 and that they would need huge support from the National office and NEB to undertake it as they were a small group. Kevin will follow-up with the board. A document outlining the host responsibilities is being developed  
Vancouver may host in 2020 with Nikkei Museum as many events (language school, Powell Street festival, etc.) and openings are happening that year at the museum. This event may have a strong Heritage focus.

### 3. Treasurer's Report

Noreen

a) March 31, 2018 Draft Financial Statements  
The financial was updated after the NEB meeting. The expenses allocation was revisited. Susanne would like to see the NEB meeting expenses to be separated from the Executive expenses.

b) Paid Accountant Status

Hiroe has indicated that she would put only 8 hours to finalize the 2017-2018 financial statement. Kevin indicated that he might work on this financial part but the concern was about the workload as an Executive director. When Kevin was in Winnipeg, he did some audit of expenses and it resulted in changing some coding. Kevin took the VISA binder with the statements and receipts to Calgary. The financials will be ready by the end of May for audit. A new procedure for approval expenses was implemented.

c) 2018-19 Budget Review  
The budget has been edited after May meeting. Document attached. Bulletin and Nikkei Voice will be under Advertising.

d) Updated Investment Report

e) 2019-2020 Budget Development  
The next zoom meeting will have the discussion of the new budget: July 17 when the NEB can revise it before the meeting. It was pointed out that if a new project would be presented and approved, then other parts of the budget would need to be adjusted, especially after the Future direction recommendations or the education project would be presented. If FDT proposed regional meetings for example, then the budget would suffer

an impact. These discussions may occur when the changes are presented to National Council so NC can make an informed decision. The bylaws changes may happen in AGM 2019.

#### Communications

Nikkei Voice and Bulletin expenses will be under Advertising. It will include what NAJC is doing with roots in the community. Terry Watada will be asked to write about Redress for the September issue. The August issue will be about Powell Street festival.

**ACTION:** The communication strategy will be discussed among Kevin Okabe, Susanne Tabata and David Mitsui in another meeting.

**ACTION:** Kevin Okabe will follow up with Terry about the content of his articles for the coming issues.

#### 4. NEB Standing Committees and Advisors - Follow-ups & Reports

##### a) Human Rights Committee

Lorene

###### i. Nanjing Petition

The committee discussed about the facts that would be considered in the NAJC statement. They are developing a draft of the statement.

There is a committee meeting that Lorene attended on behalf of NAJC. The Japanese Canadian Coalition is organizing themselves and asked NAJC if NAJC name would be included and if NAJC would officially be part of it. This coalition is planning to meet MP Jenny Kwang. There was an initial contact with her assistant and there was an impression of misunderstanding about Japanese history. There will be community meetings in July (potentially July 11) informing about this group in English and Japanese. The NEB needs more information about this committee. At this point, only Vancouverites were involved but the plan was to have people from other parts of the country.

**ACTION:** Lorene Oikawa will ask Gordon Kadota for a letter of invitation that includes the expectations, the terms of the agreement, the roles and responsibilities, the nature of the relationship between the NAJC and the coalition.

###### ii. BC Redress

Lorene

David Mitsui sent an email to Tosh Suzuki to check if he would continue to be on the BC Redress advisory panel. There was no response from Tosh as of yet. There will be a meeting with the Advisory panel that will work on the community meetings.

##### b) Membership Committee

Eiko

###### i. Membership Renewals and Full Organizational Membership

Kevin edited a letter to invite for a renewal of membership. NAJC is not accepting full membership applications right now. There is no restriction of accepting new supporting or individual members. Accepting new applications have finances and operational implications. On the other end, the financial impact should not be the impediment for accepting new organizations and communities that would restrict our network. The discussion should continue with the National Council. The committee is waiting for FDT to give some recommendations related to membership as well.

**ACTION:** The Membership committee will develop the criteria for being a full member of NAJC, possibly for the next NEB meeting.

- c) Arts, Culture and Education Committee Susanne  
Susanne and Vivian were organizing the booth at Powell Street festival. The ACE committee is asking the NEB to sell tickets.  
Related to the video presentation at the AGM: ACE had a meeting with Art's committee and would request photo contributions from all the chapters for the video production.  
JC artist directory: they are currently 450 artists in the directory.

**ACTION:** Susanne Tabata will send the request for photos and videos from NAJC member organizations before the end of July so they can be included in the video that will be presented at the AGM

- d) Heritage Committee Lisa  
There is a road camp unveiling this Saturday. Lisa talked to James Sinnock as he wanted to be more active in NAJC and may be in the Heritage committee.
- e) JC Young Leaders Committee Bryan  
The planning for the conference is in progress.  
4 applications for the YLF were received. The decision of the allocations will be by the second week of July and will need a motion to be approved by NEB.
- f) Community development fund Michiko  
The agreements were sent out and waiting for some final reports.

5. President's Report Dave  
Thanks to Kevin's work as he has taken over many tasks diligently.
6. Executive Director's Report Kevin  
Kevin has dedicated time to streamline processes and not much on strategic issues. There are many issues to take care now: AGM, financials, etc. Kevin has thanked NA for the work at the national office.
7. National Administrator's Report Karina  
Membership renewals are happening now. Endowment and Cultural development fund agreements were sent out. The reimbursement of NEB meeting has been completed.
8. Business Arising from NEB Meetings/Minutes and Action Items

## 9. New Business

### 9.1: Powell Street festival

Susanne

Susanne Tabata asked a few NEB members to help sell tickets.

### 9.2: NAJC video

Susanne

Susanne's video will be no over 4-5 minutes and it is suggested to be presented at the Gala dinner instead of the AGM. The video will be the story of Redress and NAJC.

## 10. Correspondence

### 10.1: Hiroshima- Nagasaki Coalition letter

A letter from the Hiroshima-Nagasaki Day coalition was received and they were asking for support for the event happening on August 6-11, 2018 at Toronto City hall. There was no recall of previous requests. It was suggested to reallocate \$500 to support this event. Maybe Noreen and Michiko can attend with a banner; they can take picture to be published. Bryan can bring the banner from Vancouver and send it to Toronto. The NEB supports this cause.

**ACTION:** Bryan Tomlinson and Noreen Kuroyama will contact Michiko Shuttleworth and finalize details about this event. David Mitsui will send a letter and a donation of \$ 500 will be sent for this cause (sourced from the Miscellaneous account).

## UPCOMING MEETINGS:

- NEB Meetings
- i. ZOOM Video Conference – July 17, 2018  
(All meetings: 8:30 pm EST)
  - ii. FACE TO FACE MEETINGS  
-Winnipeg -September 21-23, 2018 (AGM and Conference)

## NATIONAL COUNCIL ZOOM Video Conference meetings with NEB:

- Monday, August 20, 2018 - (8:30pm EST, 5:30 Pacific)  
There will be a meeting with the NC to prepare for the AGM. The current budget process may cause a burden for the organization. Isolated motions for additional funds for special projects may be approved by NC without considering the impact on the total budget. There should be a discussion about how to balance additional expenditures that are out of the budget. Different options (pros and cons) may be presented that shows how to absorb the new expense. Then, the NC can make an informed decision. A visual financial report with the revenues and expenditures through the years should be presented at the AGM, including the impact of the Community renewal fund on our investment.

## 11. Adjournment at 10:08 pm

Moved by Bryan Tomlinson