



NATIONAL ASSOCIATION OF JAPANESE CANADIANS

MEETING MINUTES

Meeting Type/Purpose: INTERNAL – Zoom Meeting with National Executive Board	
Date: November 3, 2018 Time: 5:30 PM to 7:30 PM PDT	Location: Zoom

1. Roll Call

NAJC Attendees:	Lorene Oikawa Keiko Miki Eiko Eby Kiyoshi Dembo Alex Miki Bryan Tomlinson Kevin Okabe Karina Uehara Susanne Tabata	Regrets:	Dave Mitsui Les Kojima
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2. Acceptance of Agenda

Motion 1:	To approve the agenda as presented.		
Moved by:	Keiko Miki	Seconded by:	Kiyoshi Dembo
Result:	Carried		

3. Acceptance of the Minutes of the Last NEB Meeting

Motion 2:	To approve the minutes of the October 5, 2018 NEB Zoom Teleconference as presented.		
Moved by:	Keiko Miki	Seconded by:	Eiko Eby
Result:	Carried		

Action:	At the next NEB Face-to-Face meeting, we need to discuss what version of the NEB meeting minutes should be posted to the members-only section of the NAJC Website.
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Update on Actions Arising from Last Meeting

COMPLETED ACTIONS	
Actions Identified	Update
Kevin to inform Alex of appointment if approved and he will bring her up to speed on matters discussed during the first NEB Zoom Call.	Completed - Alex informed of appointment and she has been brought up to speed on NEB matters.



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COMPLETED ACTIONS	
Actions Identified	Update
Kevin to research question raised about having non-arm's length directors on the board.	Completed – No restrictions on having members on the board that are not at arm's length. Charity regulations suggest that there are ramifications if more than 50% of the directors are not at arm's length, but there does not seem to be any major issues with having two people on the board that are not at arm's length.
Karina to send signed signing authority documents to the Royal Bank with immediate effect.	Completed – signing authorities for the bank accounts have been updated to reflect the appointments relating to the new National Executive Board.
Kevin to send signed signing authority documents along with copy of approved NEB minutes to the Connor Clark & Lunn with immediate effect.	Completed – The documentation has been forwarded and accepted by Connor Clark & Lunn.
Kevin to distribute instructions on making arrangements to attend the first Face-to-Face meeting once the meeting date is confirmed.	Completed – instructions circulated to NEB members
Kevin to obtain legal opinion on whether removal process can proceed on the basis of the facts of the situation.	Completed – see point 8 c on agenda

ACTIONS TO BE COMPLETED	
Actions Identified	Update
Process of appointing the JCYL elected chair should be reviewed by the Constitution and By-laws Committee.	Pending – Referred to the Constitution and By-laws Committee for review.
Kevin will confirm the remaining steps needed to confirm the existing signing authorities and look into setting up second signing authority on the account and any ramifications associated with this and report back at the next meeting.	<p>Pending – Lorene has completed the signing authority update but Les still requires his identity documents verified by Connor Clark & Lunn. After the identity documents have been verified, Kevin will review the process to add a second signing authority to authorize transactions.</p> <p>ACTION: Kevin to follow up with Les on figuring out how to validate his identity</p>



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ACTIONS TO BE COMPLETED	
Actions Identified	Update
Possible meeting dates to be circulated by Doodle Poll, with Nov 3, 4, 5 dates proposed. Future meetings will be planned out for the remainder of the year at the next Face-to-Face meeting.	<p>Pending – November 3 Zoom confirmed but future meeting dates will need to be discussed at face-to-face meeting.</p> <p>ACTION: Calendar from Nov 1, 2018 to Dec 31, 2019 currently being established (see point 6 below) and will be reviewed during Face-to-Face meeting. It will be maintained on an ongoing basis. Google Calendar is currently being used by staff too, may consider making access to that available to all members of NEB.</p>
Kevin to set up individual najc.ca emails for NEB members and provide instructions on how the emails can be accessed via webmail. Further assistance will be provided to those wishing to access najc.ca emails over their mobile devices, laptop or desktop during the next Face-to-Face meeting.	<p>Pending – Email accounts have now been set up for all members of the NAJC Executive.</p> <p>ACTION: Need to confirm emails for directors at the next NEB Face-to-Face meeting. Suggestions to be considered during meeting:</p> <p>governance@najc.ca (Bryan) membership@najc.ca (Kiyoshi) ace@najc.ca (Susanne) jcyl@najc.ca (Alex)</p>

NAJC Emails and Confidentiality

- a. Najc.ca emails have now been set up for members of the National Executive Board and instructions on the use of these emails have been circulated. We expect that all NEB members and NAJC staff will be using najc.ca emails going forward.
- b. If configuration support is required, Kevin can provide this either remotely or during the next face-to-face meeting of the NEB.
- c. Do confidentiality forms need to be signed by NEB members? If so, then these will be prepared for the Face-to-Face meeting.

Action:	NEB members to confirm functioning of their new najc.ca emails and a confidentiality agreement is to be prepared and signed by all NEB members at
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	the November 17-18, 2018 Face-to-Face meeting. Consider adding confidentiality clause to email signature (e.g. Dave's email).
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4. Future Meeting and Events Calendar

- a. Need for confirmation of future meeting dates for highlighted dates on the table below

Date	Event	Location
Oct 5, 2018	NEB Meeting	Zoom Videoconference (Confirmed)
Nov 3, 2018	NEB Meeting	Zoom Videoconference (to be confirmed)
Nov 11, 2018	Remembrance Day Ceremony	Vancouver (Lorene and Dave to attend)
Nov 17-18, 2018	NEB Meeting Face to Face	Winnipeg (Confirmed)
Dec ?, 2018	NEB Meeting	Zoom Videoconference (need to discuss timing due to stated conflicts)
Dec 11, 2018	NAJC National Council Meeting	Zoom Videoconference (to be confirmed)
Jan ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Feb ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Mar ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Mar ?, 2019	NAJC National Council Meeting	Zoom Videoconference (to be confirmed)
Mar 31, 2019	Fiscal Year End	
Mar 31, 2019	Endowment Fund Deadline	
April 30, 2019	Community Development Fund Deadline	May change – based on prior years
Apr ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Apr ?, 2019	Call for Motions Issued	Motions for AGM need to be provided to the NAJC by this date (150 days before AGM)
May ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)



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Date	Event	Location
Jun ?, 2019	Begin Annual Report Compilation	Zoom Videoconference (to be confirmed)
Jun ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Jun ?, 2019	NAJC National Council Meeting	Zoom Videoconference (to be confirmed)
Jun ?, 2019	Motions Due Notice of bylaw change to be sent to the membership	Motions for AGM need to be provided to the NAJC by this date (90 days before AGM) Bylaw changes sent to the membership 90 days before AGM or Special General Meeting
Jul ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Jul ?, 2019	Motions Sent to Membership	Motions for AGM need to be provided to the membership by this date (60 days before AGM)
Aug ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Aug ?, 2019	NAJC Annual General Meeting	Zoom Videoconference (to be confirmed)
Sep ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Sep 19-22, 2019	COPANI Conference	Bi-Annual COPANI Conference, San Francisco, USA
Sep ?, 2019	NAJC National Council Meeting	Recommending holding meeting in San Francisco, USA during COPANI
Oct ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Nov ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Dec ?, 2019	NEB Meeting	Zoom Videoconference (need to discuss timing)
Dec ?, 2019	NAJC National Council Meeting	Zoom Videoconference (to be confirmed)
Apr 9, 2020	100 th anniversary of the inauguration of the War Memorial Cenotaph	Identify if special event to be organized to commemorate anniversary



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Action:	Meeting Calendar to be affirmed during the November 17-18, 2018 Face-to-Face meeting. Consider use of a shared calendar app accessible to NEB members and staff (e.g. Google Calendar)
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5. Preparation for the November 17-18, 2018 Face-to-Face NEB Meeting in Winnipeg

a. Day 1 - Strategic Plan Review Process

- i. Blue Sky Director's Perspectives on the NAJC (prework required)
- ii. Situational Analysis
- iii. SWOT Analysis
- iv. Mission/Vision Validation
- v. Goal/Objectives Establishment
- vi. Prioritization of Objectives (establish priorities)
- vii. Budget Making
- viii. Execution
- ix. Evaluation and Review (performance measures)

Action:	Strategy consultant to be confirmed and questions to be circulated to members of the NEB in advance of the meeting so that they can be prepared with responses during the workshop.
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b. Day 2 – Confirmation of Committees and Assignment of Portfolios

Committees	Proposed/Potential NEB Member(s)
Human Rights Committee	Keiko Miki
Arts, Culture, Education Committee	Susanne Tabata?
Heritage Committee	
Japanese Canadian Young Leaders Committee and Japanese Canadians Young Leaders Fund	Alex Miki
Endowment Funds Committee (SEAD, Cultural Development)	Lorene Oikawa Karina Uehara – Staff Support Question: Should all funds be administered by a single grant awarding committee?
Community Development Committee	Eiko Eby Karina Uehara – Staff Support
Community Renewal Committee	Eiko Eby



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Committees	Proposed/Potential NEB Member(s)
	Karina Uehara – Staff Support
Membership Committee	Kiyoshi Dembo Kevin Okabe and Karina Uehara – Staff Support
Constitution and Bylaws Committee	Bryan Tomlinson Kevin Okabe – Staff Support
Audit Committee	Kevin Okabe – Staff Support
Nominations Committee	Kevin Okabe and Karina Uehara – Staff Support

Other Areas	Proposed/Potential NEB Member(s)
Landscapes of Injustice	Lorene Oikawa (NAJC Rep) Susanne Tabata (on an LOI committee) Eiko Eby (on an LOI committee)
Finance and Investment	Les Kojima Kevin Okabe – Staff Support
Fundraising	Les Kojima Kevin Okabe – Staff Support
Marketing and Communications	Kevin Okabe – Staff Support
Immigrants	Kiyoshi Dembo
Scholarships and Awards	
War Memorial	Dave Mitsui
COPANI 2019	Kevin Okabe – Staff Support

Action:	Committees to be confirmed during NEB November 17-18, 2018 Face-to-Face meeting. Committees should be aligned with and reflective of agreed to priorities. Committees should operate as identified in the bylaws.
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- c. Day 2 – Review of Committee Membership (past members whose term has expired, members that are able to continue, process for recruiting/approving new members)

Action:	Committee memberships to be reviewed and process by which committee members are to be recruited and appointed will be identified.
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- d. Administrative Information pertaining to Meeting
 i. All flights have been booked using the discounted Air Canada Gift Card except for Susanne’s flight

Name of NEB Member:	Flight	Arrival Date	Arrival Time



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Kevin Okabe	AC8514	16-Nov-18	12:47 PM
Lorene Oikawa	AC290	16-Nov-18	2:30 PM
Kiyoshi Dembo	AC265	16-Nov-18	4:23 PM
Eiko Eby	AC8622	16-Nov-18	7:35 PM
Dave Mitsui	AC8518	16-Nov-18	9:27 PM
Bryan Tomlinson	AC8525	17-Nov-18	9:00 AM

- ii. Hotel rooms have been booked at the Humphry Inn and Suites (same hotel used for AGM) with all charges going against an NAJC Master Account.

Action:	Kevin to confirm hotel bookings and confirmation numbers, and revision to Bryan's arrival.
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iii. Meeting Location

- Saturday's session will be held at the Manitoba Buddhist Temple as JCAM was fully booked for that day
- Sunday's session will be held at JCAM

iv. Transportation

- Upon arrival, please take a cab to the hotel. The arrival times for everyone seems to be spread out so it would be best to make your own way to the hotel
- Winnipeg NEB members – can they provide a ride from the hotel to the Manitoba Buddhist Temple (and back) on Saturday?
- Winnipeg NEB Members – can they provide a ride from the hotel to JCAM and then to the airport on Sunday?

v. Optional Activities

- Interest in Optional Saturday Night Dinner?
- Interest in Sunday Ramen Lunch at JCAM?

Update on Other Matters

e. Update on Nanjing Issue – Keiko Miki

- i. Meeting in Vancouver with Judy Hanazawa on October 8, 2018, along with Keiko Miki, Art Miki and Grace Thomson to discuss the Nanjing Massacre Commemorative Day.
- ii. Recent articles in Bulletin – latest issue (November 2018) features a couple of articles from different perspectives (Tatsuo Kage and the Coalition)
- iii. Update on Coalition Activities needed.



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- iv. New statement should be drafted based on the above information – ideally a position can be found that would be satisfactory to the majority of our membership. We may want to distribute further information so that our community can be better informed prior to establishing a position (e.g. fact that Japan did apologize and signed an agreement should be disclosed, Japanese Prime Minister’s Shinzo Abe visit to Beijing in October 2018). Perhaps an article could be drafted, links could be shared, etc.
- v. Consider having discussions with other ethnocultural communities. Differing stakeholders increase the complexity of the issue.
- f. Update on Japanese Canadian Working Group – Anglican Church – Kevin Okabe
 - i. JCWG meeting with Archbishop Nov 14 or 15 (but request made to delay meeting) and have been working with volunteer lawyer
 - ii. JCWG trying to get approval for survivors’ retreat, but may not get full funding from Church
 - iii. Expect that individual claims compensation would be difficult, probably looking at a community claim to fund scholarships
- g. Update on BC Redress – Lorene Oikawa

Action:	Need to provide update on issue, at next NEB meeting to address questions being raised by some member organizations.
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- h. Legal Advice Received by email from Lawyer Don Ernst
 - i. Motion 10 Closure

Action:	NEB to confirm next steps. Matter to be referred to Constitution and Bylaws Committee for review as it is clear that the Bylaws need to be strengthened to allow the organization to take appropriate action in cases where members are working against the interests of the organization. The new Membership Committee should consider criteria under which individual memberships are granted. The process by which AGM motions are vetted prior to being presented to the membership also needs to be strengthened, and procedures should be identified to control what can get distributed during the AGM.
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- ii. Non-Arm’s Length Board Composition



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Action:	Matter to be referred to Constitution and By-laws Committee for review in conjunction with the NEB board election process.
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i. Potential Participation in COPANI 2019

- Canada has been asked to consider hosting COPANI in 2023, after Paraguay in 2021.

Action:	Detailed proposal with options and cost analysis to be developed for NEB November 17-18, 2018 Face-to-Face meeting. The options should be tabled for the December 2018 National Council Meeting. Kevin Okabe to communicate progress with Edmonton at the end of November.
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j. NAJC Communications Processes

- i. Enews and Website Update
- ii. Bulletin and Nikkei Voice Submissions
- iii. Social Media
- iv. Membership Distribution

Action:	Need to formalize communication processes for all types of communications and across all communication mediums. Need to develop guidelines for discussing issues amongst the board, issuing statements and the distribution of statements to our membership. The time-sensitivity of the communications should also be considered. Should email communication tags be established to identify priority relating to emails being sent?
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k. NAJC Attendance at Celebration Dinner Events

- i. Kamloops Celebration Dinner - Lorene
- ii. Nikkei Museum Event - Lorene
- iii. Toronto NAJC Gala Event - Kiyoshi

Action:	Need for policy or guidelines on NAJC attendance, expense reimbursement, process and timeliness of action.
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6. Adjournment

Motion 3:	To adjourn the November 3, 2018 NEB Zoom Meeting.		
Moved by:	Keiko Miki	Seconded by:	Eiko Eby
Result:	Carried		